

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: November 17, 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 Fire Chief, HR Director, City Attorney, Utilities Manager, Police Chief, Public Works Director, Planning Director, Fire Chief, and Finance Director.

Spoke to, attended and/or met with:

- Individual general discussion meetings with Mayor Partington and Commissioner Littleton
- General discussion with Halifax Hospital representatives Rafael Ramirez and Matthew Hoffman
- Managers' meeting
- Senior staff and FDOT representatives regarding Nova Road corridor from SR40 to US1.
- PACE board meeting
- Walked the downtown with staff, Julia Truilo, MainStreet and members of the MainStreet garden committee regarding downtown beautification.
- Senior staff and Chamber President Debbie Cotton, discussed various topics
- Along with Commissioner Littleton met with Mr. Baumer regarding his concerns

Community Development

Planning

- It was reported in the October 27 Weekly Report that the TPO Board led by the County wanted to increase the match from 10% to 25%. The Department received a memo regarding the impact of increasing the current match of 10% to 25% for traffic ops projects and bike/pedestrian projects. Based on the information provided, the local government sponsors with the most significant impact in the Traffic Operations, Safety and Local Initiatives list are: Volusia County with a combined increase of roughly \$2,164,256; the City of Palm Coast with an increase of \$1,325,058; and the City of Deltona with an increase of \$320,177. The impacts are somewhat limited for this category because 11 of the 27 total projects included on the lists are on state roads where no local match is required.

The local government sponsors with the most significant impact in the Bicycle, Pedestrian and Local Initiatives list are: the City of Palm Coast with a combined increase of roughly \$549,566; the City of Daytona Beach with an increase of \$325,519; the City of Holly Hill with an increase of \$331,769; the City of DeLand with an increase of \$224,140; and Orange City with an increase of \$219,297. Potential increases in this category are limited by projects on the state road system as well as those that are funded with SunTrail funding. State road projects and SunTrail projects do not require a local match.

For Ormond Beach alone, the Fluhart Drive Roundabouts would increase the dollar amount from \$29,600 (10% match) to \$74,000 (25% match). The Forrest Hills Trail project would increase from \$64,569 (10% match) to \$161,423 (25% match). The Downtown Crosswalk RRFB would increase from \$5,275 (10% match) to \$13,188 (25% match). The City has several other projects

but for the most part these projects were noted as TBD (to be determined). This goes before the TCC on November 21 and before the TPO Board on December 5, 2017. Please provide attached document in advance of TPO Board meeting.

- The City Manager, City Engineer and Planning Director met with FDOT's consultant regarding SR40 Ormond Beach SUN Trail Final Concept. Items for discussions included selected alignment, over view of the concept plans, and items needed for advancement of trail from concept to design/construction.
- The Planning Director met with Legal to discuss Municode's Legal Review of the Land Development Code.

Building Inspections, Permitting & Licensing

- 9 new business tax receipts issued
- 344 Inspections
- 126 permits valued at \$1,485,153.00

Development Services

- SPRC held no meetings with applicants this reporting period.
- Projects receiving Building Permits and percent completed are provided in the following table:

Project	% Complete	Comments
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	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 for clearing and ground breaking.

- Airport Business Park
 - 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 January 2 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 met with Ormond Chamber staff to discuss economic development initiatives including revision of the joint City/Chamber “Doing Business in Ormond Beach” resource guide.
 - Staff attended the Volusia County sponsored Foreign Trade Zone workshop last week. Staff met with Super Petrel USA this week to discuss the FTZ program and 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 FAA has provided the City with a new Tower Operating Agreement (TOA) for the air traffic control tower facility at the airport. The FAA is establishing or renewing the TOA for each sponsor-owned FAA Contract Tower (FCT). This action is to ensure that both the FAA and the sponsor are in compliance with current FAA policies and directives, and to standardize and clarify the conditions under which the FAA will provide air traffic control services at sponsor-owned FCTs.
- Staff provided comments in response to an aircraft fleet mix document prepared by RDM International, Inc., on behalf of the FDOT. The fleet mix is part of an airport pavement condition study being conducted by RDM at airports throughout the state.
- Staff received the draft surveys and legal descriptions needed to proceed with the design phase of the project to construct new airport access roads in the southwest quadrant of the airport.

