

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: February 16, 2018

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with City Attorney, Public Works Director, Economic Development Director, HR Director and Fire Chief
- Agenda packet review
- ECHO grant discussion with senior staff
- Sales tax discussion with Engineering staff

Spoke to, attended and/or met with:

- Elected Officials Roundtable
- Annual audit overview with auditors and Finance senior staff
- As requested, individual meetings with Mayor Partington and Commissioner Littleton
- Bike share conference call with Julia Truilo, MainStreet, and Ye Yao, VBikes
- PACE Board meeting
- Team Volusia Finance & Audit Committee meeting

**Community Development**

**Planning**

- Planning staff met with Ormond MainStreet, Executive Board and Design Committee and discussed:
  - Planning Board's desire to obtain input of potentially allowing pharmacies in the B-4 zoning district.
  - Conceptual building improvement grant at 72 South Yonge Street, Crown Jewelers, to perform building façade renovations.
  - Starbuck's site plan submittal at the Granada Plaza.
- Planning staff has prepared a discussion item for the Historic Landmark Preservation Board meeting for February 19, 2018 to review the removal of properties from the local landmark list. The discussion item details the costs associated with the removal of a local landmark. It is Planning staff's intent to amend the fees in the Code of Ordinances to assess the advertising costs associated with the removal of local landmark properties.
- Planning staff met with the Brownfield advisory board and provided updates on the following properties:
  - 1175 North U.S. Highway 1. Phase I Environmental Site Assessment (ESA) is completed. A Ground Penetrating Radar (GPR) survey will need to be performed in order to move forward to Phase II environmental assessment.
  - 1535 North U.S. Highway 1. Phase I ESA is completed. Phase II environmental assessment is nearing completion.
  - 1735 North U.S. Highway 1. Property owner will need to complete a site access agreement to start a Phase I ESA.

- Planning staff has received three variance applications for the March 7, 2018 Board of Adjustment and Appeals meeting:
  - 241 South Halifax Avenue: Requesting a total of three variances to allow a garage expansion and unenclosed stairs to the living area above the proposed garage.
  - 427 North Beach Street: Requesting a calculated average waterfront setback variance to construct a new single-family house.
  - 94 North Beach Street: Requesting a rear yard setback to demolish an existing detached garage and construct a garage and living area above the garage. The project is requesting a variance for unenclosed stairs.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 359 inspections performed within the City (27 by private provider).
- 84 permits issued within the City, with a valuation of \$1,042,202.

Development Services

- The Granada Pointe developer has provided mail notice to approximately 130 property owners that the intersection of Tomoka Avenue and Granada Boulevard shall be closed on Monday, February 26, 2018, to allow the project contractors to begin the process to re-align the intersection and perform utility improvements. The re-aligned intersection shall also install a traffic signal. The road closure will not block any driveway access points and access to Bennett Lane shall always be maintained.
- The SPRC has received an application to demolish the building west of the Outback Steakhouse and re-construct a 2,500 square foot Starbucks. The project shall require an amendment to the Granada Plaza Planned Business Development with review by the Planning Board and action by the City Commission.
- Planning staff has been contacted by a group seeking to re-use the site at 160 Business Center Drive (intersection of Business Center Drive and Southland Avenue) as a child care facility. The site was approved in 2007 by a Special Exception for a KIDSCO child care facility and the 2007 approval has expired. The use shall require a Special Exception and should be presented to the Planning Board in March. No changes are proposed to the developed site or existing buildings.

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. Staff met to discuss the process to move ahead with the extension of the utilities that will serve the project. 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 at a March meeting.
  - Staff is preparing a revision to the Prime Global Group, Inc GAP that will be presented to the Commission on March 6.
  - 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 Team Volusia Economic Development Committee to exchange community economic development initiatives and Team Volusia business prospects. Staff is following up on the business prospects.

