

**City of Ormond Beach
Memorandum**

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

- General discussion meetings with Fire Chief, Finance Director and Planning Director
- Property uses discussion with senior staff

Spoke to, attended and/or met with:

- Rotary meeting
- ECHO grant review meeting
- US1 transportation meeting with senior staff, consultants and Ormond Crossings property owners
- Phone discussion with senior staff and citizen Joel Chandler
- City Managers meeting
- General discussion with Ormond Observer staff writer Jarleene Almenas
- Walk through of 56 N. Beach St. property with senior staff and a City Commissioner

Community Development

Planning

- Planning staff met with the developer of the Marshside subdivision and detailed the submittal process for a Planned Residential Development subdivision.
- Staff prepared and distributed the Board of Adjustment and Appeals packet that includes three variance cases (241 South Halifax Drive, 94 North Beach Street and 427 North Beach Street).
- Staff prepared and distributed the Planning Board packet that includes a Special Exception for a child care facility at 160 Business Center Drive and a discussion item regarding pharmacies.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 369 inspections performed within the City (23 by private provider).
- 144 permits issued within the City, with a valuation of \$3,015,113.

Development Services

- Conducted pre-construction meeting for the Prince of Peace additions that include an office expansion on the main campus and an addition at the Like New shop at 1225 Hand Avenue.
- Approved a water line extension for the Oasis Church at 85 South Tymber Creek Road to provide potable water and fire protection.
- Received a re-submittal for the project at 142 East Granada Boulevard to demolish the existing structure and construct a 5-story mixed use building with ground floor retail (5,924 SF) and 22 residential units.

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	25%
Granada Oaks	95%
Granada Pointe	10%
Hull's Seafood expansion	70%
Launch FCU	50%
Lot 2, Airport Business Park	2%
Ormond Beach Medical Office Building	60%
Pet Street Veterinary Care center	50%
Prince of Peace, office addition	0%
Prince of Peace, Like New addition	0%
Thomas & Betts parking improvements (phase 1)	40%
Security First	10%
YMCA Dog Park	25%
YMCA Parking Expansion	15%
Zaxby's	0%
Plantation Oaks, utility connection	85%
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 and storm water retention areas are underway.
 - 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 with the Security First team to prepare agreements for the process to construct the extension of utilities that will serve the project. The Agreement will be submitted to the Commission in March or April.
 - The building plans have received staff final approval.

- Staff is working with the County and adjacent property owners to fund a traffic signal at Broadway Ave. and US1.
- A groundbreaking event is scheduled at the Security First Manager site at Ormond Crossings on March 7, 5 pm-7 pm. A more detailed itinerary and parking plan 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 in April meeting.
 - Staff is preparing a revision to the Prime Global Group, Inc GAP that will be presented to the Commission on March 20.
 - Staff prepared 2 applications to the Florida Department of Economic Opportunity's Florida Job Growth Grant Fund. One is for the construction of Business Park Way, which will connect the northerly section of the Airport Business Park to Pineland Trail. This grant application also covers construction cost for proposed roadways within the Southwest Quad at the Airport. A second grant application was prepared for the water and sewer line extensions for the north US1 area of the City, which will benefit Ormond Crossings and other development projects in the US1 corridor. The State 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 is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the "Doing Business in Ormond Beach" resource guide.
- 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 renewed Airport License issued by the FDOT. The license was issued following an inspection of the airport by the FDOT Aviation and Spaceports Office (ASO) last month. Staff also responded this week to a request from the ASO for critical design aircraft information for the airport. This information was developed during the airport master planning process and is an important aspect of airport planning and design. It plays a role in determining dimensional requirements on an airport, such as the distance between taxiways and runways, and the size of certain areas protecting the safety of aircraft operations and passengers.
- Staff met this week with representatives of Gale Associates, Inc. to review and discuss potential airport access and security upgrades.
- The annual runway safety meeting for the airport was held on Friday, February 23. The meeting was conducted by Mr. Steve Brockett, OMN Air Traffic Manager, and was held in the upstairs conference room at Sunrise Aviation.
- Staff responded to a request from FDOT to upload an electronic version of the current airport master plan to the Florida Aviation Database (FAD). This action is in support of an FDOT initiative to employ paperless document management practices.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City has been obligated by FEMA for four (4) of the City project worksheets, due to City is \$6.1 million. The state has obligated the City for two (2) project worksheets totaling \$5.8 million. Project assessment and reimbursement submission will continue.

- FEMA assessment and project planning for Hurricane Irma is in progress.
- Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.