- Staff met with representatives of the Orland Airports District Office of the FAA. The purpose of the meeting was to review and discuss the airport's proposed Capital Improvement Plan for the next five years.
- Minor repairs to the airport's rotating beacon were completed this week.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City has been obligated by FEMA for two of the City project worksheets; due to the City is \$5.8 million. 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 48 Journal Entry Batches.
 - Approved 43 Purchase Requisitions totaling \$1,224,920.06.
 - Issued 20 Purchase Orders totaling \$112,205.54.
 - Prepared 135 Accounts Payable checks totaling \$231,801.63 and 33 Accounts Payable EFT payments totaling \$302,745.88.
 - Issued 939 past due notices on utility accounts.
 - Auto-called 170 utility customers regarding receipt of a past due notice.
 - Processed 677 payments through Interactive Voice Response System totaling \$58,039.28.
 - Grant money fiscal year-to-date total received, \$172,500.00 dollars.

Grants/PIO

- Public Information
 - Free Dissolution of Marriage Workshop (12/7)
 - Facilities Closure (Nova and SONC floor refinishing 11/23-11/26)
 - Thanksgiving Holiday Waste Collection Schedule (Thursday moved to Friday; Friday moved to Saturday)
 - Tennis Center Closure (November 16 & 17 – irrigation work)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Working with Tomoka Elementary School for a City Hall Field Trip.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Met with Sue Ellen Jackson, Executive Director, Halifax Urban Ministries, regarding CDBG funding for Hope Place.

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 11
 - Hazardous: 3
 - EMS: 101
 - Motor Vehicle Accidents: 5
 - Public Assists: 44

- TOTAL CALLS: 164
- Aid provided to other agencies: 16 Calls – Daytona Beach (6), Holly Hill (1), Volusia County (9)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 42
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 77
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 253
- Training Hours
 - NFPA 1001: Firefighting 11
 - NFPA 1002: Driver/Operator 7
 - NFPA 1021: Officer 5
 - NFPA 1500: Safety/Equipment 12
 - EMT/Paramedic 9
 - TOTAL TRAINING HOURS: 44
- Station Activities
 - Updated 3 pre-fire plans
 - Inspected 164 fire hydrants
 - Provided a tour of Station 92 to a group of 20 residents
 - Visited 25 children at Global Montessori School
 - Provided a show and tell presentation to 40 senior citizens at Harbor Baptist Church

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.
 - 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 11-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Applications Under Review
 - Planning Director (Planning)
 - Office Manager (Leisure Services)
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Part Time Maintenance Worker II – Parks (Leisure Services)
 - 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)
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Separations
 - Maintenance Worker II (Streets/Public Works)

- 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 December 31
 - Employee Benefits Open Enrollment Meetings scheduled for November 28 – 30 at City Hall
- Risk Management Projects
 - Workers' compensation claims review
 - Receipted subrogation recoveries
 - Processed 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. 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 review.
 - TeleStaff Upgrade – Fire Department staff scheduling system upgrade. System is live. IT staff working with vendors to get the time export/import to function properly.
 - Click2Gov Web Server migration – Working with vendor to configure web services applications. IT staff has been trained as administrators, and will work with the departments to implement the web features and payments.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 13
 - Completed: 38
 - In progress: 55
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 53,023
 - Inbound E-Mails Blocked: 31,767
 - Delivered Inbound E-Mails: 21,256
 - Quarantined Messages: 343
 - Percentage Good Email: 40.1%
 - Virus E-Mails Blocked: 13
 - Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 44
 - Changes: 2
 - Corrections: 3

- Map/Information Requests: 6
- Information Requests from External Organizations: 0
- 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 = 23,561; 22,780 potable, 770 irrigation, 11 effluent
- Notable Events: None

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Tennis Center Meeting
- 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
- Fall Bird Walk at EDC
- Preparation for Saturday field trip to EDC – Girl Scout Troup
- Interviews for fulltime position at EDC

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- The Ormond Beach Golden Spikes 12's, 14's and 16's 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 practiced 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 started playoff 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 finished up this week with final awards.