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

#### Airport Operation and Development

- Staff is in receipt of the 30% design plans for the project to rehabilitate Runway 8/26. Staff will review the plans and provide comments to the consultant to be included with development of the 60% design plans.
- Construction is underway to replace the hangar door on the large Sunrise Aviation hangar adjacent to Gate 9.
- Staff attended a quarterly meeting of the East Central Florida Metro Area CFASPP Steering Committee this week at the Executive Airport in Orlando. The Continuing Florida Aviation System Planning Process (CFASPP) is a method used within Florida to continually monitor the aviation environment and determine the development requirements to best meet projected aviation demands. This process is a component of the FAA Continuous Airport Systems Planning Process.
- Staff responded to a request from the FDOT for additional information in support of the City's pending grant application to fund rehabilitation of the air traffic control tower parking lot.
- A Joint Participation Agreement (JPA) with the FDOT was approved by the City Commission at their meeting on February 6. The JPA will provide state funding for a comprehensive obstruction mitigation project at the airport. Staff prepared and submitted the executed JPA to FDOT for final approval.
- 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 54 Journal Entry Batches.
  - Approved 30 Purchase Requisitions totaling \$317,356.68.
  - Issued 28 Purchase Orders totaling \$180,889.74
  - Prepared 124 Accounts Payable checks totaling \$251,057.96 and 18 Accounts Payable EFT payments totaling \$536,532.44.
  - Prepared 351 Direct Deposits totaling \$450,704.58.
  - Transferred IRS 941 payment of \$147,048.87.
  - Issued 877 past due notices on utility accounts.
  - Auto-called 164 utility customers regarding receipt of a past due notice.
  - Processed 520 payments through Interactive Voice Response System totaling \$56,099.93.
  - Grant money fiscal year-to-date total received, \$508,879.00 dollars.

##### Grants/PIO

- Public Information
  - REEL in the FUN (2/17, Central Park I)
  - Legal Workshop on Income Tax Fraud Prevention (3/1)
  - Florida Licensing on Wheels (3/5)

- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Arranged for ads in the Observer and News-Journal for Legal Workshop.
  - Completed weekly events calendar ad for Ormond Observer.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted online application for VOCA FY 2018-2019 funding for the Victim Advocate position within the Police Department. If awarded, this will be the City's 18<sup>th</sup> consecutive year.

### **Fire Department**

- Weekly Statistics
    - Fires: 1
    - Fire Alarms: 6
    - Hazardous: 3
    - EMS: 101
    - Motor Vehicle Accidents: 11
    - Public Assists: 57
    - TOTAL CALLS: 179
  - Aid provided to other agencies: 21 Calls – Daytona Beach (14), Holly Hill (1), Volusia County (6)
  - Total staff hours provided to other agencies: 17
  - # of overlapping calls: 55
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 8
  - Total EMS patients treated: 85
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 167
- Training Hours
    - NFPA 1001: Firefighting 17
    - NFPA 1500: Safety/Equipment 14
    - NFPA 1620: Preplanning 5
    - EMT/Paramedic 14
    - TOTAL TRAINING HOURS: 50
  - Station Activities
    - Updated 7 pre-fire plans
    - Conducted 3 fire inspections
  - Significant Incidents
    - 2/11/18, 3:38 PM: N. Yonge St. / Hernandez Ave. – Motor Vehicle Accident – Upon arrival found a single motorcycle down in roadway – one patient transported as a trauma alert – a firefighter assisted EVAC during transport.
    - 2/13/18, 5:21 PM: 409 N. US-1, – Structure Fire – Responded to a fire in vacant business – fire located in breaker panel box – smoke damage caused to adjoining room with no extension of fire in wall or attic – during remodeling of business a screw was found to have penetrated rear of panel box causing the fire.

## **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.
    - Fire Chief (Fire) open 2-13-18 until 3-30-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida Fire Chiefs Association, IAFF, 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, International 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, American Public Works Association, American Water Works Association, and internally.
    - Senior Planner (Planning) open 2-12-18 until 3-2-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida Planning and Zoning Association and internally.
    - Engineering Inspector (Planning) open 2-2-18 until 2-23-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, 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.
    - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services) open 2-8-18 until 2-23-18. Advertised on City web site, governmentjobs.com, and internally.
  - Applications Under Review
    - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
    - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
    - Part Time Events Technician (Events/Leisure Services)
  - Interviews Scheduled
    - Police Officer (Police)
    - Part Time Recreation Leader at South Ormond Neighborhood Center (Leisure Services)
    - Administrative Assistant (Neighborhood Improvement/Police)
  - Background/Reference Checks/Job Offers
    - Police Officer (Police)
    - Utilities Engineer (Water Production/Public Works)
    - Assistant City Clerk (Support Services)
    - Part Time Recreation Leader at the Casements (Leisure Services)
    - Maintenance Worker II (Streets/Public Works)
  - 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. Make-up day for Personal Health Assessments scheduled for 3-21-18
    - Lunch and Learn Wellness Workshops for HSA contributions run throughout 2018
    - Munis Employee Self Services (ESS) time being introduced to various departments
    - Blood Drive at City Hall 3-5-18
    - JD Williams training for supervisory staff 2-28-18
    - JD Williams make up training for Customer Service 3-1-18
    - ICMA representative will meet with employees 3-7-18
  - Risk Management Projects

