

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 9, 2018

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 Economic Development Director, Planning Director

Spoke to, attended and/or met with:

- Rotary meeting
- John Walsh, Chair of OB Chamber Governmental Affairs Committee, discussed legislative priorities
- As requested, agenda review meetings with Mayor Partington, Commissioner Boehm and Commissioner Littleton
- City Commission meeting
- Participated on panel to interview PACE Executive Director candidates
- Tiger Bay meeting

Community Development

Planning

- The Board of Adjustment and Appeals granted a rear yard variance at 154 Fairway Drive to re-construct the destroyed screen porch with a hard roof, requiring a rear yard variance of 11.51' to the required 20' rear yard setback

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued.
- 368 inspections performed within the City (13 by private provider)
- 132 permits issued within the City, with a valuation of \$3,053,618

Development Services

- The Granada Point development at 600 West Granada Boulevard has commenced the site work associated with the project. It is expected that project will start the re-construction of the intersection at Tomoka Avenue and West Granada Boulevard in approximately three weeks which shall require a partial roadway closure of Tomoka Avenue at west Granada Boulevard. The applicant is working to send notices to property owners in the immediate area and provide notice on an electronic message center. Additional notice shall be provided on the City's website.

Project	% Complete
589 South Yonge Street	60%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%

Edgewell site work	50%
For Our Parents ALF	20%
Granada Oaks	90%
Hull's Seafood expansion	70%
Launch FCU	25%
Lot 2, Airport Business Park	0%
McDonald's (100 S. Nova Road)	98%
Ormond Beach Medical Office Building	45%
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	85%
2450 Ocean Shore, utility connection	98%
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 is working to make appropriate responses to FDOT's US1 traffic mitigation measures. The building plans are under review and Security First Managers consultants are working with staff for final approval. **A groundbreaking event is schedule at the Security First Manager site at Ormond Crossings on March 7, 5 pm-7 pm.** A more detailed itinerary is forthcoming.
- 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 a March meeting.
 - Staff is preparing a revision to the Prime Global Group, Inc. GAP that will be presented to the Commission in March.

- 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 has announced funding of several projects. The City's legislative Lobbyist is contacting state officials to discuss the City's need for funding of the grant applications.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff met with the Main Street Economic Vitality Committee to discuss a variety of economic development initiatives.
 - Staff met with the Team Volusia Economic Development Committee to exchange community economic development initiatives and Team Volusia business prospects.
- 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

- Execution of a Joint Participation Agreement (JPA) with the FDOT was approved by the City Commission at their meeting on February 6th. The JPA will provide state funding for a comprehensive obstruction mitigation project at the airport. The City Commission also approved acceptance of a bid from DLR Mobile Repair, Inc. (d/b/a DLR Services) to perform the mitigation work, and award of a contract to proceed with the project.
- Staff and air traffic control tower personnel worked with representatives from the FDOT's Aviation Office to conduct the required annual airport licensing inspection this week.
- Staff has been advised that Hoyle, Tanner and Associates is approaching completion of the 30% design goal for the project to rehabilitate Runway 8/26.
- Construction permits were approved this week for Sunrise Aviation to replace the hangar door on their large hangar adjacent to Gate 9. Replacement of the door is the final major element needed to complete repairs of hurricane damage to the hangar.
- 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.

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 67 Journal Entry Batches.
 - Approved 14 Purchase Requisitions totaling \$36,323.24.
 - Issued 17 Purchase Orders totaling \$473,820.51
 - Prepared 125 Accounts Payable checks totaling \$438,759.30 and 30 Accounts Payable EFT payments totaling \$243,252.55.

- Issued 469 past due notices on utility accounts.
- Auto-called 145 utility customers regarding receipt of a past due notice.
- Processed 525 payments through Interactive Voice Response System totaling \$51,996.88.
- Grant money fiscal year-to-date total received, \$508,879.00 dollars.