- Adult Volleyball finished up this week on Thursday night.
- SHS girls' soccer team continued practices Monday-Friday on Soccer Field 5 at the Sports Complex. Home games are 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 on Tuesday night 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
- Painted flag football fields
- Set up for flag football games by adding benches, toters, pylons, yard markers, etc.
- Dragged Osceola infields for use
- Prepared fields for weekend ISSA softball tournament
- Painted/prepped for SHS soccer games
- Set up Championship Field 7 for Pop Warner bowl games
- Added portable lights to Soccer Field 6
- Stored Lady Renegades temporary fences

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Angels of Praise ministries rental was held Saturday from 5:00 pm to 10:00 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
- Pop Warner Football Monday-Thursday

Community Events

- Weekly administrative tasks, office work, and activities
- Attend senior games final meeting for the year
- Attend parade meeting
- Tasks and assignments for the following upcoming events:
 - Holiday Concert
 - Santa on the Go – sending out applications
 - Letters to Santa – updated flyer
 - Home for the Holidays Parade – input of parade entries and sponsorships
 - Breakfast with Santa – updated flyer

Gymnastics

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

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continue to meet at different times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
- Coed Volleyball finished its fall season this week.
- Adult Volleyball finished this week on Thursday.
- The Lunch Bunch met on Wednesday from 10 am to 1 pm.
- Explore the Arts met on Wednesday from 4 pm to 5 pm.
- Youth Basketball League held skills assessments on Saturday and Tuesday.

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 am and 11:00 am.
- Staff assisted Ormond Memorial Art Museum and Gardens with their Veteran's Day Tribute event from 8:30 a.m. to 1:00 p.m.
- A wedding ceremony and reception were held on Saturday in Rockefeller Gardens from 12:00 p.m. to 10:00 p.m.
- Pilates classes met Monday, Wednesday, and Friday at The Casements.
- The Casements Guild Executive Board met on Monday in the Preservation Room from 9:30 a.m. to 10:00 a.m.
- The Casements Guild Administrative Board met on Monday in the Preservation Room from 10:00 a.m. to noon.
- River Oaks Home Owners Association met on Monday at Bailey Riverbridge from 10:00 a.m. to noon.
- The Casements Guild Crafters met on Monday in Room 203 from 12:30 p.m. to 3:30 p.m.
- Yoga class met on Tuesday morning at The Casements.
- Staff prepared for The Casements Guild's Annual Christmas Gala throughout the day on Tuesday, Thursday, and Friday.
- The Casements Guild held a general body meeting on Wednesday in the gallery from 10:00 a.m. to 12:00 p.m.
- The Memorial Day Remembrance Board met on Wednesday in the Preservation Room from 11:00 a.m. to 1:00 p.m.
- A Kid's Cooking Class met on Wednesday in the kitchen from 3:00 p.m. to 4:30 p.m.
- Bleachers arrived in Rockefeller Gardens on Thursday morning for the weekend's Riverfest Seafood Festival. Riverside Drive is closed starting today for the seafood festival. Throughout the day today, Ormond Beach MainStreet set up for the festival in Rockefeller Gardens, the North Lawn, and Fortunato Park.
- Mainland High School ROTC helped The Casements staff hang Christmas greenery outside the building on Thursday from 2:30 p.m. to 5:30 p.m.
- Casements Camera Club held their monthly meeting on Thursday at Bailey Riverbridge from 7:00 p.m. to 9:00 p.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions

- Gymnastics Center: Adjusted tumbling mats with assistance from Building Maintenance crew
- Sports Complex: Installed stakes and orange fencing around light towers
- Magic Forest: Removed fence railing sections for tree truck to remove hanging limbs
- Fishing Piers: Posted "No Trespassing" signs at Bailey, Ames, Fortunato and Riviera
- Andy Romano Beachfront Park: Repaired handrail on beach steps

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly inspection of DOT and facility lighting at various City locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Clean the AWOS lenses at the Airport
- Checked the defibrillator at City Hall
- Repaired the sink faucet in Building A at the Senior Center
- Cleared the outside men's room at Ames House
- Repaired lights in the man trap off the hallway at the Police Department
- Repaired desk lock at the Police Department
- Installed a deadbolt on the temporary door at Sanchez
- Cleaned out the sink drain at Fire Station 92
- Reset the front door closer at Public Works
- Repaired the locking system on the east storage room at SONC
- Checked the time clock in the Commission Chambers at City Hall
- Repaired the Christmas tree floats
- Replaced door closer leading to the bay at Fire Station 92
- Installed new wall mount and TV at Public Works

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff held a moment of silence for Officer Robert F. Grim who died in the line of duty in 2004.
- Chief Godfrey met with a representative from the News-Journal.
- Chief Godfrey hosted the quarterly review meeting with the Citizen's Law Enforcement Advisory Board.

