

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: February 2, 2018

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

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with PW Director, Police Chief, Planning Director, Finance Director and Fire Chief
- Agenda packet review
- Sanchez Trail bike path discussion with senior staff

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board meeting
- Senior staff and FPL representatives regarding LED streetlights
- Hope Place Grand Opening
- Crime view meeting
- Mayor, senior staff, and consultant on Ormond Crossings – transportation issues
- Budget Advisory Board meeting
- Senior staff and City of Daytona Beach senior staff regarding Mintos/Margaritaville developments
- Quality of Life Board meeting
- Historical Society annual meeting

**Community Development**

**Planning**

- Planning staff attended the Ocean Village Villas Home Owners Association (HOA) annual meeting to discuss the issues of the setbacks for the residential project. The issue is that the original Development Order did not address the project setbacks which have led to multiple variance applications over the years. Staff presented the option to amend the Development Order to reduce the number of variances required. The application would need to come from the HOA.
- Staff prepared the Board of Adjustment and Appeals packet with one variance case at 154 Fairway Avenue. The case seeks re-establish a hard roof screen enclosure that was destroyed by Hurricane Irma.
- Staff prepared the Planning Board agenda with the following cases:
  - Removal of 76 Central Avenue from the Local Landmark List.
  - Addition of a retail wine use with wine tasting and a rezoning at The Trails Shopping Center.
  - Discussion item: Location of pharmacies (medical marijuana dispensaries).

**Building Inspections, Permitting & Licensing**

- 14 new business tax receipts issued.
- 392 inspections performed within the City (29 by private provider)
- 137 permits issued within the City, with a valuation of \$1,653,743

**Development Services**

- The SPRC received an application to redevelop the property at 600 South Atlantic Avenue, the former Stacey's Buffet, into a retail gift shop.

- The SPRC has received an application for a lot split at 220 South Nova Road to revert back to the original lot configuration.

| Project                                       | % Complete |
|---|------------|
| 589 South Yonge Street                        | 60%        |
| 783 North U.S. Highway 1                      | 35%        |
| Antares of Ormond Beach                       | 0%         |
| Edgewell site work                            | 20%        |
| For Our Parents ALF                           | 25%        |
| Granada Oaks                                  | 80%        |
| Hull's Seafood expansion                      | 70%        |
| Launch FCU                                    | 35%        |
| Lot 2, Airport Business Park                  | 0%         |
| McDonald's (100 S. Nova Road)                 | 98%        |
| Ormond Beach Medical Office Building          | 40%        |
| Pet Street Veterinary Care center             | 45%        |
| Thomas & Betts parking improvements (phase 1) | 30%        |
| Security First                                | 5%         |
| YMCA Dog Park                                 | 10%        |
| YMCA Parking Expansion                        | 10%        |
| Zaxby's                                       | 0%         |
| Plantation Oaks, utility connection           | 82%        |
| 2450 Ocean Shore, utility connection          | 90%        |
| Cypress Trails subdivision                    | 5%         |

**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 met to discuss the appropriate response to FDOT's recommended US1 traffic mitigation measures. The building plans are under review and Security First Managers consultants are working with staff for final approval.

- 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 a March meeting.
  - 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 US 1 area of the City, which will benefit Ormond Crossings and other development projects in the US 1 corridor. The State is beginning to fund some of the projects. Staff and the City's legislative lobbyist have received support from our local Representative Leek. Staff will be monitoring the status of the grant applications.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff has been invited by Career Source, Volusia County's employment agency, to discuss the formation of a county-wide group to discuss strategies to development entrepreneurial training programs in Volusia County.
  - Staff is in discussions with a company to reuse 101 East Granada Blvd.
- 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 and a technology firm seeking office space.

#### Airport Operation and Development

- Work continued 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.
- Staff completed work to research and provide airport census and operational data to the Finance Department. The data requested includes the total number of fixed base operators, flight schools, based aircraft, and annual aircraft operations.
- Staff has been advised that Florida State Clearinghouse has reviewed the Environmental Assessment report (EA) for the projects to extend Runway 8 and Taxiway Alpha and finds that the proposed extension projects are consistent with the Florida Coastal Management Program (FCMP). Based on this finding, the FAA has been advised that the state has no objection to the proposed extension projects. As a result, the FAA is now able to finalize preparation of a Finding of No Significant Impact (FONSI) for the runway and taxiway extension projects. Staff anticipates issuance of the FONSI by February 15.
- Staff participated in a teleconference this week with members of the FAA's Florida Metroplex team. The FAA Southern Regional Administrator and the Florida Metroplex team provided a project status update on the national Metroplex initiative and efforts to implement Metroplex procedures in Florida. The goal of the Metroplex initiative is to safely improve the overall efficiency of the National Airspace System (NAS) by increasing efficiencies in metroplexes – metropolitan areas with multiple airports and complex air traffic flows. Procedural changes implemented under the Metroplex initiative are expected to be indiscernible in the local area.