- Completed Projects - Weekly
 - Processed 47 Journal Entry Batches.
 - Approved 23 Purchase Requisitions totaling \$172,419.11.
 - Issued 22 Purchase Orders totaling \$165,776.65.
 - Prepared 133 Accounts Payable checks totaling \$547,035.41 and 36 Accounts Payable EFT payments totaling \$397,901.04.
 - Prepared 351 Direct Deposits totaling \$464,516.05
 - Transferred IRS 941 payment of \$153,903.30.
 - Issued 502 past due notices on utility accounts.
 - Auto-called 245 utility customers regarding receipt of a past due notice.
 - Processed 494 payments through Interactive Voice Response System totaling \$51,907.91.
 - Grant money fiscal year-to-date total received, \$508,879.00 dollars.

Grants/PIO

- Public Information
 - Road Closure of Tomoka Avenue between Bennett Lane and Granada Blvd.
 - Water Main Break (Nova Road)

 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended Customer Service Training.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Volusia ECHO Grant Ranking Meeting for the Sports Complex Field Lighting project – Baseball #3, Soccer 1, 2, & 3. **The City's application scored very well and will be recommended to the County Council for funding.**
 - Attended pre-bid meeting for the CDBG 17-18 South Ridgewood Avenue and South Washington Street LED lighting projects.

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 4
 - Hazardous: 2
 - EMS: 87
 - Motor Vehicle Accidents: 6
 - Public Assists: 53
 - TOTAL CALLS: 152

- Aid provided to other agencies: 14 Calls – Daytona Beach (6), Volusia County (8)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 76
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 267

- Training Hours
 - NFPA 1001: Firefighting 14
 - NFPA 1500: Safety/Equipment 9
 - NFPA 1620: Preplanning 12
 - EMT/Paramedic 8
 - TOTAL TRAINING HOURS: 43
- Station Activities
 - Updated 15 pre-fire plans
 - Conducted 9 fire inspections

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.
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services) open 2-8-18 until 3-30-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Applications Under Review
 - Economic Development Director
 - Chief Treatment Plant Operator (Water Production/Public Works)
 - Senior Planner (Planning)
 - 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)
 - Tradesworker (Building Maintenance/Leisure Services)
 - Interviews Scheduled
 - Police Officer (Police)
 - Administrative Assistant (Neighborhood Improvement/Police)
 - Engineering Inspector (Planning)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Assistant City Clerk (Support Services)
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Recreation Leader at South Ormond Neighborhood Center (Leisure Services)
 - Separations
 - Assistant City Attorney (Legal)
 - Employee Events
 - Staff Training 2-28-18: Leadership Development for supervisors, managers, and directors, conducted by JD Williams
 - Staff Training 3-1-18: Customer Service Training and Sexual Harassment Prevention, presented by JD Williams
 - Skin cancer screenings for HSA contributions runs through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions run throughout 2018
 - Make-up day for Personal Health Assessments for HSA contributions will be held 3-21-18

- Blood Drive at City Hall 3-5-18
- ICMA representative here to meet with employees 3-7-18
- Munis Employee Self Services (ESS) time being introduced to various departments
- Risk Management Projects
 - Mayor's Health and Fitness Challenge activities
 - Attend a workers' compensation deposition
 - Attend Customer Service training
 - American Cancer Society/Relay For Life campaign

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: 18
 - Completed: 47
 - In progress: 41
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,460
 - Inbound E-Mails Blocked: 7,905
 - Delivered Inbound E-Mails: 22,555
 - Quarantined Messages: 159
 - Percentage Good Email: 74%
 - Virus E-Mails Blocked: 0
 - Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 7
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections located this week: 0: Total in system = 1,495
 - Meters GPS Located this week: 0: Total in system = 23,677; 22,891 potable, 775 irrigation, 11 effluent
 - Notable Events: None

Leisure Services

Administration

- Public Works Staff meeting

- Janitorial Services meeting
- Met with Landscape Contractor for weekly updates
- Park visits
- ECHO Grant Review
- Future Property Uses Meeting
- Lion's Club Meeting
- Movies on the Halifax