Community Outreach

- Tutors R Us concluded last week. Twenty-three students attended the one-on-one tutoring offered Monday through Thursday after school. On Thursday, students celebrated their hard work with a pizza party. The program will resume in January 2018.
- Science on Patrol at Ormond Beach Middle School continues. Twenty-eight teens are enrolled in the program.
- Science on Patrol at Ormond Beach Elementary School continues. Seventeen students are registered for the program. The program will continue for one more week.
- Members of the Ormond Beach Police and community will attend the Margarita Society of Volusia County Ball on Saturday, November 18, to assist with the collection of toys for area service organizations. All toys collected are given to organizations who serve at-risk youth and families in Volusia County. OBPAL is one of several recipient organizations.
- "5-0 Club" was conducted at Ormond Beach Middle School.
- Held Back the Blue Kickball Game at Riverbend Academy.

Community Services & Animal Control

- Animal Calls responded to: 53
- Animal Reports: 7

- Animals to Human Society: 9
- Trap Neuter Release: 3

Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 9
- Inactive: 16
- Fraud: 12
- Burglary Residential: 5
- Burglary Business: 3
- Larceny Car Break: 1
- Grand Theft: 8
- Auto Theft: 1
- Death Undetermined: 1
- Recovered Missing Persons: 2
- Robbery: 1
- Suspicious Incident: 2
- Vandalism: 1
- Assaults: 1
- Police Information: 1

Records

- Walk - Ins / Window: 55
- Phone Calls: 89
- Arrest / NTA'S: 22
- Citations Issued: 71
- Citations Entered: 45
- Reports Generated: 154
- Reports Entered: 131
- Mail / Faxes / Request: 35

Patrol

- Total Calls: 1,161
- Total Traffic Stops: 129

Operations

Crime Opportunity Report Forms: 30

- 11/8/17
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject stole an item and attempted to return it for a refund (Dealing in Stolen Property).
 - Shoplifting Arrests, 1521 West Granada Boulevard (Walmart.) Two subjects were working together to commit grand theft. Additional drug charges and an open warrant were also enforced.
 - Theft, 2100 Airport Road (Pathways Elementary School.) Cell phone stolen from the school.
- 11/9/17
 - Battery Domestic Violence Arrest, 1201 Vanderbilt Drive. Female came to the male's residence and scratched his neck during an altercation.
 - Burglary Business, 500 West Granada Boulevard (Biz Card Express.) Received as an audible alarm, cash register drawer containing \$100 cash stolen.
 - Burglary Residence, 281 South Atlantic Avenue (Days Inn Mainsail.) Bikini bottom stolen out of motel room.
 - Burglary Residence, 359 Wilmette Circle. Handyman stole tools out of the tool shed.
 - Grand Theft of City Water, 466 Bryant Street. Subjects heard inside, but nobody answered the door.