- Mayor's Health and Fitness Challenge activities
- American Cancer Society/Relay For Life campaign
- Cyber liability seminar
- Preparation for Leadership's Government Day
- Preparing claims report for Claims Committee

### **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: 30
    - Completed: 61
    - In progress: 43
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 30,933
    - Inbound E-Mails Blocked: 8,486
    - Delivered Inbound E-Mails: 22,447
    - Quarantined Messages: 210
    - Percentage Good Email: 72%
    - Virus E-Mails Blocked: 0
  - Notable Events: None
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 6
    - Changes: 435
    - Corrections: 0
  - Map/Information Requests: 9
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 22: Total in system = 1,495
  - Meters GPS Located this week: 2: Total in system = 23,677; 22,891 potable, 775 Irrigation, 11 Effluent
  - Notable Events: None

### **Leisure Services**

#### **Administration**

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

- Building Maintenance Staff meeting
- Pride Lighting meeting
- Review MacDonald House Agreement

#### 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.
- The Community Gardens held their first business meeting of the term on Saturday at Fleming Avenue Central Park at 10:00 a.m.
- Painters began painting the EDC interior on Wednesday afternoon.
- Staff and volunteers prepared throughout the week for Saturday's Backyard Bird Count program.

#### 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.
- Lady Renegades continued practices this week on Tuesday and Thursday at the Sports Complex on the Softball Quad.
- OBYBSA basketball season continued with playoff games this week, M – F, at Nova Gym and the South Ormond Gym.
- SHS Softball and Baseball continued practices this week at 3:30 pm Monday through Friday at the Kiwanis Baseball Field and Softball Quad 2. Baseball had their preseason Jamboree on Tuesday and Wednesday while Softball opened their home season on Thursday.
- OBYBSA/OBGS Recreational Baseball/Softball started practices this week at the Nova Fields and also at the Sports Complex Softball Quad and T-Ball Fields. Games will start in March.

#### 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 regional soccer games
- Put together new soccer goals
- Scrape clay at Quad parking lot, as well as some dugouts, left over from laser grading
- Blow out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Edging infields at Nova
- Put soccer goals on Fields 1-6 and 9-10
- Painted soccer parking lot
- Added numbers to soccer goals

#### Senior Center

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



#### Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:
  - CMT held regular classes Monday through Wednesday as well as Friday.
  - Follies held regular classes Monday through Wednesday.
  - Kopy Kats held regular classes on Thursday.
  - Ormond Church held services Sunday.
- The Performing Arts Center hosted the following events:
  - The Coasters, Drifters, Temptations Salute, Wednesday, 7 pm to 9 pm

#### South Ormond Neighborhood Center

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

#### Community Events

- Weekly administrative tasks, office work, and activities
- Attended Senior Games Committee meeting
- Tyler training
- Ongoing input of Art in the Park applications
- 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 continue preparing for next state competition in Orange City
- Open Gym this evening

#### 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 Volleyball began on Tuesday.
- Explore the Arts continues on Wednesday.
- Lunch Bunch Club continues on Wednesday.
- SPARC Valentine's Dance will take place Friday evening.

#### The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 am and the last tour at 3:00 pm Saturday tours were at 9:30 am and 10:30 am.
- A wedding and reception was held on Saturday from 8:00 am-10:00 pm.
- The Gallery exhibit this month showcases the sculptures by Andrew Gamache and paintings by Jeremy Pappa.

