

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 19, 2018

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with Police Chief, Finance Director, and HR Director
- Prep work for QLB meeting
- SJRWMD cost share grant discussion with senior staff

Spoke to, attended and/or met with:

- Celebration breakfast to honor Martin Luther King, Jr.
- As requested, agenda discussion meetings with Mayor Partington, Commissioner Boehm and Commissioner Littleton
- City Commission meeting
- Crime view meeting at police department
- Ormond Beach Chamber strategic planning session
- Arbor Day ceremony
- Meeting with Kay Burniston and Steve Wonderly regarding Mayors for 100% Clean Energy Endorsement
- General discussion meeting with senior staff and Ormond Beach Chamber President
- Meeting with senior staff and Mr. Calamis regarding Stratford Place drainage

**Community Development**

**Planning**

- Planning staff meet with a business owner who is interested in demolishing the former Julian's building at 88 South Atlantic Avenue and developing a gift shop and associated site improvements. The project would require a neighborhood meeting and may require a rezoning to Planned Business Development

**Building Inspections, Permitting & Licensing**

- 3 new business tax receipts issued.
- 302 inspections performed within the City (3 by private provider).
- 99 permits issued within the City, with a valuation of \$1,533,725.00

**Development Services**

- The SPRC received an application to extend an eight inch water line along South Tymber Creek Road to 85 South Tymber Creek Road, Oasis Church for potable water and fire protection.
- Performed a final inspection for the RV/Boat storage at 146 North Orchard Street.
- Performed a one-year maintenance bond inspection for the River Oaks, Phase 2 subdivision.

Project	% Complete
146 North Orchard Street	98%

589 South Yonge Street	60%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
Edgewell site work	10%
For Our Parents ALF	20%
Granada Oaks	80%
Hull's Seafood expansion	65%
Launch FCU	25%
Lot 2, Airport Business Park	0%
McDonald's (100 S. Nova Road)	95%
Ormond Beach Medical Office Building	37%
Pet Street Veterinary Care center	45%
Thomas & Betts parking improvements (phase 1)	30%
Security First	0%
Valiant Diner Expansion	98%
YMCA Dog Park	10%
YMCA Parking Expansion	10%
Zaxby's	0%
Plantation Oaks, utility connection	82%
2450 Ocean Shore, utility connection	60%
Cypress Trails subdivision	0%

**Economic Development/Airport**

**Economic Development**

- Ormond Crossings
  - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. The site plan was approved by the SPRC and land clearing has begun. The first plat in the Ormond Crossings development was approved by the Planning Board for the Security First Managers office project. The plat plan is scheduled to be heard by the City Commission at the February 20 meeting. FDOT has provided their comments on the Security First Managers traffic study. Staff is reviewing the comments to determine what the US1 traffic mitigation measures are required.
- Airport Business Park
  - Staff prepared 2 applications to the Florida Department of Economic Opportunity's Florida Job Growth Grant Fund. One is 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 was prepared for the water and sewer line extensions for the north

US1 area of the City, which will benefit Ormond Crossings and other development projects in the US1 corridor. The State is beginning to fund some of the projects. Staff and the City's legislative lobbyist will be monitoring the status of the grant applications.

- 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 a February meeting.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff met with the Ormond Beach Chamber President to discuss the City-wide economic development project and programs.
  - Staff arranged a meeting of representatives of Main Street Economic Restructuring Committee meeting to discuss downtown redevelopment projects.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
  - Staff is in discussions with a firm that is seeking land for a distribution facility.

#### Airport Operation and Development

- Staff is working with Hoyle, Tanner & Associates to review the final draft of the Wildlife Hazard Assessment report prior to submitting it to the FAA and the FDOT. The FAA required the City to conduct a Wildlife Hazard Assessment because the airport experiences more than 75,000 aircraft operations annually.
- Staff completed work to prepare and submit a Resolution for the City Commission to authorize execution of a contract to conduct an obstruction mitigation project at the airport. The City advertised Bid No. 2018-05 to secure bids from contractors qualified to perform the proposed mitigation work. DLR Services, Inc. provided the most competitive proposal in response to the bid advertisement. The proposed Resolution will be presented for approval at the February 6<sup>th</sup> meeting of the City Commission.
- Repairs are substantially complete on the large hangar near Gate 9. The last element of the repair to be finished is a new door for the hangar. The hangar suffered significant damage from hurricanes Matthew and Irma, and repairs were delayed due to the limited availability of materials and qualified contractors in the aftermath of these storms.
- McMillen Surveying, Inc. completed work this week to survey Runway 8/26 as part of the design phase of the runway rehabilitation project. Survey work needed for the design phase of the Southwest Quad Access Road project was also completed this week.
- Work continued this week to replace certain light poles in the Airport Sports Complex. Staff has coordinated with the FAA and the air traffic control tower to ensure that airport users are aware of this work, which involves use of a crane located approximately ½ mile northwest of the approach area for Runway 17.
- Minor repairs to Gate 9 were completed this week. The primary drive chain for the gate had become worn, requiring that the chain be replaced.
- Staff completed work to compile the monthly airport traffic report for 2017. The final data will be uploaded to the Airport page of the City's website.