- Disturbance Arrest, 49 West Granada Boulevard (Grind Bistro). Officers responded to the business in reference to a disturbance where one subject pulled away from the officers and tried to walk away while yelling obscenities.
- Battery Domestic Violence Arrest, 19 North Yonge Street #32. Subject contacted after a physical altercation with his live in girlfriend. While in custody, subject struck his head intentionally inside the police vehicle and had to be medically cleared before the jail staff would accept him.
- Burglary Business, 610 South Yonge Street. Storage unit discovered burglarized. Unknown what has been taken at this time.
- Carbreak, 495 South Nova Road (Renaissance Center- Plaza). Entry made through unlocked vehicle, purse and contents taken from vehicle.
- 11/10/17
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to walk out of the store by placing items she had taken off the shelf into a backpack.
 - Burglary Residence, 75 Dix Avenue. A bicycle, computer and U.S. currency were taken from the residence.
 - False Imprisonment Arrest, 100 East Granada Boulevard #202. Officers responded to 100 E. Granada Blvd #202 in reference to trespassers that were attempting to set up a barber shop in one of the vacant offices. The building owner advised them that they did not have permission to do so and contacted police. Narcotics, an open warrant and other charges were discovered and enforced.
 - Theft, 15 Fox Hollow Drive. Subject reported a computer missing from the home and stated that her 22 year old son had admitted to the theft.
 - Strong Armed Robbery, 5 South Yonge Street (Mobil Gas Station). Two subjects pushed their way past an employee who confronted them about stealing items from the store.
- 11/11/17
 - Stolen and Recovered Vehicle, 8000 Saint Georges Road #201A (Bermuda Estates). The victim advised that he last saw his motorcycle parked in a parking space and he discovered his bike on the east side of another building, hidden between two other vehicles. Obvious signs of tampering.
 - Child Neglect, 336 South Halifax Drive. Juvenile located who had been dropped off by his mother who did not return for an extended period of time. Mother was located and taken into custody during the following shift.
 - Narcotics Arrest, Airport Road and United States Highway One. Subject contacted and found to be in possession of narcotics.
- 11/12/17
 - Grand Theft, 125 Interchange Boulevard (Cracker Barrel). Purse and contents taken from the back of a chair at this location.
 - Warrant Arrest, 2085 West Granada Boulevard (Coquina Church), Subject contacted and found to have an open warrant.
 - Driving Under the Influence Arrest, 25 Ocean Shore Boulevard. Subject was contacted during a traffic stop and found to be impaired
- 11/13/17
 - Burglary Business, 801 West Granada Boulevard. Tools stolen from a toolbox inside the construction site over the holiday weekend
 - Burglary Residence, 1222 Vanderbilt Drive. Two guitars and an amplifier stolen.
- 11/14/17
 - Traffic Arrest, 775 Airport Road. Subject contacted during a traffic stop and found to have a suspended license.
 - Narcotics Arrests, 684 Hand Avenue. Three subjects were contacted and found to be in possession of narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 43

- Number of Uniform Traffic Citations Issued: 41
- Number of Written Warnings Issued: 30
- Traffic Crash Reports
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 2

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Cases initiated
- 75 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and sixty eight (68) 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. The Contractor is focusing on making the final tie-in of this loop including the connection of the mains at Bosarvey Drive, and the final 16” connections. Staff is preparing a notice to outline the process and invite residents to connect. An additional reclaimed water service has been added at the request of Leisure Services to provide water for the clay courts at the Tennis Center.
 - CDBG 2017 Trail & Sidewalk – The Central Park trail, the three cracked concrete panels and 12’ wide concrete vehicle access have been completed. Sodding for disturbed areas will be completed this week. Ramsey Terrace sidewalk is poured and some of the areas will need to be re-poured due to animals tracks. On Flormond, the Contractor is getting utilities located prior to work. The project is 96% complete.
 - Ph III 2-Inch Water Main Replacement – Peninsula – The Contractor has completed installation of all mains on the north peninsula and is beginning work south of Granada Blvd. It is anticipated that all main installation will be installed by the end of December.
 - Ph III 2-Inch Water Main Replacement – Mainland – Work continues on East River Oak Drive, Wildwood Trail, and Fir Street.
 - CDBG - Huguenot Park – All concrete work is complete. Contractor is working on parking lot striping, irrigation installation, and sodding. The project is 65% complete. Electric service has been extended to allow for connection of the irrigation timer.
 - 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) – Central park canoe launch the project schedule is being approved by the County. This project will start 1/12/18. Cassen park canoe launch waiting on project schedule from the Contractor.
 - ARBFP Ramp Repair – Due to extensive beach erosion, the existing ramp will need to be extended. A work authorization is being generated for the extension.
 - Traffic Signal Maintenance – Work is planned to commence this week with the repainting scheduled of the signal at Hand Avenue and Nova Road.

- Cassen Fishing Pier Repair – A PO for Custom Built Docks is being prepared to repair the collapsed section of fishing pier on the north side of the bridge so we can re-open the pier from the Bailey Riverbridge Gardens side.

