

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 6, 2018

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with various members of senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with Mayor Partington and Commissioners
- City Commission meeting
- Participated in Chamber's Leadership Day on City Government
- Walk with the Manager

Community Development

Planning

- The Board of Adjustments and Appeals approved two variances at 230 John Anderson Drive and 150 Country Club Drive. Both variances are associated with the demolition of existing single-family houses and the re-construction of a new single-family house.
- Planning staff has prepared the Planning Board packet that includes the following items:
 1. PBD amendment at 125 East Granada Boulevard (Granada Plaza) for the demolition of an existing building and the construction of a new 2,509 square foot drive through Starbuck's restaurant.
 2. Land Development Code amendment: Temporary signage.
 3. Land Development Code amendment: Docks along 1130 to 3132 John Anderson Drive.
 4. Land Development Code amendment: Floodplain Management and Protection Regulations.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts
- 299 inspections performed within the City (6 by private provider)
- 105 permits issued within the City, with a valuation of \$3,124,932

Development Services

Project	% Complete
589 South Yonge Street	60%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
Edgewell site work	90%
For Our Parents ALF	30%

Granada Pointe	15%
Hamlin	70%
Launch FCU	85%
Lot 2, Airport Business Park	15%
Ormond Beach Medical Office Building	70%
Pet Street Veterinary Care center	55%
Prince of Peace, Like New addition	0%
Prince of Peace, office addition	0%
Security First	15%
Thomas & Betts parking improvements (phase 1)	45%
YMCA Dog Park	35%
YMCA Parking Expansion	20%
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 construction of storm water retention areas, installation of utilities, and building foundation is underway.
 - FDOT has provided their comments on the Security First Managers traffic study. Staff met with representatives of Tomoka Holdings and Security First Managers to discuss appropriate responses to FDOT's US1 traffic mitigation measures.
 - Staff met this week to discuss the schedules and inspections for the installation of off-site utility work along Broadway Ave. The payment reimbursement agreement is schedule for approval at the April 17 City Commission meeting.
 - Staff is working with the County and adjacent property owners to fund a traffic signal at Broadway Ave. and US-1.

- 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 the April 17 meeting.
 - Staff is preparing a revision to the Prime Global Group, Inc., GAP that will be presented to the Commission on April 17.

- 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

- The Federal Aviation Administration (FAA) has issued a Finding of No Significant Impact (FONSI) for the projects to extend Runway 8 and Taxiway Alpha following completion of the agency’s review of the environmental assessment report for these projects. Issuance of the FONSI will allow the City to proceed with the design and construction phases of these projects. The complete environmental assessment report and the FONSI have been posted on the airport page of the City’s website.
- Staff attended the FAA Southern Region Airports Conference in Atlanta, Georgia, this week. Topics presented included information on the Airport Improvement Program (AIP) grant process, Unmanned Aircraft Systems (UAS) integration with the National Airspace System (NAS), airport emergency plans, airport pavement monitoring and management, the airport capital planning process, Airport Geographical Information Systems (AGIS), airport design standards, airport compliance requirements and monitoring, and a program overview of Florida’s spaceports.
- The next meeting of the Aviation Advisory Board will be on Monday, April 16, at 7:00 PM in the HR Training Room in City Hall.
- Staff worked with Hoyle, Tanner and Associates to prepare and submit the monthly project status report for the Runway 8/26 Rehabilitation Design Project. Staff expects to advertise an invitation to bid for the construction phase of this project by the end of this month.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The state has released the four (4) warrants due to the City totaling \$5.8 million dollars. Project assessment and reimbursement submission is ongoing.
 - FEMA assessment and project planning for Hurricane Irma is in progress.
 - Preparations for Phase 3, Utility Billing are underway.
 - Training for ESS is on-going. Payroll trained a group at the Police Department and further training sessions have been scheduled.
- Completed Projects - Weekly
 - Processed 16 Journal Entry Batches.
 - Approved 21 Purchase Requisitions totaling \$195,669.48.
 - Issued 11 Purchase Orders totaling \$132,383.09.
 - Prepared 142 Accounts Payable checks totaling \$149,303.42 and 27 Accounts Payable EFT payments totaling \$348,879.72.
 - Issued 935 past due notices on utility accounts.
 - Auto-called 309 utility customers regarding receipt of a past due notice.
 - Processed 492 payments through Interactive Voice Response System totaling \$44,802.16.
 - Grant money fiscal year-to-date total received, \$536,536.77 dollars.