Grants/PIO

- Public Information
 - Casements Closure (2/24 for private event)
 - Cassen Park Boat Ramps to Reopen (2/9)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended Weekly Staff Meeting
 - Completed weekly events calendar ad for Ormond Observer.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 6
 - Hazardous: 3
 - EMS: 105
 - Motor Vehicle Accidents: 9
 - Public Assists: 49
 - TOTAL CALLS: 174
 - Aid provided to other agencies: 15 Calls – Daytona Beach (4), Volusia County (11)
 - Total staff hours provided to other agencies: 16
 - # of overlapping calls: 49
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 86
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 100
- Training Hours
 - NFPA 1001: Firefighting 9
 - NFPA 1500: Safety/Equipment 9
 - EMT/Paramedic 8
 - TOTAL TRAINING HOURS: 26
 - Station Activities
 - Updated 13 pre-fire plans
 - Conducted 6 fire inspections
 - Provided a ride along to Commissioner Littleton at Fire Station 92
 - Significant Incidents
 - 1/31/18, 10:08 PM: W. Granada Blvd. / Airport Rd. – Motor Vehicle Accident – Assisted Volusia County with a single vehicle in ditch – vehicle rolled several times landing upright – one patient found outside vehicle driver door – patient transported as a trauma alert.

- 2/4/18, 4:54 PM: Iroquois Trl. – Motor Vehicle Accident – Dispatched to a vehicle vs. tree – found a single vehicle sedan with moderate damage and tree down in roadway – one patient treated on scene.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Economic Development Director open 2-1-18 until 3-2-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida City and County Management Association, Florida Economic Development Council, ICMA, 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, Indeed, Florida League of Cities, Florida Rural Water Association, and internally
 - Engineering Inspector (Planning) open 2-2-18 until 2-23-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Tradesworker (Building Maintenance/Leisure Services) open 1-31-18 until 2-16-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Maintenance Worker II (Streets/Public Works) open 1-23-18 until 2-16-18. Advertised on City web site, governmentjobs.com, Indeed, 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)
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Interviews Scheduled
 - Police Officer (Police)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Maintenance Worker II (Wastewater Collection/Reuse/Public Works)
 - Utilities Engineer (Water Production/Public Works)
 - Assistant City Clerk (Support Services)
 - Separations
 - Tradesworker (Building Maintenance/Leisure Services)
 - Employee Events
 - Skin cancer screenings for HSA contributions runs through 12-31-18
 - Personal Health Assessments for HSA contributions held 2-21-18 and 2-22-18
 - Munis Employee Self Services (ESS) timekeeping being introduced to various departments
 - Blood Drive at City Hall 3-5-18
 - Risk Management Projects
 - Mayor's Health and Fitness Challenge activities

- American Cancer Society/Relay For Life teams meeting
- Preparation for Chamber Leadership Government Day
- Preparing claims report for Claims Committee
- Toured water treatment plant with Safety Manager from the City of Daytona Beach

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: 21
 - Completed: 49
 - In progress: 43
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 46,816
 - Inbound E-Mails Blocked: 024,952
 - Delivered Inbound E-Mails: 21,864
 - Quarantined Messages: 189
 - Percentage Good Email: 46.7%
 - Virus E-Mails Blocked: 1
 - Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 354
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 17: Total in system = 1,473
 - Meters GPS Located this week: 0: Total in system = 23,675; 22,890 potable, 774 Irrigation, 11 Effluent
 - Notable Events: Updated Annual BAS report for Census Bureau

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works Staff meeting
- City Manager's Staff meeting
- Janitorial Services meeting
- Met with Landscape Contractor for weekly updates
- Park visits

- Building Maintenance Staff meeting
- Lyonia Wildlife Festival
- Seabreeze Interlocal Agreement meeting
- MacDonald House repair meeting