Design Projects:

- North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends north US1 to the city limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossings, this will provide a redundant loop for US1 along the length and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. The second phase will be to extend a new 12-inch water main from Airport Road south along US1 to “double barrel” the existing single 12-inch water main. Staff is also applying to the State for an Economic Development Grant that if approved, will pay for the construction cost for the WM improvements (\$2.05 million).
- Ormond Crossings Utility Extensions – The engineer has submitted to staff a proposal for adding the design of the looped water main described in the North US1 Water Main Improvements above. FEC Railroad permits for extending the watermain/sewer force main under the railroad on Broadway Avenue have been approved.
- West Ormond Community Center – Staff had a meeting to review the first draft report with the Consultant. A revised draft has been submitted which is being reviewed by staff.
- WTP Sludge Residuals Facility Improvements – Received the pilot test report for dewatering the lime sludge through the Andritz Screw press and results were not as favorable as those of the centrifuge. As such, staff is recommending going with the same centrifuge that is going in at the WWTP.
- Cassen Park Public Dock – Staff received notice of FIND’s grant awards for this year. The City had requested \$422,439 from FIND and was awarded \$200,000. This leaves \$644,878 of the construction cost estimate of \$844,878 needing to be funded. 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. 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 was advertised on 11/12/17. Bids are due on December 13.
 - Water Plant Upgrades – The Consultant is incorporating staff comments into final design memo/bid documents.
 - Secondary Raw Water Main – Staff met with the consultant on November 14 to discuss the project.
 - 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 – This project is out to bid. The bid opening is scheduled for January 9, 2018.
 - Nova Community Park Electrical Undergrounding – Staff is working with FPL and Economy Electric to receive construction proposals to underground the overhead electric from Nova Road to the gymnasium building.
 - Police Department Roof – Staff is soliciting a proposal from one of our Construction Management firms to re-roof the entire facility.
 - Ormond Elementary Parking Lot Lighting Upgrade – Staff is soliciting quotations to install new LED parking lot lighting at the request of Ormond MainStreet so the lot can be utilized for the downtown area. Staff met to discuss the ramp/entrance design to Granada Blvd.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Base map is prepared and staff is working on conceptual designs.
- Departmental Activities
 - Reviewed weekly SWMP and Fence Permits through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Northbrook Drive, per Brighthouse request.
 - Reviewed plans and created multiple approved Wetland Protection Permits for 986 John Anderson Drive, 182 Riverside Drive, and 110 River Lane.
 - Located and provided current Cassen Park survey to Consultant, per request.
 - Calculated square footage for lot areas in the Ocean Village Villas subdivision, per Planning Department request.
 - Researched multiple FPL permit files to match recently submitted road closure/detour plans to the corresponding older permit applications.

- Researched the City's Land Development Code to determine the restrictions of building a seawall/revetment along the Tomoka River, and provided the PDF copies to the Board of Adjustment, per request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Prepped asphalt driveway in Knollwood Estates; pulled formboards and added fill dirt
- Poured slab for Parks Dept on Hammock Ln
- Removed concrete on A1A & Neptune N & S
- Added base fill to opened sidewalk on N Atlantic 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
- Stump grinding citywide
- Removed large limb over playground at Nova Community Center; removed small trees on fence line in Tomoka Meadows
- Trimmed dead limbs on Wild Cat Ln, parade route on Bostrom Ln/Roosevelt, City Hall and SR40 by Moose Club

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
- Delivered barricades and cones to Memorial Gardens and picked up same after event
- Trim SR40 by Moose Club; Sterthaus & Nova; City Hall trimming
- Edged and cleaned sidewalk on A1A S of Neptune Ave
- DOT trimming in various areas

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Ordered Sign Shop materials
- Straighten and replace damaged signs citywide
- Checked for installation for 35 MPH speed limit sign on S Halifax Dr
- Straightened signs in Sports Complex field

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
- Removed docks from the river on N Beach St
- Pipe repair on Dianne Dr
- Bleachers cleaned at PW yard