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

##### Finance

- On-going Projects
  - The City has been obligated by FEMA for four of the City project worksheets, due to City is \$6.1 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 35 Journal Entry Batches.
  - Approved 13 Purchase Requisitions totaling \$59,773.29.

- Issued 16 Purchase Orders totaling \$76,307.06.
- Prepared 129 Accounts Payable checks totaling \$409,529.01 and 36 Accounts Payable EFT payments totaling \$768,107.07.
- Issued 1,357 past due notices on utility accounts.
- Auto-called 75 utility customers regarding receipt of a past due notice.
- Processed 576 payments through Interactive Voice Response System totaling \$53,531.55.
- Grant money fiscal year-to-date total received, \$209,867 dollars.

#### Grants/PIO

- Public Information
  - Native American Festival (January 20 & 21)
  - The Casements Closure (January 19 & 20)
  - Walking with the Manager (February 2)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Completed weekly events calendar ad for Ormond Observer.
    - Attended weekly staff meeting.
    - Attended staff meeting for ECHO site visit on January 23.
    - Attended NIAB organizational meeting of January 18.
    - Attended 2018 Florida Association of Public Information Officers PIO Symposium at Fire Rescue East.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### Fire Department

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 4
  - Hazardous: 1
  - EMS: 83
  - Motor Vehicle Accidents: 6
  - Public Assists: 50
  - TOTAL CALLS: 145
  - Aid provided to other agencies: 11 Calls – Daytona Beach (6), Volusia County (5)
  - Total staff hours provided to other agencies: 8
  - # of overlapping calls: 39
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
  - Total EMS patients treated: 67
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 130
- Training Hours
  - NFPA 1001: Firefighting 28
  - NFPA 1021: Officer 2
  - NFPA 1500: Safety/Equipment 9
  - EMT/Paramedic 3
  - TOTAL TRAINING HOURS: 42
- Station Activities
  - Updated 8 pre-fire plans
  - Inspected 21 fire hydrants
  - Conducted 4 fire inspections
  - Instructed the quarterly CPR and AED training class to Ormond Beach residents

### **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.
    - Utilities Engineer (Water Production/Public Works) open 12-5-17 until 1-19-18. Advertised on City web site, governmentjobs.com, Florida Rural Water Association, FL League of Cities, Indeed, and internally.
    - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works) re-advertised 1-17-18 until 2-2-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Recreation Leader at the Casements (Leisure Services) open 1-16-18 until 2-2-18. Advertised on City web site, governmentjobs.com, and internally.
  - Applications Under Review
    - Assistant City Clerk (Support Services)
    - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
    - Administrative Assistant (Neighborhood Improvement/Police)
  - Interviews
    - Planning Director (Planning)
  - Background/Reference Checks/Job Offers
    - Police Officer (Police)
    - Office Assistant II (Records/Police)
    - Maintenance Worker II (Wastewater Collection/Reuse/Public Works)
  - Separations
    - Assistant City Clerk (Support Services)
  - Employee Events
    - JD Williams employee training 1-24-18
    - Skin cancer screenings for HSA contribution runs 2-1-18 through 12-31-18
    - Nationwide representative here to meet with employees 2-1-18
    - Personal Health Assessments 2-21-18 and 2-22-18
    - Munis Employee Self Services (ESS) time keeping being introduced to various departments
  - Risk Management Projects
    - Final preparations for the Mayor's Health & Fitness Challenge
    - Recognition and Response employee training
    - American Cancer Society/Relay For Life event planning meetings
    - Cyber liability insurance coverage discussion with staff and broker

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 2 - Human Resources/Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features. Trainer on-site this week to work with staff on fine-tuning parameters and procedures.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
    - IT Strategic Plan – Draft documentation review
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None

- Windows Servers: None
- Networking System: None
  
- Work Orders
  - New: 15
  - Completed: 62
  - In progress: 38
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 40,681
  - Inbound E-Mails Blocked: 20,234
  - Delivered Inbound E-Mails: 20,447
  - Quarantined Messages: 302
  - Percentage Good Email: 50.3%
  - Virus E-Mails Blocked: 0
  
- Notable Events: First round of patches and updates to address the Intel CPU vulnerabilities known as Meltdown and Spectre were applied by IT staff over the past weekend.
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 4
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 5
  - Information Requests from External Organizations: 3
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0: Total in system = 1,456
  - Meters GPS Located this week: 0: Total in system = 23,675; 22,890 potable, 774 Irrigation, 11 Effluent
  - Notable Events: None

### **Leisure Services**

#### **Administration**

- Public Works Staff 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
- VCRDA meeting
- Building Maintenance staff meeting
- Arbor Day Ceremony

#### **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

- Daily tours were given on Saturday and Tuesday through Friday.
- Archeology Works held a Glass program on Saturday from 10:00 am to 11:00 am. Nine people attended.
- A meeting was held at the EDC on Wednesday at 2:00 pm.
- The EDC Coordinator visited Lyonia Environmental Center on Thursday at 10:00 am to discuss future collaboration.
- EDC Volunteer Pam Cooper served as a guest speaker for the Arbor Day Event on Friday at 10:00 a.m.
- Fifteen children and five adults attended a field trip at the EDC on Friday from 10:00 a.m. to 12:00 p.m. Two EDC volunteers assisted EDC staff.