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- Tours were given as needed on Saturday and Tuesday through Friday.
- The EDC Coordinator attended the Project WILD Train the Trainer Weekend at Ocala Youth Camp all day on Saturday and from 8 am to 12 pm on Sunday.
- Nine children and four adults from Girl Scout Troop #400 attended a field trip at the EDC on Saturday from 10:00 a.m. to 1:00 p.m. Volunteers assisted EDC staff.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1:00 pm.
- Lady Renegades continued practices this week Tuesday and Thursday at the Sports Complex on the Softball Quad.
- SHS Softball and Baseball continued practices this week at Monday through Friday at 3:30 pm on the Kiwanis Baseball Field and Softball Quad 2. Baseball had games on Friday, while Softball had their only game on Tuesday.
- OBYBSA/OBGS Recreational Baseball/Softball continued practices this week at Nova Fields and also at the Sports Complex on the Softball Quad and T-Ball Fields. Games started at Nova 4:00 pm and 5:00 pm on Friday night, while T-Ball had their Opening Day Games on Saturday morning at the Sports Complex.
- OBSC Soccer Program continued practices at the Sports Complex on Soccer Fields 1-6 as well as 9-10 nightly Monday through Friday. They had their Opening Day on Saturday morning at the Sports Complex.
- City Volleyball Program started their spring season on Monday and Thursday nights this week from 6:00 pm-7:45 pm. Currently, 50 participants are signed up.
- CCA Softball hosts their first game of the season on Quad 4 on Friday at 4:00 pm at the Sports Complex.
- Staff prepared for the Lady Renegades Tournament to be held on the Softball Quad at the Sports Complex as well as Nova Fields 2 and 3 this Saturday and Sunday from 8:00 am to 8:00 pm.

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
- Continued dragging infields (18) daily at Sports Complex and Nova Fields
- Continued edging infields (18) weekly at Sports Complex and Nova Fields
- Blow out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Marked fields for games for SHS Softball/Baseball, CCA Softball, OBYBSA Baseball, T-ball and Lady Renegades Tournament
- Painted 18 soccer fields and added goals, tofers, sand bags, corner flags and benches to each

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 on stage rehearsal Monday through Thursday.
 - Kopy Kats held regular classes on Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts hosted the following events:
 - KEDA Expressions Company presents, "The Wicked Wiz", Saturday, 7:00 pm to 9:30 pm

South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11:00 pm daily
- Fitness room
- Open gym
- Jazzercise on Monday
- PAL basketball practice Monday and Wednesday
- PAL tutoring Monday-Thursday
- Youth baseball practice Tuesday/Thursday

Community Events

- Weekly administrative tasks, office work, and activities
- Assisting HR with snacks for training sessions February 28 and March 1
- Attended Walk with the Manager, Friday, March 2
- Planning of 2018 events through May:
 - Art in the Park, May 5 and 6, including application tracking and input, sponsorship tracking, mailing of food vendor applications and entertainment contracts
 - Memorial Day Remembrance Service, May 28

Gymnastics

- Registration is open for March session
- March session in progress
- Team girls continue preparing for next state competition in Orange City March 10
- 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 Acting classes continued at various times throughout the week.
- OBYBA All-Star game took place on Saturday.

- The City's Youth Spring Volleyball began on Monday.
- Challenger Volleyball continues on Tuesday.
- Explore the Arts continues on Wednesday.
- Lunch Bunch Club continues on Wednesday.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 9:30 am and 10:30 am.
- A wedding and reception were held at The Casements on Saturday from 10:00 am-5:00 pm.
- The Ormond Memorial Gardens held a Labyrinth walk from 9:00 am-noon.
- A baby shower was held in Bailey Riverbridge on Saturday from 11:00 am-3:00 pm
- Sophie's Circle held a bridge walk for deceased animals on Saturday at Fortunato Park from 4:00 pm-9:00 pm.
- A wedding ceremony was held at the Ormond Memorial Gardens on Saturday from 4:00 pm-5:00 pm.
- A memorial service was held at Bailey Riverbridge on Saturday from 5:00 pm-7:00 pm.
- A wedding ceremony was held at Bailey Riverbridge on Sunday from 5:00 pm-7:00 pm.
- The Gallery exhibit this month showcasing the sculptures by Andrew Gamache and paintings by Jeremy Pappa, was taken down on Monday.
- The Guild held a training session on Monday from 11:30 am-1:30 pm for new docents.
- The Casements Camera Club received photographs on Monday afternoon from 4:00 pm-6:00 pm for their upcoming exhibit.
- The Coordinator met on Tuesday at 9:00 am for a Relay for Life planning session.
- The Casements Camera Club has been installing their 25th Anniversary Ebony & Ivory exhibit. The exhibit opens this evening from 5:30 pm-7:30 pm.
- The Casements Guild held their monthly meeting including a pot luck luncheon after the meeting on Wednesday from 10:00 am-1:00 pm.
- Lohman's Healing Workshop was held in Room 205 on Wednesday afternoon at 3:00 pm.
- The Mayor's Health & Fitness Challenge offered a free fitness class on Wednesday from 5:30 pm-6:30 pm.
- The Casements Camera Club held a judging of their exhibit on Thursday.
- Casements staff attended a "Customer Service" training seminar on Thursday at 9:00 am-12:00 pm and 1:00 pm-4:00 pm.
- A large tour group from Cornell University visited The Casements on Friday at 2:00 pm.
- A wedding rehearsal will take place today at Ormond Memorial Gardens from 5:30 pm to 6:30 pm.
- Movies on The Halifax will feature the live action release of "Beauty & the Beast" this evening at 6:30 pm.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Central Park IV: Retrieved trash tote and litter from lake
- Andy Romano Beachfront Park: Repaired brick pavers
- Community Garden: Delivered last load of topsoil
- Ames Park: Removed old railroad ties and installed four new parking curbs
- Riverside Park: Installed two post with chains and locks to prevent cars from entering