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conducted 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.
- The EDC Coordinator and an EDC volunteer worked an exhibitor's booth at Lyonia Environmental Center's Wildlife Exhibit on Saturday from 8:30 a.m. to 5:00 p.m.
- The EDC Coordinator met with Florida Youth Conservation Centers Network NE Region Partnership Coordinator and The Casements Cultural Center Coordinator to discuss future partnership opportunities on Tuesday at 10:00 a.m.
- The EDC Coordinator met with the Community Gardens Board on Wednesday at 3:00 p.m.
- The Florida Bat Conservancy held a "Bats in My Backyard" program on Wednesday from 10:00 am to 11:30 am.
- The EDC Coordinator met with current and prospective Master Gardeners on Wednesday at 3:00 p.m.
- The EDC Volunteers held their monthly meeting on Thursday at 4:00 pm.

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 Thursday at the Sports Complex and their Regional Playoffs will be Tuesday at 7 pm at Championship Field 7. The boys used Championship Field 7 for practices Monday/Wednesday/Thursday. Regional games to be announced.
- Lady Renegades are practicing this week Tuesday and Thursday on the Quad at the Sports Complex.
- Wendelstedt Umpire School held a separate clinic this week Tuesday through Sunday.
- 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
- Greased and cleaned equipment
- Dragged Osceola, South Ormond and Nova infields
- Painted/prepped for SHS regional soccer games
- Installed batter's eyes at Wendelstedt Fields 2 and 3

- Prepped Wendelstedt Fields 1- 3 fields daily for Wendelstedt Umpire School
- Put together new soccer goals
- Scraped clay at Quad parking lot, as well as some dugouts, leftover from laser grading
- Blew out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Edging infields at Nova
- Top-dressed (turfaced) Quad to improve capacity to handle rain
- Cut Nova fields running lanes to six feet

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:
 - CMT held regular classes Monday through Wednesday as well as Friday.
 - Follies held regular classes Monday through Wednesday.
 - Kopy Kats held regular classes on Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts Center is preparing to host the following events:
 - It Was a Very Good Year – Sinatra Tribute, Sunday, 2:30 pm to 4:00 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
- Interviews for open part-time position
- 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 continue preparing for next state competition in Daytona
- Open Gym this evening

Nova Community Center and Special Populations

- FitGyms conducted their personal 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 ended 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 9:30 a.m. and 10:30 a.m.
- A piano recital was held in the Gallery on February 3 from 10:30 am to noon.
- The gallery exhibit this month showcases the sculptures by Andrew Gamache and paintings by Jeremy Pappa.
- Janet Rogers held her final Watercolor Workshop this week on Monday-Friday from 9:00 am to 4:00 pm.
- River Oaks HOA held a meeting on Monday evening from 7:00 pm to 9:00 pm at Bailey Riverbridge.
- The Coordinator met with a representative from FYCCN at the EDC to discuss partnership opportunities for the upcoming Enviro Camp this summer on Tuesday at 10:00 am.
- The Coordinator met with Jim Beckmann of UCF regarding offering a TECH HUB summer camp in the classrooms of The Casements this June and July.
- The Ormond Beach Garden Club held their monthly meeting on Wednesday in the gallery from 10:00 am to noon.
- Members from the Orlando Garden Club had a large tour on Wednesday at 11:00 am.
- Lohman's Healing Workshop was held in Room 205 on Wednesday afternoon at 3:00 pm.
- The Mayors Health & Fitness program hosted a kickboxing class on Wednesday evening from 5:30 pm to 6:30 pm.
- The Coordinator met with members from The Casements Camera Club to discuss the dark room in the upstairs Preservation Room.
- Marian Tomblin brought 50 homeschoolers to The Casements for a tour on Friday at 10:00 am.
- Staff set the first floor of The Casements for a wedding and reception to be held on Saturday.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Andy Romano Beachfront Park: Blocked off playground with orange fencing for repairs and maintenance work; replaced wooden braces and several pickets on stairs
- Melrose Park: Installed an ADA picnic table and dog waste station
- Bailey Riverbridge: Reinstalled engraved park bench on repaired pier; installed missing slats on trash receptacle
- Central Park I: Delivered top soil to Community Garden
- Nova Community Park: Replaced swing
- Environmental Discovery Center: Repaired a damaged fence near the beehives