#### 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.
- SHS girls' soccer team continued practiced on Wednesday on Soccer Field 5 at the Sports Complex and had home games on Thursday this week at 5:30 pm and 7 pm. The boys used Championship Field 7 for practices on Wednesday and Thursday at 6:30 pm.
- Lady Renegades hosted tryouts this week after getting rained out last week. They were held on Tuesday and Thursday on the Softball Quad at the Sports Complex.
- Golden Spikes will be hosting their tryouts Saturday morning at 10 am at the Nova Fields.
- Wendelstedt Umpire School continued this week with approximately 120 students. They are at the Sports Complex Monday-Saturday from 9 am-5 pm, the program will run through February 2.

#### 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
- Greased and cleaned equipment
- Dragged Osceola, South Ormond and Nova infields
- Painted/prepped for SHS soccer games
- Installed batter's eyes at Wendelstedt 2 and 3
- Prepped Wendelstedt 1-3 fields daily for Wendelstedt Umpire School
- Cleaned drains at Softball Quad
- Put together new soccer goals
- Took down all field closed signs and yellow tape
- Removed all locks from closed fields at Nova

#### Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Granada Squares Dance was held on Tuesday from 6:30 pm to 9:00 pm

#### Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:
  - CMT held regular classes Monday through Wednesday as well as Friday.
  - Follies held regular classes Monday through Thursday.
  - Kopy Kats held regular classes on Thursday.
  - Ormond Church held services Sunday.
- The Performing Arts Center is preparing to host the following events:
  - Dancing for Dreams, Saturday, 7 pm to 9 pm
  - South Beach Dance Competition Team, 7 pm to 9:30 pm

#### South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11pm daily
- Basketball games Wednesday and Friday
- MLK Event Monday
- Strike down of MLK Event

#### Community Events

- Weekly administrative tasks, office work, and activities
- Distribution of Reel in the Fun event flyers to schools
- Attended holiday parade awards at the City Commission meeting
- Attend Memorial Day Committee Meeting
- Setup, work and strike of Arbor Day Tree Planting, Friday, January, 19
- Preliminary planning of 2018 events in the months of January through May:
  - Reel in the Fun, February 17
  - Art in the Park, May 5 and 6
  - Memorial Day Remembrance Service, May 28

#### 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 various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
- The Cat Fancier's Show took place on Saturday and Sunday from 9 am to 5 pm.
- Youth Basketball League will continue games this week on Tuesday and Thursday. The season will continue until February.
- Challenger 5k Wanders started on Tuesday.
- The Lunch Bunch Club met on Wednesday.
- Explore the Arts began on Wednesday.
- The Pinewood Derby will take place on Friday and Saturday.

#### The Casements

- Guild tours were given on the hour Monday through Thursday 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. There were no tours Friday January 19 and Saturday January 20 in preparation for the Native American Festival.
- Casements staff assisted Ormond Memorial Gardens with Dogapalooza event on Saturday from 10:00 a.m. to 2:00 p.m., with equipment use, set up and strike.
- Casements staff assisted with CrimeStoppers Run rental at Ames Park on Saturday from 7:00 a.m. to 1:00 p.m.
- Staff met with a prospective bride on Tuesday for a rental consultation.
- A new Simple & Fresh Italian cooking class was held in the kitchen on Tuesday evening from 5:00 p.m. to 9:30 p.m.
- Bleachers were delivered on Wednesday morning to Rockefeller Gardens in preparation of the Native American Festival this weekend.
- The Casements Guild held a Gala wrap up meeting on Wednesday at 10:00 a.m.
- The Memorial Day Board met in the Preservation Room on Wednesday at 11:00 a.m.
- Hacienda Garden Club toured The Casements on Wednesday at 10:00 a.m. with 45 members attending.
- The Casements Guild held a Meet & Greet in the Preservation Room on Thursday from 10:00 a.m. to noon.
- Staff assisted with the festival set up including gate set up, food court area set up, kids zone set up and parking detail.



- This week, the Native American Coordinator, vendors and exhibitors set up on The Casements grounds in preparation for the Native American Festival to be held on Saturday 10:00 a.m. to 6:00 p.m. and Sunday 10:00 a.m. to 5:00 p.m.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Limitless Playground; Installed new swing and tractor toy to replace worn and broken ones
- Ormond Memorial Gardens: Repaired a railroad tie wall that damaged from a motor vehicle and repair raised brick pavers

#### 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
- Repaired the clarifier lights at the WWTP
- Repaired the centrifuge lights north side at the WWTP
- Replaced ceiling tiles in the blue room at the PAC
- Repaired the thermostat in the control room at the WWTP
- Displayed agency patches in the case at the Police Department
- Pressure cleaned the sidewalks and entrance at SONC
- Replaced a light bulb at Nova Gym
- Repaired Kiwanis Field cage light and outlet at Sports Complex
- Repaired the fountain light at Old Kings Road
- Repaired ceiling tile in the Green Room at the PAC
- Hung pictures in the hallway at the Police Department
- Checked the defibrillator at City Hall
- Replaced the cord reel at Fire Station 91
- Installed another electric circuit in the kitchen at SONC
- Replaced the oven at Fire Station 91
- Repaired Runway 8 and 35 PAPI lights at the Airport
- Repaired the A/C unit at the Police Department
- Added power to the new irrigation timer at Melrose Park
- Repaired lights on clarifiers at WWTP

#### Police Department

##### Administrative Services

- Hosted the weekly staff meeting.
- Staff participated in a "Chief's Panel" at Ormond Beach Middle School.
- Staff hosted a meeting to discuss the Strategic Plan for the Department.
- Staff attended the MLK Breakfast at the South Ormond Neighborhood Center.
- Staff hosted a public Crime View session.
- Staff attended the User Group meeting for Volusia County.
- Staff attended a Capitol Improvement Project progress meeting.
- Staff hosted a meeting with the Florida Department of Law Enforcement for an audit.