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 window trim in Building D at the Senior Center
- Repaired an office desk in Planning at City Hall
- Brought ten recycle bins to the Ames House
- Repaired men's room toilet at Nova
- Repaired Admin. A/C unit at Public Works
- Removed and replaced the dishwasher at Fire Station 93
- Repaired the second floor rotunda A/C unit at The Casements
- Replaced a soap dispenser in NID at the Police Department
- Repaired stairway light at the Airport Tower
- Repaired soffit and fascia at Shuffleboard
- Adjusted the French doors top and bottom slide at The Casements
- Capped off the plumbing in the Preservation Room closet at The Casements
- Repaired the kitchen thermostat at Fire Station 91
- Repaired a stairway light at City Hall
- Repaired the paper towel dispensers at Shuffleboard
- Repaired the outside men's room toilet at Nova
- Installed four hand sanitizer stations at the Police Department

Police Department

Administrative Services

- Hosted the weekly staff meeting.
- Staff hosted a meeting with the "Ring" doorbell company to discuss new technologies.
- Staff hosted an after-action meeting with officers regarding a recent call for service.
- Staff attended a meeting concerning the use of drones in the future.
- Staff attended the Police Chiefs Association meeting.
- Staff read to Children with the Officer Friendly Program.
- Staff hosted a meeting regarding the upcoming Donut Dash
- Staff hosted a swearing in ceremony for two new hires.

Community Outreach

- Two (2) members of the YDC met to review upcoming community service projects. The next community project that YDC will work with is Unity in the Community on March 17, at the South Ormond Neighborhood Center.
- Twenty-two (22) 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. Small group and one-on-one sessions assist students to increase their academic skills in the areas of math, reading, language arts and science.
- The *R.E.A.D., Reading, Exploration, Adventure and Discovery* program for 2nd through 5th grades continues at Ormond Beach Elementary School. Twenty-eight (28) youths are registered for the program. Recently, students worked on parts of speech through noun Pictionary.
- Informal practice for the OBPAL basketball season has begun. Last week eighteen (18) youths participated. Currently, two (2) teams are registered for the State of Florida Association of Police Athletic League's Annual Basketball tournament. The tournament is scheduled to take place in Jacksonville, Florida March 23-25, 2018.
- The Second Annual OBPAL Donut Dash 5K will take place in The Trails on Saturday, May 5, 2018. Registration will begin at 7:15 am with a race start at 8:00 pm. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://www.racesmith.com/events.html>

Community Services & Animal Control

- Animal Calls responded to: 50
- Animal Reports: 4
- Trap Neuter Release: 2
- Animal Bites: 1

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 5
- Inactive: 15
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break:
- Grand Theft: 4
- Police Information: 2

Records

- Walk - Ins / Window: 120
- Phone Calls: 105
- Arrest / NTA'S: 18
- Citations Issued: 77
- Citations Entered: 0
- Reports Generated: 153
- Reports Entered: 133
- Mail/Faxes/Requests: 55

Patrol

- Total Calls: 1,311
- Total Traffic Stops: 190

Operations

Crime Opportunity Report Forms 33

- 02/21/2018
 - Narcotics Arrest, 699 S Nova Road (Bank of America). Officers contacted a subject regarding an incident who was found to be in possession of narcotic paraphernalia.
 - Narcotics Arrest, 300 N Halifax Drive. Subject was stopped for a traffic violation and was found to be in possession of narcotics.
 - Narcotics Arrest, West Granada Boulevard/North Perrott Drive. Subject was contacted and found to be in possession of narcotics and a firearm.
- 02/22/2018
 - Stolen Vehicle Recovery, 1521 West Granada Boulevard (Wal-Mart). A stolen semi-tractor and trailer were recovered in the Wal-Mart parking lot.
 - Grand Theft, 80 North Saint Andrews Drive. Victim hired a screening company to repair her screened in patio and paid them an \$800 deposit. No work has ever been completed.
 - Trespassing Arrest, 205 East Granada Boulevard (Walgreens). Subject contacted who was previously trespassed from the business.
 - Warrant Arrest, 175 Interchange Boulevard #325. Subject contacted and found to have an open warrant.
 - Trespass Arrest, 880 South Atlantic Avenue. Subject contacted who was previously trespassed from the business.
 - Narcotics Arrest, 733 West Granada Boulevard. Subject was contacted and found to be in possession of narcotics.
- 02/23/2018
 - Attempted Car Break, 600 South Yonge Street. Subject seen on video trying the door handle to a vehicle in the parking lot. Stolen items from nearby car breaks were located nearby in the same parking lot.
 - Car Break Arrest, 560 South Yonge Street (A Certified Screen Service). Work truck ransacked and construction equipment stolen. Suspect was captured on video, returned to the scene and was arrested.