#### 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 47 Journal Entry Batches.
  - Approved 29 Purchase Requisitions totaling \$138,696.92.
  - Issued 18 Purchase Orders totaling \$80,542.98.
  - Prepared 152 Accounts Payable checks totaling \$438,289.77 and 40 Accounts Payable EFT payments totaling \$988,391.22.
  - Prepared 351 direct deposits totaling \$490,635.06.
  - Transferred IRS 941 payment of \$186,265.33.
  - Issued 546 past due notices on utility accounts.
  - Auto-called 68 utility customers regarding receipt of a past due notice.
  - Processed 389 payments through Interactive Voice Response System totaling \$32,600.27.
  - Grant money fiscal year-to-date total received, \$279,802.89 dollars.

#### Grants/PIO

- Public Information
  - Steven Spraker Appointed Planning Director
  - EDC Seeks Volunteers
  - Great Backyard Bird Count (2/17, EDC, 10 AM – 2 PM)
  - The Casements Guild Tour Hours Updated
  - Raw Water Main Break
- 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.
  - Completed Employee Newsletter for February 2018.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### Fire Department

- Weekly Statistics
    - Fires: 6
    - Fire Alarms: 5
    - Hazardous: 2
    - EMS: 92
    - Motor Vehicle Accidents: 7
    - Public Assists: 40
    - TOTAL CALLS: 152
  - Aid provided to other agencies: 14 Calls – Daytona Beach (2), Holly Hill (2), Volusia County (10)
  - Total staff hours provided to other agencies: 30
  - # of overlapping calls: 35
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
  - Total EMS patients treated: 75
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 84
- Training Hours
    - NFPA 1001: Firefighting 21
    - NFPA 1002: Driver 24

- NFPA 1021: Officer 15
- NFPA 1500: Safety/Equipment 10
- EMT/Paramedic 13
- TOTAL TRAINING HOURS: 83
  
- Station Activities
  - Updated 6 pre-fire plans
  - Conducted 5 fire inspections
  - Visited 85 children at Little Blessings Preschool
  
- Significant Incidents
  - 1/27/18, 4:47 AM: 432 Sauls St. – Structure Fire – Upon arrival found a fully involved shed - fire was contained to building of origin – some exposure damage to overhead power/cable lines and exterior sheathing on additional shed nearby – no injuries.

### **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.
    - Chief Treatment Plant Operator (Water Production/Public Works) open 1-31-18 until 3-2-18. Advertised on City web site, governmentjobs.com, and internally.
    - Tradesworker (Building Maintenance/Leisure Services) open 1-31-18 until 2-16-18. Advertised on City web site, governmentjobs.com, 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.
    - Maintenance Worker II (Streets/Public Works) open 1-23-18 until 2-7-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Recreation Leader at The Casements (Leisure Services) open 1-16-18 until 2-9-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Recreation Leader at South Ormond Neighborhood Center (Leisure Services) open 1-22-18 until 2-9-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Events Technician (Events/Leisure Services) re-advertised 1-16-18 until 2-9-18. Advertised on City web site, governmentjobs.com, and internally.
  
  - Applications Under Review
    - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
    - Administrative Assistant (Neighborhood Improvement/Police)
  
  - Interviews Scheduled
    - Assistant City Clerk (Support Services)
    - Utilities Engineer (Water Production/Public Works)
  
  - Background/Reference Checks/Job Offers
    - Police Officer (Police)
    - Maintenance Worker II (Wastewater Collection/Reuse/Public Works)
  
  - Separations
    - Tradesworker (Building Maintenance/Leisure Services)
  
  - Employee Events
    - 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 for HSA contributions held 2-21-18 and 2-22-18
    - Munis Employee Self Services (ESS) time being introduced to various departments

- Risk Management Projects
  - Mayor's Health and Fitness Challenge activities
  - American Cancer Society/Relay For Life campaign
  - Cyber liability insurance coverage purchase
  - Preparation for Leadership's Government Day
  - Preparing claims report for Claims Committee
  - United Way campaign employee meetings

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 2 - Human Resources/Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
    - IT Strategic Plan – Draft documentation review.
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 17
    - Completed: 56
    - In progress: 17
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 32,526
    - Inbound E-Mails Blocked: 10,590
    - Delivered Inbound E-Mails: 21,936
    - Quarantined Messages: 134
    - Percentage Good Email: 67%
    - Virus E-Mails Blocked: 0
  - Notable Events: None
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 11
    - Changes: 111
    - Corrections: 0
  - Map/Information Requests: 16
  - 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 = 23,675; 22,890 potable, 774 Irrigation, 11 Effluent
  - Notable Events: None

### **Leisure Services**

#### **Administration**

- Supervisory Staff meeting
- Public Works Staff meeting
- Janitorial Services meeting
- Met with Landscape Contractor for weekly updates