##### Community Outreach

- YDC members are currently hosting the annual blanket/coat drive. The drive began January 16 and continues through February 2. All collected coats, blankets, sweatshirts and other warm clothing items will be delivered to the homeless shelter in Daytona Beach.
- OBPAL educational programs will resume on January 29, 2018 with the *Tutors R Us* Winter/Spring session. *Tutors R Us* is offered Monday – Thursday for nine weeks. The *R.E.A.D., Reading, Exploration, Adventure and Discovery* program for third, fourth, and fifth grades will

begin February 6 and continue for 12 weeks. The *Second Grade R.E.A.D* program will begin February 14 and continue for 8 weeks.

- Twenty-seven children and parents attended the recent *Reading with a Cop* program offered in partnership with the Ormond Beach Library. Sgt. Willis read *Squirrel's Resolution* to the participants and answered questions about the role of a Police Officer in the community. The next Reading with a Cop is schedule for February 7, 2018. Detective Benita Hamilton will be the guest reader.
- Informal practice for the OBPAL basketball season has begun. Formal practice and team selection will be completed in January 2018. Last week eighteen youths participated in the practices. The OBPAL basketball program continues with participation in tournaments through July 2018. It is anticipated that 50 youths will participate travel teams for OBPAL.

#### Community Services & Animal Control

- Animal Calls responded to:40
- Animal Reports:6
- Trap Neuter Release:1
- Animal Bites:3

#### Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 4
- Inactive: 6
- Fraud: 2
- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 5
- Auto Theft: 4
- Missing Persons: 1
- Sex Offense/Rape: 2
- Assaults: 1
- Police Information: 1

#### Records

- Walk - Ins / Window: 81
- Phone Calls: 108
- Arrest / NTA'S: 18
- Citations Issued: 52
- Citations Entered: 56
- Reports Generated: 136
- Reports Entered: 125
- Mail/Faxes/Requests: 42

#### Patrol

- Total Calls: 1,155
- Total Traffic Stops: 141

#### Operations

##### Crime Opportunity Report Forms: 54

- 01/10/2018
  - Carbreak, 3 Rollingwood Trail. Unlocked vehicle doors, backpack with soccer equipment, wallet w/cash and gift cards taken
  - Warrant/Narcotics Arrest, 715 South Nova Road (Wash-Up Laundry Mat). Officers responded to the business in reference to a subject sleeping on the premises. Subject was found to have an open warrant and was in possession of narcotics.

- 01/11/2018
  - Grand Theft, 153 East Granada Boulevard (AT&T Store). Employee distracted while an iPhone 8 Plus was taken.
  - Stolen Vehicle, 1608 North United States Highway One (Days Inn). The victim called to report her rental car stolen. The victim allowed two "friends" she only knows by first names to borrow her vehicle which was not returned.
  - Battery Domestic Violence Arrest, 19 North Yonge Street #68. Male subject would not come to the door after battering his girlfriend. Entry was made to the residence where the subject was taken into custody without incident.
  - Larceny, 1657 North United States Highway One (Love's Truck Stop). Two subjects entered the store and took sunglasses from the business.
- 01/12/2018
  - Theft, 31 Misty Falls Drive. Tables, chairs and appliances stolen over a seven month period. Known suspect had permission to be at the property.
  - Theft, 556 Collins Street. City water meter stolen.
  - Carbreak, 87 Ellsworth Avenue. Occurred overnight, phone and other items stolen out of unlocked vehicle.
  - Child Neglect, 329 Melrose Avenue. 7-month old child was taken to the hospital where the presence of marijuana was found in his system. The Department of Children and Family Services (DCF) responded and requested a standby from our agency while she removed the children from the home, created a "Safety Plan" for the children, and released the children to the paternal grandmother.
  - Narcotics Arrest, 657 South Atlantic Avenue. Subject was contacted during a call where narcotics were located.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Female attempted to leave the store with a felony amount of merchandise.
  - Carbreak, 389 North Yonge Street. Tool box taken from the back of a pick-up truck.
- 01/13/2018
  - Shoplifting, 1521 West Granada Boulevard (Wal-Mart.) Subject took items from the store.
  - Traffic Arrest, 1520 West Granada Boulevard (Kangaroo/Shell). Traffic stop was conducted where narcotics were located within the vehicle.
  - Theft, 1340 West Granada Boulevard (Lowes.) The victim left his phone at the store and believes that one of the employees may have stolen it.
  - Carbreak, 215 Williamson Boulevard. Keyhole to the driver door was punched, miscellaneous items taken from the vehicle.
  - Narcotics Arrest, 1670 West Granada Boulevard. Subject was found passed out in a vehicle in the parking lot of the gas station and in possession of narcotics.
- 01/14/2018
  - Stolen Vehicle, 179 Country Club Drive. Key was left inside vehicle, victim thought the vehicle was locked.
  - Theft, 224 North Nova Road. An unknown female entered the store and stole a bottle of liquor.
  - Narcotics Arrest, 329 Sanchez Avenue (Sanchez Park.) Subject was contacted in the park after hours sitting in her vehicle where narcotics were located.
  - Driving Under the Influence Arrest, West Granada Boulevard/North Yonge Street. Subject was contacted during a traffic stop where he was found to be intoxicated.
- 01/15/2018
  - Stolen Vehicle, 280 Destination Daytona Lane (Giant Recreation World). 2018 Ford Forest River Concord RV vehicle was stolen from the lot.
  - Carbreak, 589 South Yonge Street (Mattress Outlet). Open driver side window, wallet with contents taken.
  - Sex Offense, 18 Riverview Drive. Mother reported that her minor child had been touched inappropriately over a five year time period.
  - Battery, Domestic Violence, 151 Deep Woods Way. Domestic violence incident in which subject grabbed the victim by the neck.
  - Carbreak, 75 Highland Avenue. A \$10 roll of quarters was found missing.