- Theft, 24 Indian Trail. Reporting person believes his stolen credit cards were taken from his house and used to make fraudulent purchases.
- Battery Domestic Violence Arrest, 566 South Ridgewood Ave. Subject contacted after battering multiple members in the home.
- Driving Under the Influence Arrest, 74 Lucky Drive. Suspicious vehicle contacted in the roadway with two subjects found to be intoxicated.
- Trespassing, 1520 West Granada Boulevard. Subject contacted after being trespassed from this location.
- 02/24/2018
 - Burglary Residence, 181 Marvin Road. Unknown suspect entered through the open garage door and stole cash.
 - Carbreak, 264 South Atlantic Avenue (Pirates Cove Golf.) Passenger side window was smashed and a purse was taken
 - Narcotics Arrest, 215 South Atlantic Avenue. A traffic stop was conducted where narcotics were located.
 - Narcotics Arrest, 361 West Granada Boulevard. A traffic stop was conducted where narcotics were located.
- 02/25/2018
 - Burglary Residence, 200 North Beach Street. Forced entry through a rear window, washer, toilet, edger, blower, and trimmer taken.
 - Domestic Battery Arrest, 43 Brookwood Drive. Subject contacted for battering his mother as well as several first responders.
 - Battery Domestic Violence and False Imprisonment Arrest, West Granada Boulevard/Interstate 95 southbound entrance ramp. Subject contacted after battering his girlfriend and not allowing her to exit the vehicle.
 - Driving Under the Influence Arrest, Mile Marker 268 Interstate 95. Subject contacted and found to be intoxicated.
- 02/26/2018
 - Grand Theft, 19 North Yonge Street (Granada RV Park). A stove and hot water heater were stolen from a storage shed.
 - Driving Under the Influence Arrest, 749 Orchard Avenue. Subject contacted and found to be intoxicated.
- 02/27/2018
 - Grand Theft, 955 South Nova Road. Victim called to report his Taurus 9mm firearm stolen from his vehicle. The victim advised that he didn't think it was stolen as a car break but stolen by some acquaintances he was driving around with on the evening of 2-25-18.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 46
 - Number of Uniform Traffic Citations Issued: 29
 - Number of Written Warnings Issued: 43
- Traffic Crash Reports
 - Number of Crashes without Injuries: 14
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 1 Case initiated
- Zone 3: 2 Cases initiated
- Zone 4: 3 Cases initiated
- 7 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with (3) walk-ins and (107) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – The Contractor is working on installation of the final segment of reclaimed water main on Bosarvey Drive, and connection of mains is occurring as mains successfully pass pressure testing. The majority of service laterals have been installed.
 - Ph III 2-Inch Water Main Replacement – Peninsula – Sundance Trail, Hollywood Drive, and River Beach Drive have been cleared by the Volusia County Public Health Unit. The Contractor is continuing the switchover of services on streets that have been cleared.
 - Ph III 2-Inch Water Main Replacement – Mainland – The Contractor continues installing pipe on Fir Street. Restoration for completed areas of work to begin in the next 1-2 weeks.
 - Ormond Sports Complex Field 4-10 Lighting – The Contractor is working to complete the installation on fields 6-8. The lighting is complete and operational on fields 4, 5, 9 & 10.
 - CDBG (canoe kayak launches) – Both installations are scheduled to begin work in early March.
 - Ormond Elementary Parking Lot Lighting Upgrade – The LED lighting will be installed during the school's Spring Break as to not interrupt school operations.
 - Memorial Gardens Parking Lot Improvements – Contractor is scheduled to begin work in early March.
 - North US1 Landscaping Ph II – Contractor is installing irrigation mainline and conduit between median openings.
 - Effluent Outfall Replacement – A pre-construction meeting was held, a Notice to Proceed was issued for the first week of March.
 - Storm and Sewer Lining – Bid was awarded at the February 20 Commission meeting, along with the Work Authorization for the first year of work.
 - Bidding:
 - Downtown Light Replacement – The bid award is scheduled for the March 6 City Commission meeting.
 - CDBG – Streetlight Replacement – The project was advertised on February 11, a pre-bid meeting was held 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 came in significantly higher than expected, these bids will be rejected and a modified project scope will be included with the 2018 Road Rehabilitation – Resurfacing project.
 - 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 were received on February 21 and are under review.
 - 2018 Road Rehabilitation-Resurfacing – This project will be presented to the City Commission concurrently with the below Microsurfacing project for approval to advertise for bids.
 - 2018 Road Rehabilitation – Microsurfacing – Staff is working with Purchasing to utilize a competitively bid contract from Largo for this work.
 - Forest Hills Connector Trail – FDOT has completed their review of plans and specifications, approved plans are currently with LAP construction as the project prepares for bidding. Plans and specifications are on the March 6 commission agenda for disposition for bidding. Project is scheduled to be advertised March 18.
 - 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. A pre-construction meeting will be scheduled.
- WTP Sludge Residuals Facility Improvements – Staff received final plans and has scheduled this for CC approval to bid at their March 6 CC meeting.
- 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 – Final design has been completed and staff is working on the agreement for construction reimbursement. Security First, in order to get the water to the site, has offered to upfront the construction cost for the utility extensions to the site on the condition that the City agrees to reimburse them for the cost. Staff is coordinating the necessary agreement to allow this to happen.
 - West Ormond Community Center – At the Strategic Issues Workshop, the CC stated that the cost for the West Ormond Community Center was too expensive at this time and instead directed the City Manager to pursue a feasibility study for construction of an EOC somewhere to be determined within the City. Staff will include this study in the upcoming CIP.
 - 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 has submitted 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 has received 60% plans and has scheduled a review meeting with the consultant on March 8.
 - 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 Consultant is preparing a scope of work for the final design. This project was identified for design in FY 2018-19 in the 5 year CIP
 - 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 has looked 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 meet HMGP benefit cost requirements and thus this is not an applicable project for the HMGP program. As such, staff is proceeding with the design of the approved CIP projects that include construction of a new bathroom and paving improvements to the parking.