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
- Replaced rusted shower rail at Fire Station 94
- Reset light timer for basketball court at SONC
- Repaired the water heater at City Hall
- Installed a second shoreline at Fire Station 91
- Replaced the combo lock in the breezeway at City Hall
- Sealed shower tile at Fire Station 94
- Repaired the rock climbing wall at Nova
- Repaired the decorative light at 151 S. Ridgewood Avenue
- Replaced track lights in the reception area at The Casements
- Replaced light bulb in the gym at Nova Rec

- Replaced the water heater at Ames House
- Repaired #2 press box stairs at Wendelstedt
- Repaired taxiway light at the airport
- Repaired outside bathroom door at Osceola Elementary
- Repaired the outside restroom door dead bolts at Ames

Police Department

Administrative Services

- Hosted the weekly staff meeting.
- Staff attended the Crime View meeting held at the Police Department.
- Staff hosted a supervisor's meeting at the Police Department.
- Staff attended a meeting with Finance.
- Staff hosted a meeting for agency instructors
- Staff attended the Young Professionals Organization meeting with the Police Athletic League.
- Staff attended a learning session at Temple Beth-El
- Staff attended a PD Access Control Meeting held at the Police Department
- Staff hosted an Awards Committee meeting at the Police Department

Community Outreach

- Seven YDC members met on Saturday, February 3, to deliver the coats, blankets, and warm clothing items collected from the Coat and Blanket Drive to the Homeless Assistance Center in Daytona Beach. Four large boxes and 10 large bags of items were delivered to the center.
- Thirteen students attended *Tutors R Us* (TRU) last week. TRU is offered Monday – Thursday for nine weeks.
- The *R.E.A.D., Reading, Exploration, Adventure and Discovery* program for 3rd, 4th, and 5th grade students began on Tuesday, February 6 and continues for 12 weeks. Currently, 18 youths are registered for the program. The second grade READ program will begin February 14 and will be offered in two, four-week sessions.
- 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 on the travel teams for OBPAL. The first game of the season will be the State of Florida Association of Police Athletic League's Annual Tournament in Jacksonville, Florida.

Community Services & Animal Control

- Animal Calls responded to:43
- Animal Reports:3
- Trap Neuter Release:1
- Animal Bites:1

Criminal Investigations

- Cases Assigned:30
- Cases Cleared by Arrest/Complaint Affidavit:5
- Cases Exceptionally Cleared:26
- Inactive:7
- Fraud:2
- Burglary Business:5
- Larceny Car break:7
- Grand Theft:3
- Auto Theft:1
- Missing Persons:1
- Recovered Missing Persons:1
- Sex Offense/Rape:2
- Assaults:1
- Police Information:4
- Suspicious Incident:3

Records

- Walk - Ins / Window:92
- Phone Calls:102
- Arrest / NTA'S:12
- Citations Issued:90
- Citations Entered:174
- Reports Generated:137
- Reports Entered:121
- Mail/Faxes/Requests:46