- Narcotics Arrest, South Nova Road/Fleming Avenue. Traffic stop conducted where narcotics were located.
- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart parking lot). Officers responded to an anonymous call of a vehicle that had been driving northbound on I-95 swerving between all three lanes of traffic and had bounced off the median. Subject was contacted and narcotics were located.
- 01/16/2018
  - Stolen Vehicle, 87 Ellsworth Avenue. Victim called and reported his vehicle stolen and with the assistance of ONSTAR the vehicle was located at La Bella Inn 1400 N Atlantic Ave in Daytona Beach. While completing the recovery of the vehicle, multiple more stolen vehicles were recovered in the parking lot from various jurisdictions. Potential suspects were identified in one of the motel rooms and the key to the stolen vehicle was recovered inside the motel room.
  - Stolen Vehicle, 170 North Old Kings Road (Avante at Ormond Beach). Victim called 911 to report her vehicle was stolen. Contact was made with the vehicle and driver, at which time the victim did not wish to pursue charges.
  - Burglary Business, 601 Division Avenue (Environmental Discovery Center). Unknown subject removed rear panels to the beehive enclosure and stole a 150 pound beehive with bees inside of it.
  - Burglary Residence, 7 Lil Cub Path (Bear Creek). Side window to the residence broken. Jewelry and change taken.
  - Battery Arrest, 348 North Nova Road. Subject came into the Las Fiesta restaurant and committed battery on the victim.
  - Trespassing Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was contacted after a trespassing warning was issued to him within the last year.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops:55
  - Number of Uniform Traffic Citations Issued: 17
  - Number of Written Warnings Issued:16
- Traffic Crash Reports
  - Number of Crashes without Injuries: 7
  - Number of Crashes with Injuries:3

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 4 Cases initiated
- 8 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and sixty (60) telephonic inquiries.
- Administrative staff assisted with X walk-ins and X telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - South Peninsula Reclaimed Expansion – The Contractor is continuing work on services and connections.
    - CDBG 2017 Trail & Sidewalk – The project is complete.
    - Ph III 2-Inch Water Main Replacement – Peninsula – All reclaimed water main has been installed, the Contractor is preparing to install water main on Valencia Drive. A field meeting was held to discuss connection of cleared water mains.

- Ph III 2-Inch Water Main Replacement – Mainland – The Contractor has pressure tested the water main on East River Oak and Woodbourne Lane, bacteriological clearance is scheduled.
- CDBG - Huguenot Park – The project is 95% complete.
- Ormond Sports Complex Field 4-10 Lighting – All underground electrical work is complete on fields 3-6, 9 and 10. The Contractor is currently installing poles and lights on fields 9 and 10.
- CDBG (canoe kayak launches) – Both installations are scheduled to begin by the end of January.
- Bailey Riverbridge Fishing Pier Repair – Contractor is scheduled to begin repair work by end of January.
- Ormond Elementary Parking Lot Lighting Upgrade – The materials have been ordered by the Contractor.
- Memorial Gardens Parking Lot Improvements – Contractor is scheduled to begin work by the end of January.
- North US1 Landscaping Ph II – A preconstruction meeting is scheduled in early February and the Contractor plans to start construction after the Daytona 500 on February 18.
- Cassen Park Finger Pier Replacement – The material have been ordered and the Contractor is scheduled to begin construction by the end of January.
- Design Projects:
  - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends along 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, which 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. Phase 2 will 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 applying to the State for an Economic Development Grant that, if approved, will pay for the construction cost for the water main improvements (\$2.05 million).
  - Ormond Crossings Utility Extensions – A Work Authorization for the design of the looped water main described in the North US1 Water Main Improvements above was approved at the January 2 City Commission meeting. 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 60% plans for review.
  - 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 funding. The FIND Agreement was approved at the January 2 CC meeting.
  - 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 – A pre-construction meeting was held, notice to proceed will be issued for the first week of March.
  - Forest Hills Connector Trail – FDOT has provided comments on the bid documents; design plans have been finalized for final submittal.
  - Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.