- 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 received from ECHO a high ranking of 93.6 which qualifies this project for funding.**
- 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 is finalizing the RFQ for design services through FDOT.
- Williamson Blvd Pedestrian Improvements - Staff is finalizing the RFQ for design services through FDOT.
- 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 is working with the consultant to revise the design proposal.
- WTP Aerator Electric Upgrades – Staff met the Consultant on-site to discuss project and generate a design scope of work.
- Departmental Activities
 - Reviewed daily SWMP, Fence, and Engineering Permits through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Woodlands Blvd., per AT&T request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 2 Red Bud Lane directional bore, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for wood pole replacement along multiple city streets, per FPL request.
 - Modified plans to show additional work for 2017 CDBG ADA Trail and Sidewalks project.
 - Completed topographic survey and began construction drawing based on the survey data for Bramblewood Lane and 80 Hummingbird Lane drainage improvements.
 - Modified 2018 Pavement Preservation project maps, per Project Manager's comments.
 - Completed property corner stakeout at 9 & 10 Sugar Creek Court to determine drainage ditch location.
 - Completed sketch and legal description for 112 Via Madrid annexation per Planning Department request.
 - Researched old files and provided PDF copies to determine/confirm Bear Creek utilities are privately maintained, per Utilities Division request.
 - Researched old files and provided PDF copies of Ashford Lakes lift station, and also researched files for Lift Stations TM and 3M, per Utilities Division request.
 - Researched City Hall and SONC drawings for Economy Electric.
 - Scanned & archived 2000 Water Treatment Plant plans.
 - Took measurements along Granada Plaza landscape buffers.

Environment Management

Street Maintenance - Asphalt/Concrete

- Poured concrete on Harvard Dr – 3 yds; cleanup & stress cuts
- Prepped and installed lime rock on Buena Vista Ave
- Asphalt work in Castlegate
- Filled in lime rock & graded dirt road on Hotel St

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Picked up tree debris and grinded stumps (3) on 700 block of Timothy St; Harmony Ave
- Hauled dirt at Airport Sports Complex; for rut filling at S Ormond Neighborhood Center
- Cut & picked up tree on Cherrywood Dr
- Leveled out ground and fixed ruts at Airport Sports Complex
- Picked up tree debris from (2) removals on Cumberland Ave

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
- Trimmed over walk at John Anderson Dr & Amsden Rd
- Hotel St repair – low areas

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightening & replacing signs citywide

Stormwater Maintenance

- Ditch Maintenance on Pineland Trl
- Locates, gates & pumps Citywide
- Loader training at Fleet
- Sinkhole investigation at Shady Branch & Queen Ann Ct
- Check basins in Zone 3
- Pipe repair on Dix Ave

Vactor

- Pipe cleaning on Melrose Ave
- Queen Ann Ct
- Dix Ave

Reach out

- Ballfields
- Ditch mowing

Street Sweeping/Streetsweeper (3 days)