Patrol

- Total Calls: 1,136
- Total Traffic Stops: 151

Operations

Crime Opportunity Report Forms: 36

- 01/31/2018
 - Aggravated Assault Arrest, 200 Block Selden Avenue. A firearm was pointed at a juvenile that was also battered, causing a cut to his upper lip. Subject was located and taken into custody.
 - Carbreak, 4 Foxfords Chase. Unlocked vehicle, discovered while units were investigating another incident in the area.
 - Carbreak, 20 Foxfords Chase. Unlocked vehicle.
 - Carbreak, 37 Tomoka Meadows Boulevard. Unlocked vehicle, ballistics vest carrier and other items stolen.
 - Carbreak, 3 Iroquois Trail. Unlocked vehicle entered, nothing was taken.
 - Aggravated Battery, 78 East Granada Boulevard. Two subjects involved in a physical altercation causing facial injuries. One subject was extremely intoxicated and the other was not immediately located.
- 02/01/2018
 - Battery Domestic Violence, 373 Collins Street. Male resident was in a physical altercation with his girlfriend who resides with him.
 - Recovered Stolen Vehicle Arrest, 116 North Saint Andrews Drive. Stolen vehicle located by officers while on patrol. Contact was made with the resident where it was determined that an occupant of the home was responsible for the stolen vehicle.
 - Aggravated Battery Arrest, 58 Pine Trail. Two subjects were in a physical altercation where one was stabbed multiple times.
 - Larceny, 1439 North United States Highway One. Subject reported that someone stole the tag off of her vehicle.
- 02/02/2018
 - Theft, 450 South Yonge Street (Ethan Allen). Employees called police to report a distraction type theft. One suspect distracted the staff and the other entered the employee office and stole a wallet with debit/credit cards
 - Aggravated Battery (Firearm) Arrest, 19 North Yonge Street #71. Subject was involved in a disturbance about shooting neighborhood cats before going into his residence and coming outside with a .22 caliber revolver which he fired at another resident. Subject was also found to be in possession of a felony amount of narcotics.
 - Burglary Business, 1560 North United States Highway One (Florida Citrus World). Officers responded to a nearby alarm, entry was made through smashing out rear glass window.
 - Burglary to Business, 1576 North United States Highway One (Florida Citrus World). Officers responding to an alarm discovered entry made through the cooler from the outside.
 - Carbreak, 1643 North United States Highway One (Houligans). Two separate vehicles belonging to employees of the business had windows smashed and purses taken.

- 02/03/2018
 - Traffic Arrest, 100 Block West Granada Boulevard. Subject was stopped for a traffic violation where she lied about her name multiple times.
 - Warrant Arrest, 1614 North United States Highway One. Subject contacted and found to have open warrants.
 - Carjacking (Attempts), West Granada Boulevard/Clyde Morris Boulevard. Subject was involved in an incident outside our jurisdiction before fleeing from the scene in a vehicle. The subject then caused a minor collision with another vehicle and attempted to take the vehicle that he had just rear ended. Soon after, the subject crashed that vehicle and attempted to demand the keys to a third vehicle before fleeing on foot. The subject was contacted and taken into custody at Williamson Blvd and West Granada Boulevard.
- 02/04/2018
 - Burglary Business, 1425 West Granada Boulevard #2 (Micro Max Group/Computer Repair). Glass window shattered, multiple electronics taken from the business.
 - Business Burglary, 1425 West Granada Boulevard #9 (Metro PCS Phone Store). Glass door was shattered, electronics and cell phones taken.
 - Burglary Business, 281 Hand Avenue (Tree Life). Suspect cut power to the outside of the business and broke out a small east side window to make entry. Chainsaws/chains for the saws and other tools were removed from the business and left in front of the business in the driveway.
 - Sex Offense, 1614 North United States Highway 1 (Econo Lodge). Minor disclosed that they were sexually assaulted and were transported to the hospital for treatment.
 - Battery Domestic Violence Arrest, 1614 North United States Highway 1 (Econo Lodge). Subject was contacted after a physical altercation.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Former Walmart employee was observed stuffing items down his jacket and walking past points of sale.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was observed placing items in the cart without paying for them at the self-checkout.
 - Warrant and Narcotics Arrest, 460 South Atlantic Avenue. Subject was taken into custody on an outstanding warrant and found to be in possession of narcotics.
- 02/05/2018
 - Stolen Vehicle, 997 Calle Grande Street. Vehicle taken overnight, owner still in possession of the keys.
 - Carbreak, 66 Riverview Drive. Unlocked vehicle entered and cash was taken.
- 02/06/2018
 - Stolen Vehicle, 325 Clyde Morris Boulevard. Van taken from a medical office, vehicle was unlocked with the keys inside.
 - Theft, 140 Bear Foot Trail (Bear Creek Subdivision.) Golf cart stolen from in front of the home.
 - Burglary Residence, 676 Cordova Avenue. No forced entry, surround sound system stolen.
 - Theft, 59 Pergola Place. Medication missing from inside the house.
 - Carbreak, 21 Canterbury Woods. Locked vehicle with no signs of forced entry, firearm was taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops:65
 - Number of Uniform Traffic Citations Issued:49
 - Number of Written Warnings Issued:40
- Traffic Crash Reports
 - Number of Crashes without Injuries:14
 - Number of Crashes with Injuries:2