- Missing Peace Church held a service on Sunday morning from 10:15 am to 12:15 pm at Bailey Riverbridge.
- Coordinator met on Monday at 11:30 am with a representative from Shriners International to discuss future rental opportunities in July.
- Guild Administrative Board held a meeting in the Preservation Room from 9:30 am to 12:00 pm on Monday.
- Guild Executive Board held a meeting in the Preservation Room from 9:30 am to 10:00 am on Tuesday.
- The Mayors Health & Fitness program hosted a free Line Dancing class on Wednesday evening from 5:30 pm to 6:30 pm.
- Lohman's Healing Workshop was held in Room 205 on Friday afternoon at 3:00 pm.
- A wedding party had ceremony rehearsal for upcoming nuptials in Rockefeller Gardens on Friday from 5:30 pm to 6:30 pm.
- 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: Replaced rock climbing wall; yearly seal of playground surface
- Cassen Park: Floating dock repairs with assistance from Stormwater staff; reset park bench displaced from Hurricane Irma; brought in dirt for seawall area
- Magic Forest: Wooden walkway repairs; replaced tire swing

#### 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
- Cleaned reuse gutters at WWTP
- Repaired porte-cochere at The Casements
- Cleaned wet carpet at Ames
- Replaced the men's toilet at the Police Department
- Repaired the outside men's toilet at Nova
- Cleanup of sewer backup in restroom at Public Works
- Repaired sally port gate at the Police Department
- Pressure washed sidewalk behind the Library at City Hall
- Replaced five soap dispensers at the Police Department
- Repaired outside bathroom door at Osceola Elementary
- Repaired outside restroom doors deadbolts at Ames

#### Police Department

##### Administrative Services

- Hosted the weekly staff meeting.
- Staff attended a meeting regarding County Radio systems.
- Staff attended the Reading with a Cop event.
- Staff met with the owners of Donnie's Donuts regarding upcoming events.

#### Community Outreach

- Members of the YDC met on Monday, February 12 to review upcoming community service projects. The next community project is the Unity in the Community on March 17.
- Twenty-Two students are registered for the *Tutors R Us* (TRU) program offered in partnership with the South Ormond Neighborhood Center. TRU is offered Monday –Thursday from 3:00 – 6:00 pm.

- Twelve children with their guardians attended *Reading with a Cop* on February 7 at the Ormond Beach Library. The next *Reading with a Cop* is March 7, at 3:30 pm.
- Informal practice for the OBPAL Basketball season has begun. Last week 14 youths participated in the practices. It is anticipated that 50+ youths will participate in 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. Tryouts for teams will be held this Saturday, February 17 at the South Ormond Neighborhood Center.
- Outreach Officer Durkin Graduated from DARE School training.

#### Community Services & Animal Control

- Animal Calls responded to: 49
- Animal Reports: 3
- Trap Neuter Release: 1
- Animal Bites: 1

#### Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 11
- Inactive: 12
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 6
- Grand Theft: 4
- Auto Theft: 2
- Death Undetermined: 3
- Sex Offense/Rape: 2
- Suspicious Incident: 2
- Police Information: 1

#### Records

- Walk - Ins / Window: 80
- Phone Calls: 96
- Arrest / NTA'S:17
- Citations Issued:127
- Citations Entered: 102
- Reports Generated:129
- Reports Entered:100
- Mail/Faxes/Requests:11

#### Patrol

- Total Calls: 1,214
- Total Traffic Stops:172

#### Operations

##### Crime Opportunity Report Forms: 60

- 02/07/2018
  - Narcotics Arrest, South Nova Road and Hand Avenue. A traffic stop was conducted where narcotics were located.
- 02/08/2018
  - Traffic Arrest, 800 Block North Ridgewood Avenue. Subject was stopped for unlawful speed and was found to have a suspended license and an open warrant.
  - Violation of Probation Arrest, 955 South Nova Road #44. Subject contacted after violating a no contact order.