- Fleming Ave Stormdrain Improvements – A FEMA HMGP Phase I design/engineering grant was executed by the City on January 2, and has been returned to the State for final execution.
- Wilmette Avenue Pumping – A FEMA HMGP Phase I engineering/design grant has been approved for this project and is under review by Staff.
- 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) – Staff will apply for an HMGP grant which would pay 75% of the project total construction cost. Staff is preparing a Work Authorization to the Design Consultant for FEMA grant assistance to construct new restrooms.
- Rockefeller Gardens Stage Shade Cover - Structural engineering is in process to determine installation costs.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Staff submitted an ECHO grant application to help offset the cost to construct the project.
- OBSC Improvements – Championship Field 7 – Staff will submit a Daytona Beach Racing and Recreational Facilities grant application to help offset the cost to construct the project.
- Downtown Light Replacement – The bid award is scheduled for the February 20 Commission meeting.
- Water Plant Upgrades – Staff has received the final design memo, Consultant is finalizing the bid documents.
- Secondary Raw Water Main – a neighborhood meeting has been scheduled for January 29 to discuss easement needs with the residents along Old Tomoka Road south of SR40. A meeting was held with the Consultant to review progress and discuss the neighborhood meeting.
- Wastewater Plant Influent Pump Station – Staff is moving forward with the implementations recommended by the Engineer 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 – Bids were opened on January 9, and are under evaluation.
- Nova Community Park Electrical Undergrounding – FPL is preparing a proposal to underground their existing infrastructure. Staff is reviewing a proposal to underground our existing infrastructure.
- Police Department Roof – Working with Construction Manager to determine the final scope for proposals.
- MacDonald House – Working with a Construction Manager to solicit proposals to complete Phase I repairs of the report.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Base map has been prepared and staff is finalizing conceptual planting plan for design Consultant.
- CDBG – Streetlight Replacement – The bid package will be reviewed by the City Commission on February 6.
- CDBG – Cassen Park Fire Hydrant – Staff is finalizing the quote package to solicit written proposals.
- Nova Community Park Tennis Court Lighting – Staff will submit a FRDAP grant application to help offset the cost to construct the project.
- A1A Manhole Repair – This project is out to bid, bid opening is scheduled for February 6.
- Police Department Access Control – The Consultant is addressing the 90% comments and will be resubmitting.
- City Hall/SONC HVAC Repairs – The Consultant has submitted 100% plans and specifications which are under review. City Commission approved the project for bidding at the January 16 CC meeting, bid advertisement to follow.

- A1A Force Main Repair – Staff met with Consultant to discuss the scope of the project and request a proposal for design services.
- 2018 Road Rehabilitation-Resurfacing – Staff has begun preparing bid documents for the roadway resurfacing project.
- 2018 Road Rehabilitation – Pavement Preservation - Staff has begun preparing bid documents for the roadway micro-surfacing project.
- Departmental Activities
  - Reviewed daily SWMP, Fence, Engineering Permits through the ProjectDOX system.
  - Reviewed plans and created multiple Work-in-the-Right-of-Way permits for 4 Echo Woods Way and 2 Forest View directional bores, per Brighthouse request.
  - Continued updating the Forest Hills Multi-Use Trail construction plan set per FDOT comments.
  - Continued to update Tower Cloud construction plan set to show location of utilities in the right-of-way.
  - Photographed various City facilities for insurance file.
  - Plotted 3 sets of the Sodium Bisulfate Tank Replacement Plan, per Utilities Division request.
  - Created drawings for upcoming 2018 Roadway Resurfacing project.
  - Completed Trees-in-the-Right-of-Way locate at 1200 & 1202 Northside Drive, per Streets Division request.
  - Researched as-built drawings and provided multiple PDF and CAD files showing utility locations along North US1 between Hull Road and Destination Daytona, per Consultant request.
  - Researched old files to determine maintenance responsibilities for Broadway and Flagler Road, per Streets Division request.
  - Researched as-built drawings and provided PDF copies for utility locations for US1 Business Park, per Allen Engineering request.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Asphalt patch on Airport Rd, University
- Poured concrete on Ormond Lakes Blvd; pulled forms and cones
- Concrete patch on Apian Way – IL Villagio
- Pulled forms and cones on Airport Rd & at IL Villagio
- Worked on DOT – concrete sidewalk SR40 – Citywide

### 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
- Remove Oak tree on Colina Pl; hollow Oak at Midway & Oak Ave; dead tree & broken limbs on 300 block of Putnam Ave; removed Palm at PAC
- Saw maintenance at Shop
- Trimming at 400 block of N Yonge St

### Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide

- DOT weed control on all state roads
- Trimming in various areas citywide
- Repaired dirt road with shell on Hotel St
- Barricades to Memorial Gardens
- Cleaned and organized PW yard
- Picked up bag of litter on N Orchard St
- Trimmed Palm on ROW at S Halifax & Bosarvey

#### 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
- Delivered reserved parking signs to South Ormond Neighborhood Center