- Park visits
- Building Maintenance Staff meeting
- Hurricane Irma Landscape Review meeting
- Summer Technology Program meeting
- Movies on the Halifax

#### Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- 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

- Tours were given as needed on Saturday and Tuesday through Friday.
- Fifteen people from the ECHO Rangers program visited on Saturday from 9:30 am to 10:30 am. Participants went on a scavenger hunt inside and outside the facility.
- The EDC Coordinator met with Beach House Graphics and Assistant Leisure Services Director to discuss future displays on Wednesday at 10:00 a.m.
- The EDC Coordinator met with the Community Gardens Board on Wednesday at 3:00 p.m.
- The EDC Coordinator met with a Stetson professor on Thursday at 10:00 a.m.
- The EDC Coordinator met with a Daytona State College professor on Thursday at 3:30 p.m.
- The Volusia County Manatee Protection Plan held a program in honor of World Wetlands Day on Friday from 10:00 a.m. to 11:00 a.m.
- The EDC Coordinator set up a booth at Lyonia Environmental Center on Friday at 2:00 p.m. for Saturday's Wildlife Exhibit.

#### 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 Monday, Wednesday and Friday at the Sports Complex and their Regional Playoffs will depend on if they win the District or not. The boys used Championship Field 7 for practices Monday/Wednesday/Thursday and for District games on Tuesday and Friday.
- Lady Renegades are practicing this week Tuesday and Thursday on the Quad at the Sports Complex.
- Wendelstedt Umpire School finished this week on Friday
- OBYBSA basketball season continues with games at the Nova Gym and South Ormond Neighborhood Center.
- SHS softball and baseball continues practices this week at 3:30 pm Monday-Friday at the Kiwanis Baseball Field and Softball Quad 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
- Dragged Osceola, South Ormond and Nova infields
- Painted/prepped for SHS soccer games
- Installed batter's eyes at Wendelstedt Fields 2 and 3
- Prepped Wendelstedt Fields 1- 3 daily for Wendelstedt Umpire School
- Put together new soccer goals

- Scraped clay at Nova and Quad parking lot, as well as some dugouts, leftover from laser grading
- Blew out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Added clay to bullpens
- Edged Tee Ball and Coed Field 7 infields
- Filled in washouts from rain at Nova Field 1 and Wendelstedt entrance
- Added home plates at Nova taken out due to laser grading

#### 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 throughout the week as part of its regular operations:
  - Tomoka Duplicate Bridge was held on Saturday 11:00 am to 4:00 pm
  - Granada Squares Dance was held on Tuesday from 6:30 pm to 9:00 pm
- The Performing Arts is preparing to host the following events:
  - Orlando Transit Authority – Chicago Tribute, Sunday, 2:30 pm to 5:00 pm

#### South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Jazzercise on Monday
- Basketball games Monday, Wednesday and Friday
- PAL Tutoring Monday-Thursday

#### Community Events

- Weekly administrative tasks, office work, and activities
- Began input of Art in the Park applications
- 2018 Art in the Park sponsorship flyer mailing
- Update Memorial Day flyer
- Preliminary planning of 2018 events in the months of February through May:
  - Reel in the Fun, February 17
  - Art in the Park, May 5 and 6
  - Memorial Day Remembrance Service, May 28

#### Gymnastics

- Registration is open for February session
- February session in progress
- Team girls heading to competition in Gainesville this weekend, February 3-4

#### Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Action classes continued at various times throughout the week.
- The Youth Basketball League continues with their games.
- Challenger 5K Wanderers continues on Tuesday.
- Explore the Arts continues on Wednesday.
- Lunch Bunch Club continues on Wednesday.

#### The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m.  
Saturday tours were given at 10:00 a.m. and 11:00 a.m.



- An ECHO Ranger program was held on Saturday for 39 visitors including 18 children enrolled in the program from 11:00 am to noon.
- A memorial service was held at Bailey Riverbridge on Saturday from 11:00 am to 3:00 pm.
- A wedding reception was held in Rockefeller Gardens on Saturday with 150 guests attending, from 12:00 pm to 8:30 pm.
- Artist Jill Beecher-Matthew removed her artwork from the gallery on Wednesday.
- Artist and sculptor Andrew Gamache installed his artwork in the Gallery and Atrium on Wednesday.
- Lohman's Healing Workshop began an eight-week course on Wednesdays from 3:00 pm to 5:00 pm.
- The Mayor's Health & Fitness Challenge held a Zumba Basics class here on Wednesday evening from 5:30 pm to 6:30 pm.
- Staff prepared for the Opening Art Reception on Friday.
- Staff prepared for the Movies on the Halifax, which is scheduled for this evening at 6:15 pm with the feature film "Sweet Home Alabama" (PG13)
- Staff reset the Gallery for a piano recital to be held on Saturday morning, after the movie and opening reception.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Andy Romano Beachfront Park: Replaced missing letters on restroom sign and put temporary fix on cracks in picnic table
- Limitless Playground: Repaired chain on seat swing
- Cassen Park: Made railing repairs to loose railing section
- Ames Park: Filled various sections with dirt at seawall
- Fortunato Park: Replaced rusted barbeque grill
- Environmental Discovery Center: Installed bird houses

#### Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired work station light at the Airport Control Tower
- Replaced a light bulb at Gymnastics Center
- Adjusted perimeter lighting at the PAC
- Repaired bay door at Fire Station 92
- Installed metal roof to the dog pen at the Police Department
- General maintenance tasks performed in the Public Works training room
- Repaired sink drain at Fire Station 92
- Rehung doors in the Green Room at PAC
- Repaired breezeway combo lock key pad at City Hall
- Repaired men's room stall door at Cassen Park
- Replaced dryer knob at Fire Station 92
- Repaired a toilet at Environmental Discovery Center
- Repaired outside bathroom door at Osceola Elementary
- Repaired outside restroom door deadbolts at Ames

#### Police Department

##### Administrative Services

- Hosted the Weekly Staff Meeting
- Hosted a Swearing In Ceremony for two new Police Officers
- Hosted a Promotional Ceremony for two new Supervisors
- Hosted a meeting to discuss Use of Force for 2017

- Staff attended the Volusia Flagler Police Chief's Association Meeting
- Staff attended a meeting to discuss Service Officer responsibilities
- Staff read to children at the "Officer Friendly Book Club"
- Staff attended Tomoka Oaks HOA meeting
- Staff assisted with Ormond Beach Elementary Shifter Ride

#### Community Outreach

- Six YDC members met on Saturday, January 27 to review upcoming service projects. The coat drive continues through February 2. All collected coats, blankets, sweatshirts and other warm clothing items will be delivered to the homeless shelter in Daytona Beach. Currently, 9 large leaf bags of blankets, coats and other warm items have been collected. YDC members will deliver the collect items on February 3.
- *Tutors R Us* started on Monday January 29, 2018. The program is offered Monday through Thursday for 9 weeks.
- The *R.E.A.D., Reading, Exploration, Adventure and Discovery* program for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades will begin Tuesday, February 6 and continue for 12 weeks. It is anticipated that 32 youths will participate in the program. The second grade READ program begins on February 14 and will be offered in 2 four week sessions. Approximately 16 youths will participate in the second grade program.
- Informal practice for the OBPAL Basketball season has begun. Last week 17 youths participated in the practices. It is anticipated that 50+ youths will participate travel teams for OBPAL.
- OBPAL began a reading enhancement partnership with the Ormond Beach Library in the summer of 2017. The program will continue this summer with 4 reading sessions. Each session will provide an opportunity for officers to read a book to children at the library. The sessions are currently scheduled for 10:30 a.m. on the following Wednesday mornings, June 13, June 27, July 11, and July 25.

#### Community Services & Animal Control

- Animal Calls responded to: 31
- Animal Reports: 2
- Trap Neuter Release: 3
- Animal Bites: 1

#### Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 4
- Fraud: 3
- Burglary Business: 9
- Larceny Car break: 2
- Death Undetermined: 1
- Assaults: 1
- Police Information: 2

#### Records

- Walk - Ins / Window: 89
- Phone Calls: 115
- Arrest / NTA'S: 23
- Citations Issued: 76
- Citations Entered: 71
- Reports Generated: 153
- Reports Entered: 132
- Mail/Faxes/Requests: 42