- Driving Under the Influence Arrest, South Atlantic Ave / Harvard Dr. Subject was contacted for an investigation and found to be under the influence.
- Juvenile Curfew Arrest, 1521 West Granada Boulevard. Subject was placed under arrest for Violation of Probation for Curfew.
- 02/09/2018
  - Burglary Residence, 686 Ocean Shore Boulevard. Air scrubbers and dehumidifier stolen out of the open garage.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject stole a misdemeanor amount of merchandise and then tried to return the merchandise for a refund.
  - Narcotics/Warrant/Violation of Probation, 175 Interchange Boulevard. Subject was contacted and found to be in possession of narcotics.
- 02/10/2018
  - Larceny, 353 West Granada Boulevard (Winn Dixie). An unknown suspect removed the victim's wallet from her purse and attempted to use the victim's credit card.
  - Driving Under the Influence Arrest, 100 Block North United States Highway One. Subject contacted and found to be under the influence.
  - Business Burglary, 221 South Yonge Street. Officers responded to an alarm and found the glass front door to the business was shattered but nothing was missing from the business.
  - Carbreak, 23 West Granada Boulevard. Window broken out, purse with checkbook taken from the front passenger seat.
  - Driving Under the Influence Arrest, 745 Santa Fe Avenue. Driver contacted after crashing a vehicle that caused property damage and leaving the scene.
  - Sex Offense, 170 West Granada Boulevard. Victim's sister reported that a sexual assault occurred on the beachside. Attempts were made to contact the victim's mother who later responded to the Police Department and met with investigators regarding the case.
  - Narcotics Arrest, South Yonge Street / Tomoka Avenue. A traffic stop was conducted on a vehicle traveling at a high rate of speed where narcotics were located.
- 02/11/2018
  - Carbreak, 684 South Center Street. Unlocked vehicle entered overnight, knife stolen
  - Carbreak, 1 South Beach Street (Cassen Park.) Forced entry, pink satchel that contained wallet and identification was taken.
  - Battery on Law Enforcement Officer, Resisting Arrest, 107 Benjamin Drive. Subject resisted and battered an officer.
  - Battery on Law Enforcement Officer, Resisting Arrest, Tomoka Avenue and West Granada Boulevard. Subject contacted for a traffic violation. The subject fled from officers on foot and was apprehended after narcotics and paraphernalia were located.
  - Battery Domestic Violence/Car Break/Aggravated Assault, 365 West Granada and 420 Oak Park Circle. Subject contacted after a physical altercation was witnessed and half of that party battered the witness. One party followed the witness home and fired a weapon when he advised a neighbor to return to her home. Use of force was necessary to take the subject into custody.
- 02/12/2018
  - Grand Theft, 170 North Yonge Street #25. Victim advised a known subject stole a necklace with pendant and a ring valued at over \$20,000.
  - Grand Theft, 5 Heather Lane. Victim reported \$3,000 stolen from his residence today.
  - Carbreak, 702 Tennessee Terrace. Unknown suspect made entry to an unlocked vehicle door stealing a pouch with gift cards.
  - Sex Offense, 151 Domicilio Avenue (Ormond Beach Middle School). Middle School student was angry at another student and posted a video clip of the student in the shower on social media.
- 02/13/2018
  - Carbreak, 136 North Orchard Street (Blue Moon Yoga). Entry made to vehicle with unlocked doors, credit and debit cards taken.

- Armed Robbery, 281 South Atlantic Avenue (Best Western Mainsail). Victim was forced into her hotel room when a subject brandished a firearm; \$800 in cash and a cell phone were taken from the victim.
- Battery Domestic Violence Arrest, 460 Sauls Street. Subject reported that his girlfriend had battered him.
- Larceny (Weapon), 2099 North Beach Street (Tomoka State Park). Subject reported that his firearm was taken from the restroom. It was later returned as it had been retrieved by a Park Ranger for safety purposes.
- Narcotics Arrest, 690 South Nova Road (7-11.) A traffic stop was conducted where the driver ingested narcotics in an attempt to conceal them.
- Driving Under the Influence Arrest, 1545 North United States Highway One. Subject was arrested for DUI at this location after she had been found seated in her vehicle and was under the influence.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 62
  - Number of Uniform Traffic Citations Issued:82
  - Number of Written Warnings Issued:83
- Traffic Crash Reports
  - Number of Crashes without Injuries: 12
  - Number of Crashes with Injuries:5