#### Stormwater Maintenance

- Wall repair at Airport
- Assisted Building Maintenance with floats at Cassen Park
- Lift station repair on Hotel St
- Locates citywide
- Basins cleaned on Big Buck Trl
- Moved bleachers to The Casements
- Picked up sand
- Pipe repair on Melrose Ave
- Outfall cleaned on N Beach St

#### Vactor

- Mayfield Cir/Melrose; Flormond/Cumberland; Big Buck Trl

#### Mowing

- Reachout Pineland/Hull Rd

#### Street Sweeping/Streetsweeper (2 days)

- 70 miles of road cleaned
- 36 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 21,477
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 6
  - Non-Emergency Vehicles and Equipment: 10
- Road Calls for the week: 3
- Quick Fleet Facts:
  - Fuel on hand: 13,394 gallons unleaded, 8,859 gallons diesel
  - Fuel used in one week: 1,767 gallons of unleaded and 631 gallons of diesel.
  - Fleet completed 30 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Yard Electrical and Pump Upgrades – A revised proposal to separate the lift station improvements from the project is pending. A meeting to discuss available funding for the amended project scope is being scheduled.



- Ground Storage Tank Repairs – Legal Department reviewed the revised proposal and insurance certificate. A sole source procurement request was prepared for City Commission approval on February 6, 2018.
- Leeway Tank – Scheduled a site meeting with consultant to finalize the project scope.
- Lift Station Improvements 2018 – A work authorization is being prepared. SCADA updates were clarified.
- Lift Station 10M & 12M Improvements – Items for approved shop drawings were ordered by the contractor.
- Pretreatment Effluent Pump (PEP) Purchase – Project is in the bidding phase.
- Sodium Bisulfite Tank Replacement – A preconstruction meeting was held and minutes distributed. The notice to proceed was issued January 16, 2018.
- Utility Location Services – Project was submitted for City Commission approval to advertise for bids at the February 6, 2018 City Commission meeting. A bid number for the project was requested.
- Water Plant Elevated Tank Demolition and Breakaway Trails Elevated Tank Recoating – A revised proposal from OM Engineering to prepare plans and specifications for repairing and recoating the Breakaway Trails Elevated tank and demolishing the water plant tank was received for review.
- Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation was rescheduled to the February 6 City Commission meeting.
- 2271 John Anderson Drive – Permit was received from Volusia County for construction.
- SPRC Projects (Utilities Review)
  - Air One – 871 Hull Road: Force main connection is 1,000 feet from the site. Developer desires septic tank - instructed to contact the health department for determination.
  - Davita Dialysis – Discussed a proposed 2-inch water connection to the facility.
  - Ocean Club – Discussed conceptual plan to construct a gift shop on former Julian's site.
  - OB Softball Field – 46 Doug Thomas Way: Revised plans are being reviewed.
  - Plantation Oaks – Reviewed plat for Unit 1. Units 2B, 2C and 2D were reviewed and comments provided.
  - Security First – 1001 Broadway Avenue: Received shop drawings for review.
  - Shoppes on Granada Phase 2 – Met to discuss proposed changes to the site plan.
  - Seven Eleven – 1204 Oceanshore Blvd: Reviewed revised plans.
  - Valiant Diner – Sanitary sewer as-builts were reviewed and determined to be acceptable.
  - 85 South Tymber Creek Road – Received water line extension plans for review.
  - 330 S. Yonge Street – Discussed feasibility of connecting to sanitary sewer instead of replacing a failed septic tank system.
  - 801 W Granada – Reviewed revised plans.

#### Water Treatment

- Delivered 35.90 million gallons for the week ending January 12, 2018 (5.13 MGD).
- Backwashed 8 filters for a total of 335,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 31, 2017 @ 5.932 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 42.18 Million Gallons.
- Influent flows average for week @ 6.03 MGD, plant designed for 8 MGD.
- Produced 15.83 Million Gallons of Reuse.
- Produced 26.35 Million Gallons of Surface Water Discharge.
- Annual Average (Dec 01, 2016 – Nov 30, 2017) for Surface Water Discharge 1.47 MGD.
- Hauled 133.90 tons of dewatered residual solids (14%-18% Solids).
- Completed FDEP Local Limit sampling for low level mercury.

#### Water Distribution

- Installed 3 new residential water services.
- Replaced or repaired 6 water meter boxes.
- Responded to 23 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Repaired 3 each - 6" water main leaks on McIntosh Rd, Country Club Dr & N. St. Andrews Dr. Also repaired a 2" GSP leak on Bosarvey Dr.
- Responded to and/or repaired 22 water service leaks.
- Performed fire hydrant maintenance on 14 hydrants in the Flagler County section of Hunter's Ridge subdivision.
- Reconnected the fire hydrant located in the far west region of Airport Rd. The fire hydrant was broken off of the water main.
- Performed a 3" commercial water meter test, meter tested accurate
- Assisted with utility location services.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 197 regular and 4 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 18 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area. Responded to 3 reuse trouble calls.
- Replace 15 feet of 4" PVC service lateral at 27 Fairview Ave.
- Cleaned 760 feet of 8" gravity main on Huntington Place. Follow up from main stoppage on Saturday. Cleaned wet well.
- Follow up on PEP alarms from 4" rain event, 11 addresses self-cancelled upon follow up.
- Cleared 8" sewer main stoppage at 869 S. Atlantic Ave. – paper. Later cleaned 215 lf of 8" gravity main as follow up to stoppage.
- Demolished services at 634 & 636 Tomoka Ave.
- Installed E1 pump at new construction at 68 Westland Run (was waiting on pump delivery)
- Repaired broken 2" reuse main on Hotel Rd.
- Repaired 1½" sanitary service line at 64 Shadow Creek Way.
- Checking for source of leak at 3 Leisure Wood Way
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 5/5 psi, Ocean Mist Hotel 8/5 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 14 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 0 psi.