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

Fleet

- Mileage traveled by all departments for the week: 24,208
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 9
- Road Calls for the week: 2
- Quick Fleet Facts:
 - Fuel on hand: 9,184 gallons unleaded, 11,524 gallons diesel
 - Fuel used in one week: 2,089 gallons of unleaded and 616 gallons of diesel.
 - Fleet completed 33 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 consultant.
 - Ground Storage Tank Repairs – A preconstruction meeting is scheduled 3/2/18.
 - Leeway Tank – Reviewing the proposal for tank rehabilitation and pump and piping revisions from Mead & Hunt.
 - Lift Station Improvements 2018 – Submitted a City Commission Memo for design services award at the March 20 Commission meeting.
 - Lift Station 10M & 12M Improvements – Contractor plans to start construction on 3/12/18. Contractor is preparing notification to the homeowner's association and adjacent residents.
 - Pretreatment Effluent Pump (PEP) Purchase – An award memo is proceeding through the review process for presentation at the March 20, 2018 City Commission meeting.
 - WWTP Sodium Bisulfite Tank Replacement – Tanks are expected to be on site in early April.
 - Utility Location Services – Conducted the pre-bid meeting on 2/21/18. Addendum 1 was prepared for review to answer questions received at the meeting.
 - Water Plant, Leeway and Breakaway Trails Elevated Tank activities – A meeting to review the proposal for a monopole design at the wastewater treatment plant was held and minutes distributed. Design proposals are being evaluated for WTP and Leeway elevated tanks along with proposal for SCADA/IT communications antenna needs to determine budgetary implications.
 - WTP Lime Sludge Dewatering Improvements – Received 100% plans for review.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation is rescheduled to the March 20 City Commission meeting due to continued contractual concerns related to software license purchase.
 - 36 Capistrano Drive – Use Permit Application is being processed by Volusia County.
 - 141 Sunrise Cove Circle – Preparing plans for a Volusia County Use Permit.
 - SPRC Projects (Utilities Review)
 - Fountain Square – 142 E Granada Blvd. - Received revised plans for review.
 - Kingston Shores – Awaiting response from the design engineer to amend permit provision for Ormond Beach reference to private fire hydrant and fire flow requirements.
 - Ocean Club – 88 S Atlantic Ave: Reviewed conceptual plan. Utilities are available.
 - Ormond Beach Surf Style – 600 S Atlantic Ave: Reviewed revised plans. Utility Department comments were addressed.

- Pineland – Information pertaining to reuse was sent to the consultant. Depending upon the demand, a permit may be required to add the subdivision to the reclaimed water service area.

Water Treatment

- Delivered 37.47 million gallons for the week ending February 23, 2018 (5.35 MGD).
- Backwashed 7 filters for a total of 305,000 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 31.41 Million Gallons.
- Influent flows average for week @ 4.49 MGD, plant designed for 8 MGD.
- Produced 24.23 Million Gallons of Reuse.
- Produced 7.18 Million Gallons of Surface Water Discharge.
- Annual Average (Feb 01, 2017 – Jan 31, 2018) for Surface Water Discharge 1.77 MGD. (Permitted Annual Avg. Day @ 6 MGD)
- Hauled 116.57 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Replaced or repaired 4 residential water services.
- Responded to 15 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Repaired an 8" water main leak on S. Nova Rd, 50 feet south of SR 40.
- Responded to and/or repaired 9 water service leaks.
- Performed valve maintenance on 17 valves during scheduled outages, water main leaks and scheduled maintenance.
- Performed pressure testing on 4 city owned backflow preventers. One repair was required.
- Replaced 2 broken residential water meters.
- Replaced 12 broken meter boxes.
- Performed an accuracy test on a 3" commercial water meter, the same meter was not registering on the low flow. Repairs were made and retested at 100% accuracy
- Performed maintenance on 21 fire hydrants in the Breakaway Trails Subdivision. Completed all fire hydrant maintenance in the Flagler County water service area.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 138 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 0 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 8 in the conventional system service area. Responded to 4 reuse trouble calls.
- Repaired broken sanitary lateral at 638 Hand Ave.
- Raised cleanout at 156 Lucky Dr.
- Replaced cleanout and stack at 46 Harvard Dr. Customer's pipe has deteriorated. Stoppage on customer's side.
- Located reuse service at 43 Old Bridge Way & 43 Circle Creek Way. Replaced box.
- Televised and flushed sanitary lateral that was broken and repaired by boring contractor.
- Cleaned & televised sanitary lateral at 75 Highlands Ave.
- Televised sanitary lateral at 14 Wood Haven Trail. No issue on City side.
- Replaced broken PEP tank at 23 Brook Crest Way.
- Discovered new broken PEP tank at 57 Circle Creek Way. Will schedule for repair.
- Located cleanout at customer's request at 392 S. Halifax Dr. (backyard easement).