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 1 Case initiated
- Zone 4: 2 Cases initiated
- 41 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with three (3) walk-in and sixty-eight (68) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - South Peninsula Reclaimed Expansion – The Contractor is working on installation of the reclaimed water main on Seminole Drive, letters are being mailed to property owners on South Halifax Drive, Riverside Drive, Riverside Circle, Bosarvey Circle, Willis Drive, Fluhart Drive, and Pine Road that service is available and they may connect to the City's system.
    - Ph III 2-Inch Water Main Replacement – Peninsula – Consultant is reviewing as-builts and water clearances, and preparing clearance paperwork. All water mains have been installed and pressure tested successfully.
    - Ph III 2-Inch Water Main Replacement – Mainland – The Contractor has finished installing pipes and services on Arrowhead Circle, and Pine Street, pressure testing and bacteriological testing for those streets remains to be completed. Installation of pipe and services continues on Fir 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 work is complete.
- 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 project was advertised on February 11, a pre-bid meeting is scheduled on February 28, with bid opening on March 15.
  - 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 anticipates receiving the 90% bid documents the beginning of March.
  - Deer Creek Reclaimed Water – Contracts were received back from the Contractor and have been sent to Legal for final review and execution. A pre-construction meeting will be scheduled once contracts are fully executed.
  
- 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 to meet operational requirements 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 look to apply for an HMGP grant which would pay 75% of the project total construction cost. However, after talking with Florida DEM, park projects do not normally meet HMGP Benefit cost requirements and thus this may not be an applicable project for the HMGP program.
- 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 has resubmitted the RFP for design to FDOT for review.
- Williamson Blvd Pedestrian Improvements - Staff has resubmitted the RFP for design to FDOT for review.
- 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.

- Departmental Activities
  - Staff has submitted Cooperative funding grant to SJRWMD for the Breakaway Trails tank and pump replacement.
  - Reviewed daily SWMP, Fence, Engineering Permits through the ProjectDOX system.
  - On-site meeting with Storm Water Division at 675 Pineland Trail to determine depth of pipe at driveway crossing.
  - Modified Lift Station Standard Details, per Utilities Division request.
  - Created Exhibit Drawing of MacDonald House first floor plan, per Legal Dept. request.
  - Researched City-owned property and created location and utility maps for proposed new Emergency Operations Center.
  - Researched City archive files and located Submerged Land Lease Agreements for Fortunato and Cassen Parks fishing piers.
  - Began research of archived street files to determine maintenance responsibilities for Harmony Avenue, per Streets Division request.
  - Researched old drawing plans and provided PDF copies of Public Works Facilities plumbing layout, per Utilities Division request.
  - Modified Pineland Trail ditch drawing to determine proposed pipe invert and ditch clearing to alleviate flooding at 675 Pineland Trail.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- 5x5 patch at City Hall; pulled forms and cones
- Concrete patch on Marjorie Trl; strip forms
- Asphalt at Cassen Park
- Asphalt on Bosarvey & Standish
- Poured concrete on 100 block of Standish Dr
- Pulled forms and cones on Flamingo Dr
- Shop & vehicle maintenance at Shop
- Concrete behind LuLu's

##### 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 banner (with Economy Electric) on SR40 & Washington
- Trimmed & removed trees & brush on Old Kings Rd
- Cut tree off of fence on Wildwood
- Cleaned up fallen tree & debris on N St Andrews Dr
- Removed palm at S Ormond Neighborhood Center

##### 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
- Filled in hole on side of walk on Old Kings Rd
- Built up road radius with shell on Neptune & N Halifax
- Trimmed over walk on 200 block of Seminole Ave



#### Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated more boat dock signs and other various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Installed Employee Parking Only sign at Ames Park

#### Stormwater Maintenance

- Plugged drain & ditch on 300 block of Greenwood Ave
- Pipe replacement on Pineland Trl
- Locates/basins citywide
- Ditch maintenance on Pineland Trl