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 3 Cases initiated
- 27 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with three (3) walk-in and sixty-nine (69) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – The Contractor is working on connecting water mains on Grandview Avenue, Wild Olive Avenue, and Cedar Street. Seminole Avenue is being prepared for the installation of the final 600' of main. Service connections are being installed on Oleeta Street, Osceola Avenue, and Bosarvey Drive.
 - Ph III 2-Inch Water Main Replacement – Peninsula - Sunnybeach Drive has been cleared, the Contractor has connected the water main and is preparing to switch over water services to residents on the street. Successful bacteriological testing has been completed on Bosarvey Drive, Hollywood Street, Pinewood Street, and River Beach Drive; Consultant is preparing DEP Clearances for these streets. Revised as-builts are being finalized for Bellewood Circle, Dawn Drive, and Sundance Trail.
 - Ph III 2-Inch Water Main Replacement – Mainland – The Contractor is working in the area of Arrowhead Circle, Fir Street, and Pine Street.
 - 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.
 - 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 this month.
 - North US1 Landscaping Ph II – A preconstruction meeting was held on January 31 and the contractor plans to start construction after the Daytona 500 on February 18.
 - Cassen Park Finger Pier Replacement – The four (4) piers have been replaced.
 - 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 was reviewed by the City Commission on February 6 and the project will be advertised on February 11.
 - CDBG – Cassen Park Fire Hydrant – Staff is finalizing the quote package to solicit written proposals.
 - A1A Manhole Repair – Bids were opened on February 6, and are under review.
 - 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 – Plans and specifications have been transferred to FDOT Construction for final review prior to advertising for bid.
- 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 – the City 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 has received the design proposal, and is currently reviewing.
- 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
 - Reviewed daily SWMP, Fence, Engineering Permits through the ProjectDOX system.
 - Reviewed construction plans and created multiple approved Work-in-the-Right-of-Way permits for Draycott Street, Ormond Lakes Blvd, Poplar Drive, and Regents Street directional bores, per Brighthouse request.
 - Assisted homeowner at 1309 Oak Forest Drive with research and contacts to help remove a derelict vessel submerged near their dock.
 - Updated the Forest Hills Multi-Use Trail construction plan set, per FDOT comments.
 - Prepared FAA permits for Sports Complex Lighting project.
 - Updated permit drawing set for 36 Capistrano Drive Water Service Replacement, per Utilities Division comments.
 - Researched old city archive files to locate submerged land lease permits for the piers located at the Fortunato Park and Cassen Park.
 - Researched old drawing files and provided PDF copies of Senior Center and Nova Community Park parking lot layouts.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pulled cones on Wilmette Ave; cones & form boards on Center St

- Asphalt Hidden Hills & Ormond Green; Greenvale Dr; Sherbourne Way; Pineland Trl
- Sidewalk grinding on 100 block of Rockefeller Dr
- Ripped out concrete and formed in Ormond Lakes
- Concrete patches on SR40

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
- Picked up tree debris on S Center St, at S Ormond Neighborhood Center
- Removed tree fallen in road (callout) on Iroquois & Choctaw Trl
- Trimmed and removed trees on Old Kings Rd n/o Hammock Ln

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
- Picked up barricades behind City Hall
- Trimming on Airport Rd by Pathways Elementary School; other various areas citywide