- Met with customer and his electrician to discuss reinstalling PEP electrical box after new addition to house. Pulled new wire to j-box, tested pump and alarm.
- Televised sanitary lateral at 160 Ponce De Leon - depression over line. Scheduled for repair.
- Installed new 2" reuse tap at 78 E. Granada Blvd. (Memorial Gardens)
- Adjusted sanitary tap at 36 Amsden Rd.
- Located, marked and turned off reuse at customers request at 12 Laurel Ridge Break.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 8/6 psi, Ocean Mist Hotel 5/5 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 21 psi, Westland Run 23 psi & Shadow Crossing Blvd. (4 inch) 12 psi.

Wastewater Plant – Lift Stations

- Centrifuge #1, emergency stop relay not clearing, reset minor fault on PLC, ok.
- 10M, back fill dirt and clean up around control cabinets after recent water supply repairs, ok.
- Hull Road Ballfield, Static = 2psi, 1 pump running = 6psi, 2 pumps running = 12psi.
- Halifax Medical Center, Static = 4psi, 1 pump running = 6psi, 1 pump running = 6psi.
- Il Villagio, high run hours at local time clocks, deragged both check valves, ok.
- Effluent Transfer Pumps, Tank #2 displaying incorrect level, corrected span in PLC, ok.
- R.A.S. Room, cooling fan at SCADA cabinet not working, repaired, ok.
- WARF #4 Digester Tank #1, start up repaired mixer and blower, WARF #4 complete, ok.
- Centrifuge Feed Lines, blew out lines to clear possible blockage in Digester Tank, ok.
- Peristaltic Pump #1, TFD fault code, replaces Peristaltic Tube, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: Spanish Waters, phase loss, power restored upon arrival, ok.
- SCADA monitor/response: 3M, no starts #2, reset motor starter, ok; 1P, high starts, cleaned probe, ok; 10M, uneven starts and run hours, replaced non-functional pump #1, began repair/deragg check valve #2.
- SCADA technician activities: Lift station Server: 13M & 8M3 showing communication error in SCADA, cycled power at PLCs, replaced non-functional batteries at 13M, ok.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Poly Blend #2.
- Quarterly Plant PM's: Tele Valve cleaning; Screw Pump #1.
- Annual Plant PM's: Post Anoxic Submersible Mixer #4; Sludge Feed Pump #2.
- Lift Station PM's: 11 monthly performed and 2 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 35R, oversaw replacement of non-functional pump motor by contractor, ok.
- Shadow Crossing, cleaned control valve solenoids, ok.
- Constructed cement slab and erected shed for fluoride equipment.
- Well 19SR, well not pumping, motor windings shorted, FPL service wiring failed at weather head, contractor performed electrical repairs, motor replacement pending.
- R.O. clear wells, not running in auto and not automatically cycling pumps; initiated WTP WARF #2 for warranty correction.
- Westfalia centrifuge, not running in auto, PLC in fault condition, reset, programmed the newly installed rpm relay, tested in auto, auto torque control does not seem to be working correctly and centrifuge torque faults, repairs pending.
- Created visio control diagrams of existing and proposed aerator VFD controls.
- Lime slurry pumps 1, 2 & 3, changed worn pump tubes, repaired supply hose on pump #2, adjusted level float, ok.
- Aerator scrubber pump #3, failed, removed from service for repairs.
- Riverview Booster station, continuing efforts to replace all valves.
- Operational Checks: Shadow Crossing.

- Monthly PM's: all Hudson wells

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

- 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. Additionally, staff met with the City's data management contractor to discuss the current contract and future needs.
- Volusia County Health Department – Staff is preparing for the tri-annual Sanitary Survey performed by the Health Department. The survey includes inspection of the raw water wells, the water treatment plant and the water distribution system. The Department is sending two representatives for the inspection which will take place over several days.
- Florida Tier II Chemical Inventory Report – Staff submitted the Chemical Inventory Report to the FDEP. The report provides information to first responders in case of an emergency at one of the City's facilities which contain hazardous materials and chemicals.
- Industrial Pretreatment Program – Staff received an application for renewal of a permitted industry's IPP permit. The permit expires September 30, 2018. Staff is beginning the permitting process and will insert the new local limits into the permit before renewal, pending their full implementation.
- Earth Day Event – Staff is developing a schedule of activities for 150 elementary school children to attend the City's annual Earth Day event. The event consists of three (3) educational programs to engage the students.

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 meeting with city staff to review draft of video policy
- City Clerk attended supervisor training on February 28, 2018
- Staff attended customer service training on March 1, 2018
- Agenda packet preparation and creation, and distribution for March 6, 2018, City Commission Workshop (Financial Trends) and City Commission Meeting