Vactor

- Basin repair on China Moon
- Fairway Dr/S Center St
- Dianne Dr/S Center St

Mowing

- Reachout on SR40
- Pond mowing (FDOT) on SR40

Street Sweeping/Streetsweeper (sweeper down)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 27,441
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 3
 - Non-Emergency Vehicles and Equipment: 16
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 13,555 gallons unleaded 7,869 gallons diesel
 - Fuel used in one week: 1,677 gallons of unleaded and 739 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 – Project advertised for bids on 11/12/17.
 - Shadow Crossings FM Improvements – Warranty work was performed this week.
 - Sodium Bisulfite Tank Replacement – Bid award was approved by the City Commission per Resolution No. 2017-215.
 - Utility Location Services – First draft of bid specifications is being reviewed.
 - Water Plant Elevated Tank Demolition and Breakaway Trails Elevated Tank Recoating – Provided information requested from consultant for assisting preparation of proposal for design services. Providing information to a consultant to obtain a price proposal for design of a monopole at the wastewater plant for SCADA radio transmission purposes.
 - Utilities SCADA Upgrades (Software Purchase RFP) – A mandatory pre-proposal meeting was held with potential SCADA software vendors. Addendum No. 1 was prepared and posted.
 - Indian River Lagoon (IRL) Project Database: Request for information for City of Ormond Beach projects having potential program impact was prepared and forwarded to Volusia County.
 - SPRC Projects (Utilities Review)
 - Celedine – Water and Wastewater permit applications were executed.
 - Edgewell Personal Care – Water distribution model scenarios are being reviewed to evaluate impacts of proposed fire protection pumping system for the facility. Fire pump system pressure and flow control devices are being requested for review to maintain reliable distribution system pressures in the N. US Hwy 1 corridor. Field testing of the fire pump system is being requested and scheduled for performance upon completion of installation.
 - Ocean Sunrise – Plans were reviewed and comments provided.

- Pineland – Airport Road force main pressures were measured. Pressures matched the lift station design calculations. No revisions were required.
- Security First – A preconstruction meeting is scheduled 11/21/17.
- Seven Eleven – 1204 Oceanshore Blvd.: Received Volusia County comments pertaining to the site plan.
- Sun Trust Bank Renovations – 160 N Nova Rd: Plans were reviewed. Previous utility department comments were addressed.
- Valiant Diner Phase 2 – 15 W Tower Circle: Received fire hydrant test results.
- Fire Protection Systems – 801 W Granada: Reviewed revised plans. Utility Division comments were addressed.
- 20 West Tower Circle – A preconstruction meeting was held to discuss the project.

Water Treatment

- Delivered 35.66 million gallons for the week ending November 10, 2017 (5.09 MGD).
- Backwashed 8 filters for a total of 398,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 31, 2017 @ 6.104 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 81 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 31.62 Million Gallons.
- Influent flows average for week @ 4.52 MGD, plant designed for 8 MGD.
- Produced 23.08 Million Gallons of Reuse.
- Produced 8.54 Million Gallons of Surface Water Discharge.
- Annual Average (Nov 01, 2016 – Oct 31, 2017) for Surface Water Discharge 1.35 MGD.
- Hauled 117.60 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 13 water service leaks.
- Installed 9 new residential water services. Contractor installed one casing for service under pavement.
- Replaced or repaired 14 water meter boxes.
- Replaced 5 residential water meters
- Replaced 4 water service or meter assemblies due to low flow or leaks.
- Responded to 11 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed pressure testing on 7 city owned backflow devices, 3 of which needed repairs.
- Installed a riser kit for a low fire hydrant located on SR40 near Breakaway Trails.
- Assisted with utility locating services due to an overwhelming amount of locate requests.
- Precautionary boil water notice affecting approximately 20 customers near S. Halifax and Bosarvey Cr. due to construction project issued Wednesday 11/15/17.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 146 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area. Responded to 2 reuse trouble calls.
- Restoration of broken PEP tank at 17 Forest View Way.
- Repaired broken lateral at 15 Shear Water Trail and at 86 Pergola Place.
- Installed new curb stop & box at 323 Oak Dr. – contractor buried existing under pavers.
- Repaired broken lateral at 50 Bellewood Cir. – Hit by boring contractor.
- Replaced stolen curb stop at 116 Briargate Look.
- Placed 2 pallets of sod to complete restoration of various repair sites.
- Replaced broken reuse meter box at 121 Briargate Look.

- Cleaned & exercised valves for force main repair at Foxhunter Flat & Westland Run.
- Located tank and cleaned out heavily vegetated area at 47 Winding Creek Way. Rewired & replaced pump.
- Cleaned 508 linear feet of sanitary sewer main.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters 8/5 psi, Ocean Mist Hotel 8/6 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 22/10 psi, Westland Run 23/10 psi & Shadow Crossing Blvd. (4 inch) 14/11 psi.