#### Vactor

- Cumberland Ave
- 600 block of Pineland Trl

#### Street Sweeping/Streetsweeper

- 126 miles of road cleaned
- 32 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 27,604
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 3
  - Non-Emergency Vehicles and Equipment: 13
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 13,567 gallons unleaded, 5,585 gallons diesel
  - Fuel used in one week: 1,702 gallons of unleaded and 925 gallons of diesel.
  - Fleet completed 46 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Yard Electrical and Pump Upgrades – Work authorization for design services for the Breakaway Trails lift station and related electrical improvements was executed by the City and sent to the consultant for signature.
  - Ground Storage Tank Repairs – Notice of award was sent to the vendor. A preconstruction meeting will be scheduled.
  - Leeway Tank – A proposal for tank rehabilitation and pump and piping revisions is pending from Mead & Hunt.
  - Lift Station Improvements 2018 – Reviewed the proposal and sent it back to McKim & Creed for revision.
  - Lift Station 8M1 – Contacted Legal Department about the easement revision status.
  - Lift Station 10M & 12M Improvements – Contractor is awaiting delivery of pumps and control panels. Construction is tentatively scheduled to begin March 15.
  - Pretreatment Effluent Pump (PEP) Purchase – An award memo is proceeding through the review process for presentation at the March 20, 2018 City Commission meeting.
  - Sodium Bisulfite Tank Replacement – Corrected copies of the shop drawings were approved.
  - Utility Location Services – Project was advertised for bids on March 13, 2018. A pre-bid meeting is scheduled next week.

- Water Plant Elevated Tank Demolition and Breakaway Trails Elevated Tank Recoating – A study to evaluate the feasibility of constructing a monopole is being discussed.
- Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation is further rescheduled to the March 20 City Commission meeting, allowing sufficient time to overcome a question surrounding the jurisdictional governance of the software purchase.
- 36 Capistrano Drive – Use Permit Application to replace a water service was executed and sent to Volusia County for processing.
- SPRC Projects (Utilities Review)
  - Davita Dialysis – Reviewed revised plans. Utility Division comments were addressed.
  - Kingston Shores – Discussed permit with the design engineer to amend permit provision for Ormond Beach reference to private fire hydrant and fire flow requirements.
  - Maxton Group Truck Dock – 11 Aviator Way: Preconstruction meeting was held 2/14/18.
  - OB Softball Field – 46 Doug Thomas Way: Force main pressure was requested by the design engineer in order to complete the design of the pump station.
  - Ormond Beach Surf Style – 600 S. Atlantic Ave: Reviewed plans and provided comments.
  - Ormond Medical – 1245 W Granada: A water main wet tap is scheduled 2/19/17.
  - Security First – 1001 Broadway Avenue: Reviewed shop drawings for precast structures and provided comments.
  - Starbucks – 125 E Granada: Reviewed plans and provided comments.

#### Water Treatment

- Delivered 36.14 million gallons for the week ending February 9, 2018 (5.16 MGD).
- Backwashed 7 filters for a total of 288,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 31, 2017 @ 5.713 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 54 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 32.89 Million Gallons.
- Influent flows average for week @ 4.70 MGD, plant designed for 8 MGD.
- Produced 18.47 Million Gallons of Reuse.
- Produced 14.42 Million Gallons of Surface Water Discharge.
- Annual Average (Jan 01, 2017 – Dec 31, 2017) for Surface Water Discharge 1.61 MGD, Allowable Surface Water Discharge @ 6 MGD Annual Average Day.
- Hauled 130.17 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Replaced or repaired 7 residential water service
- Responded to 15 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Repaired 6" water main leak on Pine St.
- Responded to and/or repaired 19 water service leaks.
- Performed valve maintenance on 27 valves during scheduled outages, water main leaks and scheduled maintenance.
- Replaced 11 water services to residential customers. Contractor installed 5-2" casings for water service replacements.
- Performed pressure testing on 5 city owned backflow preventers.
- Replaced 2 residential water meters.
- Replaced 6 broken meter boxes.
- Disconnected 2 water services due to demolition.
- Replaced 2" gate valve on North Shore Dr. serving a 2" GSP water main in the Gardens of New Britain.
- Installed new flow meter at the WWTP.