#### Wastewater Plant – Lift Stations

- Huntington Woods, high level at station, debris caused pump overload and tripped motor starter, reset motor starter, cleared blockage at volute, pump down, ok.
- Waste Water Plant – repair reuse pipe at wash down line at Clarifier #2.
- Hull Road Ballfield – not pumping - pulled #1 pump and replaced with new stock, ok.
- Influent Pump #3, install repaired motor, electrical connection is scheduled.
- Sandy Oaks, Castle Gate, follow up from call out, checked station, ok.
- Final effluent tanks, continued installation of wash down system.
- R.A.S. Room, modified manifold discharge drain to cam lock fittings in preparation for meter replacement.
- 6M, station operating with 2 pumps in automatic at this time, will order replacement pump controller.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 8M1, 4M, phase loss, power restored upon arrival, ok; Sandy Oaks, Castle Gate, 6M, 1M, McDonalds, phase loss, storm related, all power problems restored without further incident, follow up performed at each station during regular working hours, ok.

- SCADA monitor/response: 1P, high starts, found to be extreme flows probably due to recent weather conditions, ok;
- SCADA technician activities: Influent pump station, changed the screen for WWCLIENT6 computer to mirror SCADA screen WWCLIENT5. Sludge transfer pumps made corrections to SCADA screen, ok; 6M RTU Check, radio RSSI @ -68dbm, ok.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Annual Plant PM's: Sludge Holding Tank Blower #1.
- Lift Station PM's: 12 monthly performed and 0 annual.

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

- Weekend call out, Lime Slurry pumps #2, #3, supply lines blocked, cleared lines and returned to service, ammonia storage, connected heat strips at feed lines, ok.
- Well17D, installed new digital flow meter, RTU check good, radio RSSI @ -76dbm
- Lime Building RIO1-4 PLC, verified entire panel for correct I/O wiring, fiber to ethernet switch not operational, replaced blown fuses, ok.
- LPRO PLC\_1, rack 1 & 2 I/O, verification - found many I/O not connected but still in program, noted results on excel document, labeled analog field device wiring at the terminal block.
- Added new laptop @ WWTP for redundancy of historian for Reuse High Service pumps station.
- Claricone #1, replaced injection port valves, installed hatch cover, began replacement of corroded catwalk bracing, ok.
- 12% Chlorine Storage, pumped rain water out of containment structure, ok.
- Well 33, 34, cleaned control valve actuator lines, ok.
- Operational Checks, Shadow Crossing Reuse; All Booster stations.
- Monthly PM's: Claricones; Degasifier 1, 2; Scrubber 1, 2; all Division wells; all SR 40 wells.

#### Water & Wastewater Treatment/ Supply/ Distribution/ Collection Systems Regulatory Activities

- Industrial Pretreatment Program (IPP) – Staff compiling documents and data for the Annual Industrial Pretreatment report due to the FDEP. The report highlights the IPP activities of the 2017 calendar year. The FDEP utilizes the report in their inspection of the program during the annual audit.
- Local Limits Evaluation – The City provided additional calculations of the Local Limits evaluation as requested by the FDEP. The Department has requested additional sampling for mercury to allow for better evaluation of the percent removed by the WWTF. Staff is performing sampling utilizing the low level mercury method.
- Reuse Groundwater Monitoring (GWM) – Staff is preparing the GWM report for submittal to the FDEP with the most recent analytical report. The laboratory report indicates all contaminants were within the permit parameters. Additionally, the City performed the 4<sup>th</sup> quarter GWM sampling at the Oceanside Country Club.
- Training and CEUs – Staff is attending the Focus on Change workshop by the Florida Rural Water Association. The workshop provides information on changes which could affect Utilities in 2018. The presenters include the FDEP.
- Cross Connection Control Program – Staff is meeting with the City's Backflow Data management vendor to exchange information on how to improve the program and new features of the system.
- Annual Cross Connection Control (CCC) Report – Staff is preparing information for the annual CCC report for submittal to the FDEP. The report highlights the compliance rate of the City's backflow prevention devices on commercial potable water customers.
- Breakaway Trails Irrigation Report – Staff is preparing the report for submittal to the St Johns River Water Management District. The report summarizes the groundwater utilized for irrigation purposes in the Breakaway Trails subdivision as required by the City's Consumptive Use Permit.

**Support Services/City Clerk**

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

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended weekly meeting with Acting Assistant City Manager
- Staff attended and provided support for January 16, 2018, City Commission meeting
- Staff attended and provided support for January 18, 2018, Neighborhood Improvement Advisory Board meeting