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
- Installing camera signs around park at South Ormond Neighborhood Center
- Checked Cassen Park for installation of new boat ramp signs
- Installed 4 new Danger Ramp End signs at dock

Stormwater Maintenance

- Prepared sandbags in yard
- Locates citywide
- Ditch maintenance on Pineland Trl
- Basin cleaning citywide
- Basin repair on 100 block of Live Oak
- Basins inspected Zone 2 & 3
- Gradall – dock moving at Cassen Park
- Gates/pumps citywide
- Pipe replacement on Pineland Trl

Vactor

- Royal Palm Ave
- Ocean Ter/1200 block of Parkside Dr
- Lincoln Ave

Street Sweeping/Streetsweeper

- 132 miles of road cleaned

- 52 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 29,214
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 3
- Quick Fleet Facts:
 - Fuel on hand: 6,832 gallons unleaded, 6,510 gallons diesel
 - Fuel used in one week: 2,221 gallons of unleaded and 866 gallons of diesel.
 - Fleet completed 28 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Yard Electrical and Pump Upgrades – Submittal of a grant application to SJRWMD for funding assistance to construct a reclaimed water storage tank and pump station was approved under Resolution 2018-26. Continue to move forward maintenance yard and lift station electrical upgrade project.
 - Ground Storage Tank Repairs – Sole source procurement for tank repairs by CROM Engineering Services was approved under Resolution 2018-24.
 - Leeway Tank – A proposal for tank rehabilitation and pump and piping revisions is pending from Mead & Hunt.
 - Lift Station Improvements 2018 – A proposal was received for review from McKim & Creed for design services.
 - Lift Station 10M & 12M Improvements – Contractor is awaiting delivery of pumps and control panels. Construction is anticipated to begin in March.
 - Pretreatment Effluent Pump (PEP) Purchase – Three (3) bids were received on 2/6/18 and are being evaluated.
 - Sodium Bisulfite Tank Replacement – Contractor made changes to the shop drawings and resubmitted corrected copies for approval.
 - Utility Location Services – City Commission approved the bid specification for advertisement.
 - 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.
 - 36 Capistrano Drive – Use Permit Application to replace a water service is being executed.
 - SPRC Projects (Utilities Review)
 - Davita Dialysis – Plans were reviewed and comments provided.
 - 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.
 - Ormond Beach Surf Style – 600 S. Atlantic Ave: Reviewed plans.
 - 220 S. Nova Road Lot Split Request – Reviewed plans. Water & sewer service available.

Water Treatment

- Delivered 36.78 million gallons for the week ending February 7, 2018 (5.25 MGD).
- Backwashed 5 filters for a total of 230,000 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 40.5 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 38.72 Million Gallons.
- Influent flows average for week @ 5.53 MGD, plant designed for 8 MGD.
- Produced 16.72 Million Gallons of Reuse.
- Produced 22.00 Million Gallons of Surface Water Discharge.
- Annual Average (Jan 01, 2017 – Dec 31, 2017) for Surface Water Discharge 1.61 MGD.
- Hauled 18.05 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Replaced or repaired 7 residential water services.
- Responded to 9 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Repaired main breaks on an 8 inch, 6 inch, 3 inch and 2 inch mains at various locations.
- Responded to and/or repaired 13 water service leaks.
- Performed valve maintenance on 27 valves during scheduled outages and water main leaks.
- Replaced 7 water services to residential customers.
- Performed pressure testing on 5 city owned backflow preventers. Replaced/repared 4 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 134 regular and 4 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area. Responded to 2 reuse trouble calls.
- Installed cleanout at 75 Levee Lane at the edge of ROW.
- Installed new PEP tank at 7 Double Palm Way
- Replaced reuse curb stop at 30 Dartmouth Trace damaged by lawn mower.
- Prepped multiple chambers for upcoming new PEP installs.
- Repaired leaking manhole at 12 Greenvale Dr.
- Replaced lateral at 179 Standish Ave.
- Cleared roots from lateral @ 5 Buckthorn. Customer informed that roots remain on private plumbing portion of service.
- Installed new PEP tank 35 Tomoka Ridge Way
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 8 psi, Ocean Mist Hotel 8 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 22 psi, Westland Run 25 psi & Shadow Crossing Blvd. (4 inch) 13 psi.