- Locate the water meters at 176 Holland Rd and 1287 John Anderson Dr. due to work orders generated from the Finance Dept.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 96 regular and 3 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area. Responded to 2 reuse trouble calls.
- Repaired lateral at 119 McAllister Dr.
- Repaired lateral at 193 Fleming Ave.
- Repaired lateral at 501 N. Orchard St. – broken by contractor.
- Located and raised C/O at 843 Peninsula Dr.
- Replaced 8" WAS meter at WWTP with Water Distribution.
- Cleaned main in 100 Block of Bosarvey Dr. – lateral hit by contractor.
- Cleaned main at 38 Bryon Ellinor Dr. – lateral hit by contractor.
- Adjusted floats causing false high level alarms at 99 Tomoka Ridge
- Completed tie-in of new PEP tank at 35 Tomoka Ridge Way.
- Installed riser, raised J-box and rewired PEP system at 180 Black Hickory Way.
- Levelled up depression at manhole at 501 Laurel Dr. – Manhole leaking scheduled for repair.
- Dressed up landscape at 9 Spanish Pine Way after PEP tank repair.
- Prepping to install new PEP tank at 30 Foxfield Look.
- Prepping for main repair at Ocean Shore Dr. & Riverside Dr. damaged by boring contractor.
- Inspected damaged tank at 49 Coquina Ridge Way. May be able to repair crack with bonding agent. Scheduled for repair.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 5/5 psi, Ocean Mist Hotel 5/5 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 17 psi, Westland Run 17 psi & Shadow Crossing Blvd. (4 inch) 10 psi.

#### Wastewater Plant – Lift Stations

- NTU Meter, plumbing leaks, repair as needed, ok.
- Sludge Holding Tanks #1, staff met with contractor to review tank draining procedure to accommodate mixer installation.
- Ormond Mall, high run hours at local time clocks, deragg both check valves, ok.
- Sand Filter #3 assists Operations as needed with debris removal.
- RAS/WAS, waste/totalizer meter, replace nonfunctional meter with new replacement.
- Influent Pump #3, out of service continuing to troubleshoot.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- SCADA monitor/response: 1M, no starts #2, pull pump to clear blockage at volute, ok; 7P, high run hours #2, found non-operational vacuum system, replaced Vacuum Pump with New Inventory, ok; Riverbend Golf Course, high starts, clean probe, ok.
- SCADA technician activities: Attended 5 day SCADA training class in Orlando.
- 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: Sand Filters, #1, #2, #3; Carrousel Surface Aerators, #1N, #1S, #2N, #2S; Screw Pumps, #1, #2, #3; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Effluent Transfer Pumps, #1, #2, #3.
- Quarterly Plant PM's: Bar Screens, #1, #2;
- Semiannual Plant PM's: Sand Filters, #1, #2, #3;
- Lift Station PM's: 18 monthly performed and 7 annual.

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

- Sodium Hypochlorite Tank 1, repaired leaking valve, ok.

- Westfalia centrifuge, speed differential not operating, faulty speed sensor relay noted, installed replacement, awaiting programming.
- Reuse High Service, pump #1, leak at pump shaft, made adjustment to correct, ok.
- High Service pump #4, excessive motor noise noted, thermal image and amp check shows ok, will monitor, have spare backup when needed.
- Lime Sludge Pump No.1, Install factory repaired pump and return to service, ok.
- Well 19SR, Install replacement flow meter and return to service.
- Operational Checks: Rima wells; Shadow Crossing reuse
- Monthly PM's: All High Service pumps; Aerator pumps and motors..

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

- Annual Reuse Report – Staff is submitted the Reuse report to the FDEP. The report highlights the amount of reuse produced at the WWTF as well as the portion of WWTF effluent being discharged to the river.
- Annual Cross Connection Control (CCC) Report – Staff is working with the City's CCC data management contractor to receive assistance in preparing 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 allotment due to the prevalence of reuse water supplying the system.
- Volusia County Health Department – Staff is in communication with the VCHD regarding lead and copper data which was submitted the Department. Clarification was necessary to ensure completeness. Also, staff submitted a revision to the Total Coliform (TC) sampling plan. The revision updated the TC sampling locations utilized by City staff.
- Industrial Pretreatment Program – Staff assisted a local industry and future permittee of the program with information concerning the potable water supply available in the vicinity of their facility. Also, staff received an update on the project to upgrade the facility's waste water pretreatment 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 weekly City Manager Staff Meeting
- City Clerk attended meeting with Acting Assistant City Manager
- Agenda pack preparation and distribution for February 20, 2018, City Commission Workshop (Strategic Issues and Plan Update) and City Commission Meeting.