#### Patrol

- Total Calls: 1,159
- Total Traffic Stops: 132

Operations

Crime Opportunity Report Forms: 53

- 01/24/2018
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was observed by loss prevention entering the store and obtained merchandise from the shelf and brought it to the customer service counter and returned the item for a refund.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was observed by loss prevention concealing merchandise inside of a child's seat and attempting to leave the business without paying for the property.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was observed going through the self-checkout lane and not scanning all of the items.
  - Warrant Arrest, 178 North Ridgewood Avenue. Subject contacted and found to have an open warrant.
  - Violation of Pre-Trial Release Arrest, 50 Tomoka Meadows Boulevard. Subject reported an on-going issue that was in violation of a pre-trial release agreement.
  - Writ of Bodily Attachment Arrest, 37 Parkview Lane. Subject contacted and found to have an open writ of bodily attachment.
- 01/25/2018
  - Battery Domestic Violence Arrest, 159 Deep Woods Way. Subject was intoxicated and got into a physical altercation with her husband.
- 01/26/2018
  - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Adult female arrested and released with a notice to appear.
  - Carbreak, 1614 North United States Highway 1 (Econo Lodge). Tools taken out of a pickup truck.
  - Fleeing & Eluding and Reckless Driving Arrest, 26 Brooks Drive. Subject contacted after fleeing from officers.
  - Business Burglary, 295 South Yonge Street. Shattered front door to the business, cash register was taken.
  - Theft, 631 Santa Ana Avenue. Subject reported that someone stole the license plate off of his car.
  - Warrant Arrest, North Nova Road and West Granada Boulevard. Traffic stop was conducted and contact was made where a subject was found to have an open warrant.
- 01/27/2018
  - Carbreak, 901 South Beach Street (Riviera Park). Motor stolen off of a disabled sailboat.
  - Warrant Arrest, 514 McIntosh Road. Subject contacted and found to have an open warrant.
  - Auto Theft, Battery Domestic Violence, 400 North United States Highway One. Victim of domestic violence reported that a subject pushed her out of her vehicle and left with it after hitting her.
  - Battery Domestic Violence, 839 South Atlantic Avenue. Two subjects were in a physical altercation. One subject detained for the battery, the other was taken into custody for a probation violation.
  - Stolen Vehicle Recovery and Narcotics Arrest, Andalusia and Hand Avenue. Subject contacted with a disabled vehicle in the roadway. The vehicle was found to be stolen out of South Daytona and narcotics were located.
- 01/28/2018
  - Burglary Business, 509 South Nova Road (All Aboard Storage.) Enclosed trailer that was parked inside the fenced business compound was forcibly entered and had tools stolen.
  - Burglary Business, 600 South Yonge Street #8B (Salon Ormond), Forced entry from an interior door between Unit 8A and Unit 8B.
  - Burglary Business, 600 South Yonge Street #8A (Vacant Business), Window possibly left open, air conditioning unit stolen.
  - Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's.) Backpack blower was taken, suspect was stopped and arrested.

- Business Burglary, 600 South Yonge Street Unit 15A. This vacant unit was entered through the rear window; a brand new window AC unit was stolen. Suspect(s) exited the front door. Bicycle tire print and shoe prints inside the unit.
- Business Burglary, 600 South Yonge Street Unit 2A. Business was entered through a rear window, loose change missing from cash register.
- Business Burglary, 600 South Yonge Street Unit 16B. Business was entered, 8,000 watt generator, about ten dollars in loose change and some food was taken.
- Business Burglary, 600 South Yonge Street Unit 1C. Business was entered through the rear window; two hundred dollars in cash and clothing items are missing.
- Narcotics Arrest, 300 Block of South Yonge Street. Traffic stop was conducted where narcotics were located.
- Warrant Arrest, 1 Cross Creek Way. Subject contacted and found to have an open warrant.
- Narcotics Arrest, Fleming Avenue and South Yonge Street. Subject contacted where narcotics were located.
- Warrant Arrest, 175 Interchange Boulevard. Subject contacted and found to have an open warrant.
- Warrant Arrest, 1521 West Granada Boulevard. Subject contacted and found to have an open warrant.
- 01/29/2018
  - Assault, Yonge Street and West Granada Boulevard. Subject threatened harm to EMS/Fire personnel and a charging affidavit was completed.
  - Assault, 1687 West Granada Boulevard. Subject came at another in a parking lot with clenched fists, attempting to strike the victim, a charging affidavit was completed.
- 01/30/2018
  - Suspicious Incident, 1551 Crowne View Drive #824. Juvenile went inside residence and reported to her mother that she was a victim of a carjacking and that an unknown white male stole the vehicle at knife point. Four law enforcement agencies initiated a ground search and perimeter for the suspect utilizing VCSO Air-1 and two full service K-9 dogs from two different agencies.
  - Shoplifting Arrest, 1458 West Granada Boulevard (Beall's Department Store). Subject was observed collecting jewelry and clothes and taking them to the dressing room. The property was no longer visible when she exited and she was detained.
  - Traffic Arrest, 800 Block West Granada Boulevard. Officers responded to a multiple vehicle crash where a driver was determined to have a suspended license.
  - Battery Domestic Violence, 125 South Orchard Street #11. Officers responded to a loud disturbance where a subject was found to have battered a victim as well as caused a disturbance.
  - Narcotics Arrest, 500 block North Halifax Drive. A traffic stop was conducted on a vehicle where narcotics were located.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops:14
  - Number of Uniform Traffic Citations Issued:26
  - Number of Written Warnings Issued:15
- Traffic Crash Reports
  - Number of Crashes without Injuries:9
  - Number of Crashes with Injuries:4

#### Neighborhood Improvement

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 3 Cases initiated
- 33 signs have either been removed or sign cases created.
- 9 tree removal permit requests.