Wastewater Plant – Lift Stations

- Recycle Room; preparing for upcoming valve maintenance.
- Reaeration Tank, installed submersible aerator and tested with Operations, ok.
- CP Foods LS: adjusted pump starts/stop settings, will monitor to verify adjustment.
- Spring Meadows, grounds keeping, trimmed trees and bushes, ok.
- Influent VFD 3, not functional, procuring vendor assistance.
- McDonalds, confirmed condition of wet well after manhole repairs, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.

- WIN911 monitor/response: 4M1, 9M & Towne Sq. high level, pump tripped, blockage at volute – cleared, verified station pump down/cycle alternation, ok. HOMAC, high level, contractor damaged sewer lateral, groundwater & sand overwhelmed station, contractor repaired and cleaned, ok;
- SCADA monitor/response: 1P, 5P, high starts, cleaned probe, ok; 7M1, no starts #2, reboot VFD, over current fault, cleared blockage at volute, replaced wear ring, ok; Breakaway Trails, no starts #2, soft start not operational, replaced with shop stock, ok.
- Lift station server: 400 outstanding messages slowing radio communications. Adjusted to reduce messaging interval, will monitor and tune accordingly.
- Programmed new Anybus Gateways for VFD1, 2, & 3, install new Profibus cable from each VFD to PLC cabinet, relocated all gateways to PLC cabinet, installed new power supply and fuse block for gateways, ok.
- SCADA technician activities: completed pre-requisite Operation & Configuration class for VTSCADA.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Grit Snail; Influent Odor Control; Swing Zone Blowers, #1, #2.
- Quarterly Plant PM's: Grit Snail.
- Semiannual Plant PM's: Swing Zone Blowers, #1, #2.
- Annual Plant PM's: Bar Screens, #1, #2.
- Lift Station PM's: 29 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Sodium Hypochlorite Tank 1, repaired leaking valve, ok.
- Sodium Hypochlorite pump 3, repaired damaged damper line, ok.
- Aerator VFDs not operating correctly, VFD #1 lost cone 1 flow set point due to flow meter being clogged with lime, flushed flow meter, checked level transducer, restarted VFDs, ok.
- Bird Centrifuge, not coming up to speed on startup, found speed adjustment not functioning properly, replaced with shelf stock, ok.
- WELL 6D, not starting, motor starter not functional, replaced with shop stock, ok.
- Lime sludge pump 1, removed pump for transport to factory for Water Treatment plant warranty (WARF 1) repair.
- Well 19SR, flow meter not functioning, replacement scheduled.
- Well 38R, verified flow information for Operations.
- Rima and Hudson wells, placed ant insecticide in all well buildings.
- Operational Checks: Riverview, Granada, Tomoka State Park booster stations; City interconnects.
- Monthly PM's: All Rima wells.

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.
- Annual Reuse Report – Staff re-submitted a corrected FDEP Annual Reuse Report. The report highlights the amount of treated effluent produced at the WWTF and the distribution of the effluent to reuse land application and surface water discharge.
- 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 submitted the BAT Irrigation report to the St Johns River Water Management District. The report summarizes the groundwater utilized for irrigation purposes in the Breakaway Trails, Briargate and Forest Quest subdivisions as required by the City's Consumptive Use Permit. The groundwater usage for irrigation in these subdivisions continues to remain well below the allowable CUP allocation due to the prevalence of reuse water supplying the system.

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 City Manager staff meeting
- City Clerk attended meeting with Acting Assistant City Manager
- City Clerk and HR conducted interviews for Assistant City Clerk position
- Staff attended and provided support for February 6, 2018, City Commission Meeting
- Staff attended and provided support for February 9, 2018, Pension Boards Meeting