Wastewater Plant – Lift Stations

- Ormond Lakes 2; force main pressure; Static = 20psi – 1/2 pump(s) running = 25 / 25 psi
- Influent Pump #1 VFD, HMI says “no connection”, replaced serial cable, notice still occurring, will power cycle VFD when 3rd VFD becomes available.
- Scum Well #1, repair underground water leak at broken reuse in-plant plumbing, ok.
- 1P, follow up from call out, pulled check valve & pump #1 to deragg and clear volute, no WIN911 call for phase loss, corrected phase loss wiring and tested WIN911 operation, ok.
- Sludge Feed Pump #2, plumbing vibrating; secured plumbing and feed pump and repaired anchors, tested, ok.
- Ormond Lakes #4, replace non-functional hardware at #1 check valve, ok.
- Ashton Look LS, grounds keeping.
- 6P, on site generator out of service, added 200 amp plug for back-up generator power, stage mobile generator, ok.
- Hull Road Sports Complex, Quads, replaced starter in PEP tank control panel, ok.
- 3M, added receptacle and separate circuit for future park irrigation, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: none to report. 8M2, high level, main power to station not operational, contacted FPL for repairs, continuity lost at underground feed wires, City responsibility for replacement and contractor has started repairs, station is operating with diesel bypass pump, will update when complete; 1P, pump #1 intermittent operation, vacuum pump not pulling full vacuum to prime pump, set lead pump to #2, replaced vacuum pump, continuing to trouble shoot transducer/control operations, ok at this time.
- SCADA monitor/response: 4P, no starts #1, reset motor starter, ok; Creekside, Southern Pines, no starts #2, #2 pump working fine, pump status not-functional, scheduled for repair; 7M1, no starts #2, reboot VFD, pulled pump to replace impeller & wear ring, ok; 13M, no starts #1, found #1 pump working fine, corrected alternator configuration, ok; Ormond Lakes #2, no starts #2, set controller to lead #1 troubleshoot, #2 failed motor testing, replaced with shop stock, ok; 4P, no starts #1, reset motor starter, pulled pump to clear blockage at volute, ok; Chelsea Place #2, Shadow Crossings, high starts, cleaned probe, ok; 6P, high starts, cleaned probe, ok; CAM, no starts on Pump #2, replaced alternation relay, ok.
- SCADA technician activities: Removed reuse high service pump No. 5 controls and status indicators from SCADA screen as this is spare pad only; creating operator SCADA screen for local use at reuse high service pumping station using VTSCADA; created Excel file of lift station RTU's.
- 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: Influent Odor Control.
- Quarterly Plant PM's: Decant Pump; Influent Odor Control.
- Semiannual Plant PM's: Centrifuge #2, Decant Pump.
- Annual Plant PM's: Centrifuge #2.
- Lift Station PM's: 12 monthly performed and 0 annual.
- 56 work orders completed and closed for this section for this week.

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

- Well SR 21, Connect motor wiring, test operation, make available for service, ok

- Well 32H, loud operation noted, removed from service, trouble-shooting - continuing repair activities - will update upon completion of repair.
- Well 22H, replaced non-functional pressure gauge, ok.
- Granada Booster Station, sump pump float malfunctioned, cleared, will monitor.
- Paste Lime Slaker #2, replaced worn grit chain, requested PO for replacement chain, assisted operator with paddle tank cleaning.
- High Service Pump (HSP) #2, removed & replaced non-operational gate valve, began rebuild of rotating assembly, replaced pressure regulators south sample rack, ordered parts for north rack.
- HSP building south pit, installed new check valve in Tsurumi pump, ok.
- Operational checks, 39R, 41R, 24H.
- PM's: Division Wells 4 thru 12 and 15 thru 17.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program (IPP) – Staff issued a response to two items of concern associated with the FDEO Annual IPP Inspection Report as contained in a Compliance Assistance Offer dated September 7, 2017. Staff is awaiting FDEP confirmation that response appropriately addressed the outstanding concerns.
- Local Limits Evaluation – The City asked FDEP for a status on the Local Limits evaluation. The evaluation is the final item in the City fulfilling the Consent Order issued by the Department. The Department expects to give the City information prior to Thanksgiving.

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 (BFP) device to be installed at the business. City Ordinance requires BFP devices be installed on all commercial customer services. The device prevents backflow of water to the Public Water System from customer side.
- Backflow Prevention Device Commercial Database – Staff added BFP devices to the nearly 2000 devices in the City's database based new commercial water customers. Also, staff corrected device 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 LDC review meeting
- City Clerk attended weekly City Manager Staff Meeting
- Agenda packet preparation, creation, and distribution for November 21, 2017, City Commission meeting