- Administrative staff assisted with three (3) walk-in and sixty-six (66) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - South Peninsula Reclaimed Expansion – The Contractor is currently installing reclaimed water main on Seminole Drive. Connections are being finalized in Area 2 (south end of the project) of this project with pigging and pressure testing occurring this week and next week. Service installations are approximately 90% done throughout the project.
    - Ph III 2-Inch Water Main Replacement – Peninsula – All reclaimed water and potable water mains have been installed. Pressure testing continues, as the Contractor begins connection of the mains to the City system. Clearance was granted from FDEP for the first permit last week which will allow the Contractor to begin switching over services.
    - Ph III 2-Inch Water Main Replacement – Mainland – The Contractor is working in the area of Arrowhead Circle, Fir Street, and Pine Street. A progress meeting is scheduled for January 31 with the Contractor.
    - Ormond Sports Complex Field 4-10 Lighting – The Contractor completed the installation of lighting on fields 4,5,6,9 & 10. Field 8 is currently being retrofitted.
    - CDBG (canoe kayak launches) – Both installations are scheduled to begin by the end of February.
    - Bailey Riverbridge Fishing Pier Repair – The work is complete.
    - 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 in February.
    - North US1 Landscaping Ph II – A preconstruction meeting is scheduled for January 31 and the Contractor plans to start construction after the Daytona 500 on February 18.
    - Cassen Park Finger Pier Replacement – The Contractor plans to have the four (4) piers replaced by February 12.
    - Effluent Outfall Replacement – A pre-construction meeting was held, a Notice to proceed will be issued for the first week of March.
  - Bidding:
    - Downtown Light Replacement – The bid award is scheduled for the March 6 City Commission meeting.
    - Storm and Sewer Lining – Bids were opened on January 9, bid award is scheduled for the February 20 Commission meeting.
    - 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.
    - A1A Manhole Repair – This project is out to bid, bid opening is scheduled for February 6.
    - City Hall/SONC HVAC Repairs – City Commission approved the project for bidding at the January 16 CC meeting and the project was advertised. A pre-bid meeting was held on February 1, bids are due on February 21.
    - 2018 Road Rehabilitation-Resurfacing – This project will be presented to the City Commission concurrently with the below pavement preservation project for approval to advertise for bids.
    - 2018 Road Rehabilitation – Pavement Preservation – Staff is working with Purchasing to utilize a competitively bid contract from Largo for this work.
    - Forest Hills Connector Trail – FDOT has provided comments on the bid documents; design plans have been finalized for final submittal.
    - Water Plant Upgrades – Staff has received the final design memo, Consultant is finalizing the bid documents.

- 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 90% plans for review. The consultant is preparing the final plans in advance of bidding the project.
  - Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension – The FIND Agreement was approved at the January 2 CC meeting along with the Work Authorization for the design for the fishing pier repairs along the south side of the bridge and expanding the breakwater proposed with the public dock project. The consultant is preparing a request for a permit exemption from FDEP for the fishing pier repairs. If that is approved they will then submit to FIND for an emergency disaster repair grant for 50% of the cost of the repair of the fishing pier.
  - 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.
  - 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 is fully executed. The preliminary design Consultant is preparing a scope of work for the final design.
  - 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. A Work Authorization has been executed 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 attended the grant meeting but did not receive funding from the Daytona Beach Racing and Recreational Facilities Authority for the project.
  - Secondary Raw Water Main – Staff will be sending out letters to residents along Old Tomoka Road where easements are needed to determine if they will be amenable to

- providing them. If not, staff will pursue an alternate route for the raw water main along SR40.
- 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.
  - Police Department Roof – Working with Construction Manager to determine the final scope for proposals.
  - MacDonald House – Working with 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.
  - Nova Community Park Tennis Court Lighting – Staff will submit a FRDAP grant application to help offset the cost to construct the project.
  - Police Department Access Control – The Consultant has resubmitted design drawings and contract documents for review by staff.
  - A1A Force Main Repair – Staff met with Consultant to discuss the scope of the project and request a proposal for design services.
  - Ormond Beach Pedestrian Safety Upgrades – City staff prepared a RFQ for design services of the sidewalk on Old Tomoka Road to Tomoka Elementary, and for pedestrian crossings at the intersection of Hand Avenue and Williamson Blvd. FDOT is reviewing these specifications for compliance with Federal bidding requirements.
- Departmental Activities
    - Staff participated in the FDOT final inspection of the Rapid Rectangular Flashing Beacons (RRFBs) at Andy Romano Beachfront Park and West Granada Blvd.; the pedestrian assistance devices are now operational.
    - Reviewed daily SWMP, Fence, Engineering Permits through the ProjectDOX system.
    - Researched old files and provided PDF copies of drawings and deeds to determine right-of-way location at Tymber Creek Road/Airport Road intersection, per surveyor's request.
    - Continued updating the Forest Hills Multi-Use construction plan set, per FDOT comments.
    - Prepared Part 2 FAA permits for Sports Complex Lighting project.
    - Created permit drawing set for 36 Capistrano Drive water service replacement, per Utilities Division request.
    - Attended meeting with Neighborhood Improvement Division regarding 21 Pine Trail flooding issues.
    - Completed sketch and legal description for 29 South Sea Island Drive Annexation Agreement, per Planning Department request.
    - Researched as-built drawings and provided PDF copies of Tymber Creek Road utilities relocation, per Utilities Division request.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Prepped for concrete on North Beach St; pulled forms, added stress cuts
- Prepped for concrete on Wilmette Ave; poured; stress cuts & pulled cones
- Basin cleaning citywide
- Asphalt at Magnolia/Beachside
- Stump grinding then formed and poured on S Center St

##### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station

- Ground stumps citywide
- Removed rotten pine and vines on Nova Rd by Daytona State College
- Removed dead oak on 600 block of Nova Rd; tree trunk on 500 block of N Ridgewood Ave; picked up trees on Division Ave (S Ormond Neighborhood Center); removed hanging limb Central Park I (Fleming Ave); removed damaged cedar tree Central Park I walking trail; tree debris on 300 block of S Center 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
- Shelled low areas at Ames Park
- Cleaned up sand on NE side of Granada Bridge; debris scrap on side of road on Flagler Ave.
- Trimming for view of signs at John Anderson Dr. and N. Halifax Dr.; low branches over walks citywide; Old Kings Rd
- Sweep gravel off of road at Nova and Division

#### 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
- Checking mail signs in various locations

#### Stormwater Maintenance

- Pipe repair on Magnolia Ave
- Locates, gates & pumps citywide
- Basin cleaning/inspections on Lincoln Ave, 300 block of John Anderson Dr
- Checked hotspots citywide
- Basin repair on Corbin, 100 block of Live Oak

#### Vactor

- Testing new cutter; maintenance
- 500 block of Cameo Dr/Greenvale

#### Street Sweeping/Streetsweeper

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

#### Fleet

- Mileage traveled by all departments for the week: 22,464
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 2
- Quick Fleet Facts:
  - Fuel on hand: 9,053 gallons unleaded, 7,376 gallons diesel
  - Fuel used in one week: 2,015 gallons of unleaded and 777 gallons of diesel.



- Fleet completed 41 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Yard Electrical and Pump Upgrades – Discussed potential funding sources for the Lift Station portion of the project. Reviewed the design proposal from the consultant and made some modifications.
  - Ground Storage Tank Repairs – A sole source procurement request is scheduled for City Commission approval on February 6, 2018.
  - Leeway Tank – A proposal for tank rehabilitation and pump and piping revisions is pending from Mead and Hunt.
  - Lift Station Improvements 2018 – A proposal was received for review from McKim & Creed for design services.
  - Lift Station 10M & 12M Improvements – Contractor is waiting for pumps and control panels. Construction is tentatively expected to begin in March.
  - Pretreatment Effluent Pump (PEP) Purchase – Bids are due February 6.
  - Sodium Bisulfite Tank Replacement – Contractor made changes to the shop drawings and resubmitted corrected copies for approval.
  - Utility Location Services – Project bid documents are scheduled for City Commission review in February.
  - Water Plant Elevated Tank Demolition and Breakaway Trails Elevated Tank Recoating – Met with McKim and Creed to answer questions concerning antennas, power and connection to hardened data center.
  - Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation was rescheduled to the February 20 City Commission meeting.
  - SPRC Projects (Utilities Review)
    - Davita Dialysis – Plans were reviewed.
    - Granada Pointe – 600 W. Granada: Attended the preconstruction meeting. Some changes were proposed for Lot 1. Revised plans were requested.
    - Kingston Shores – Design engineer confirmed that the water plant was disconnected from the distribution system as part of the clearance requirement.
    - OB Softball Field – 46 Doug Thomas Way: Pump station information was reviewed and comments sent to the engineer.

#### Water Treatment

- Delivered 37.07 million gallons for the week ending January 26, 2018 (5.29 MGD).
- Backwashed 7 filters for a total of 308,000 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 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 32.90 Million Gallons.
- Influent flows average for week @ 4.70 MGD, plant designed for 8 MGD.
- Produced 16.52 Million Gallons of Reuse.
- Produced 16.38 Million Gallons of Surface Water Discharge.
- Annual Average (Jan 01, 2017 – Dec 31, 2017) for Surface Water Discharge 1.61 MGD.
- Hauled 131.38 tons of dewatered residual solids (14%-18% Solids).
- Completed and Submitted the USEPA Annual Sludge Report.

#### Water Distribution

- Replaced or repaired 5 residential water services.
- Responded to 16 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Repaired 2" GSP water main leak on Arrowhead Cir.
- Responded to and/or repaired 21 water service leaks.

- Replaced the fire hydrant located at the intersection of Arroyo Parkway & Tennessee Terrace due to a MVA.
- Assisted contractor performing 2" Water Main Replacement Project on the peninsula with scheduled shutdowns for new connections at Bosarvey Dr. & Lucky Dr. - Bellewood Cr & N. Halifax Dr. – North Shore Dr. & Oriole Cr.
- Performed valve maintenance on 23 valves during scheduled outages and water main leaks.
- Replaced 4 water services to residential customers. Contractor installed 3 each 2" casings for water service replacements.
- Performed pressure testing on 4 city owned backflow preventers. Replaced/repared 6 backflow preventers damaged during a freeze event.
- 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 183 regular and 2 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area. Responded to 4 reuse trouble calls.
- Cleaned and televised main on Ormond Shores Dr. at Riverside Dr. Discovered that contractor had bored through 8" clay gravity main. Contractor to repair.
- Located irrigation service for new construction at 30 Dartmouth Trace
- Repaired broken sprinkler line at 4 Silver Lake Way. Line broke during PEP tank replacement.
- Repaired reclaimed service at 554 Riverside Dr. damaged by contractor.
- Replaced sod at various work sites.
- Located all manholes in 1M basin in preparation of smoke testing area due to excessive inflow.
- Installed new PEP tank at 30 Dartmouth Trace.
- Repaired broken 1½" discharge line at 14 Crescent Lake Way damaged by contractor.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 8 psi, Ocean Mist Hotel 6 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 21 psi, Westland Run 23 psi & Shadow Crossing Blvd. (4 inch) 13 psi.

#### Wastewater Plant – Lift Stations

- 13M, Huntington Woods, repaired leak on service line at back flow device, OK
- MacDonalds LS, confirmed condition of wet well after manhole repairs, ok.
- Influent Pump Control Room, air conditioners not working, found multiple leaks within refrigerant system on both A/C units, repairs made - units returned to service.
- Reaeration Tank, completed installation of refurbished submersible aerator.
- Check II Villagio, Force Main Pressures – Stati c/ 1 pump/ 2 pumps = 12/ 12 / 24 psi
- R.A.S. Room – finish converting manifold discharge drain to cam lock type fittings in preparation for meter replacement, ok.
- Influent Room, oversee transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 4M1, Pump #2 tripped motor starter, amp draw high, blockage at volute, cleared, amp draw normal, pump down and cycle, ok.
- SCADA monitor/response: Walmart, 10M, Shadow Crossings, no starts #1, reset motor starter, amp draw normal, ok; Sandy Oaks, no starts #2, rebooted VFD, amp draw nominal, ok; Breakaway Trails, no starts #2, softy start not functional, replaced with new shop stock, ok; Spring Meadows, excessive run hours #1, possible blockage at volute, pulled pump to clear blockage, pump not operating, installed replacement #1 pump, ok.
- SCADA technician activities: Started pre-requisite Operation & Configuration class for VTSCADA, must complete before 2/4/18 VTSCADA Advanced Configuration Course. Started to study for upcoming SANS ICS410: ICS/SCADA Security Essentials class, preparing to take Global Industrial Cyber Security Professional (GICSP) exam. Completed reading NIST

Special Publication 800-82 Guide to Industrial Control Systems Security; Completed VTScada Op & Configuration Coursework

- 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 Unit; Swing Zone Blowers, #1, #2; Grit Snail; Screw Pumps, #1, #2, #3; Sand Filters, #1, #2, #3; Carrousel Surface Aerators, #1N, #1S, #2N, #2S; Poly Blends Units, #1, #2; Effluent Transfer Pumps, #1, #2, #3.
- Lift Station PM's: 20 monthly performed and 0 annual.

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

- Bird Centrifuge VFD tripped with overcurrent fault, increased acceleration control setting to 15 seconds, ok.
- Call out, thickener wet well overflowing, level transmitter not operational, replaced with 0-15 psi transmitter, and changed programming in Precision Digital for wet well control, ok.
- Connect multimode fiber from SCADA server rack in LPRO VFD room, and terminated at SCADA Tech Desk Top, configuring access to all PLCs from office computer.
- Reuse High Service, paralleled additional 12V battery to extend DC backup duration, began corrections and changes to the design of the VTSCADA for Reuse, mounted the Historian and Application VTSCADA computer in PLC panel, cleaned up panel wiring, Pump 1 low run hours for month, manually cycled pumps to even up run hours, ok.
- Oceanside Tennis Club, no reuse water pressure, verified appropriate pressures at high service pump & distribution systems, problem is on customer equipment, ok.
- Division Wells 4, 5, 6, 7, 8, 15, 16, rebuilt nonfunctioning exterior lights, ok.
- Lime Sludge pump 1, gearbox oil contaminated, pump not operating at full capacity, drained and saved oil for inspection by Lobepro, Start Water Treatment plant WARF #1.

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

- Industrial Pretreatment Program (IPP) – Staff is resampling one permitted industry because the quality control on the original sample was not within required parameters.
- 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 to be within the permit parameters. Additionally, the City performed the 4<sup>th</sup> quarter GWM sampling at the Oceanside Country Club.
- 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. 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 and HR conducted interviews for Assistant City Clerk position
- Staff attended and provided support for January 31, 2018, Budget Advisory Board Meeting
- Staff attended and provided support for February 1, 2018, Quality of Life Advisory Board Meeting
- Agenda packet preparation and creation, and distribution for February 6, 2018, City Commission Meeting
- Agenda packet preparation and creation for February 9, 2018, Pension Board Meeting