Grants/PIO

- Public Information
 - Florida Licensing on Wheels (April 9)
 - Walking with the Manager (April 6)
 - Open Gym (April 6, 20, 27)
 - Nominate Ormond Beach to Receive a \$20,000 Grant During Earth Month (Meet me at the Park Campaign, NRPA)
 - Second Annual Donut Dash 5K (May 5)

- 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 CDBG Mandatory Subrecipient Meeting and Mandatory Application Workshop.
 - Completed Employees Newsletter for April 2018.
 - Attended Neighborhood Improvement Board (NIAB) Mandatory Public Hearing on the use of CDBG FY 18-19 funding.
 - Completed NIAB packet for April 11 meeting for funding recommendations.
 - Attended Weekly Staff Meeting.
 - Attended Customer Service Training.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 9
 - Hazardous: 4
 - EMS: 96
 - Motor Vehicle Accidents: 11
 - Public Assists: 46
 - TOTAL CALLS: 170
- Aid provided to other agencies: 24 Calls – Daytona Beach (8), Volusia County (16)
- Total staff hours provided to other agencies: 26
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 7
- Total EMS patients treated: 75
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 275
- Training Hours
 - NFPA 1001: Firefighting 38
 - NFPA 1500: Safety/Equipment 6
 - EMT/Paramedic 28
 - TOTAL TRAINING HOURS: 72
- Station Activities
 - Updated 22 pre-fire plans
 - Conducted 3 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.
 - Firefighter/EMT (Fire) open 3-27-18 until 4-14-18. Advertised on City web site, governmentjobs.com, internally, and nationaltestingnetwork.com.
 - Summer Camp Counselors (Leisure Services) open 3-1-18 until 5-18-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.

- Applications Under Review
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Fire Chief (Fire)
- Interviews Scheduled
 - Economic Development Director
 - Chief Treatment Plant Operator (Water Production/Public Works)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Senior Planner (Planning)
 - Mechanic III (Fleet/Public Works)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Part Time Events Leader (Events/Leisure Services)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
- Separations
 - Evidence/Crime Scene Custodian (Police)
- Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
 - Munis Employee Self Services (ESS) time being introduced to various departments
 - Blood Drive at City Hall 5-14-18
 - JD Williams Training for Frontline employees held 4-4-18 and 4-5-18
- Risk Management Projects
 - Mayor's Health and Fitness Challenge activities
 - American Cancer Society/Relay For Life team and leadership meetings
 - Prepare subrogation for property damage
 - Chamber of Commerce Leadership: Government Day
 - Attend Worker's Compensation seminar

Information Technology (IT)

- Information Systems (IS)
- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Central Property. Implementation Team including GIS members' familiarization in preparation for project startup.
 - Tyler Munis Phase 3 – Utilities. Implementation Team familiarization in preparation for project startup.
 - IT Strategic Plan – Draft documentation review.
- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
- Work Orders
 - New: 19
 - Completed: 48
 - In progress: 48

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 79,367
 - Inbound E-Mails Blocked: 58,827
 - Delivered Inbound E-Mails: 20,540
 - Quarantined Messages: 188
 - Percentage Good Email: 25%
 - Virus E-Mails Blocked: 0

- Notable Events:
 - Police Department – Performed cutover to new FDLE data circuit. The new circuit is fiber-based by AT&T to enhance performance, reliability, and security.
 - Police Department – Implemented in-school Mobile Data Terminal (MDT) solution for School Resource Officer Stokes at OBMS. This allows him to keep his original MDT dedicated to his patrol car.
 - Completed the Email server upgrade project utilizing new virtual servers and Microsoft Exchange software. This project was extremely complex to get right without disruption of email services.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 7
 - Changes: 3
 - Corrections: 0
 - Map/Information Requests: 19
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 76: Total in system = 1,572
 - Meters GPS Located this week: 0: Total in system = 23,677; 22,891 potable, 775 Irrigation, 11 Effluent
 - Notable Events: Ran Geographic Pavement Management System (GPMS) 5 year scenario (FY 2019-2023) with \$450k/per budget allowance

Leisure Services

Administration

- Supervisory staff meeting
- Public Works meeting
- City Manager's meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- City Commission meeting
- CIP project review
- 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-sight 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.
- EDC volunteers trained a new volunteer on Saturday from 10 am to 11 am.
- Beach House Graphics installed bee hive and EDC Classroom wall clings on Saturday at 3 pm.
- Joan Tague hosted a Spring Bird Walk on Wednesday from 8 am to 10 am. Participants began in the EDC parking lot and walked along G.F. Althouse Trail.
- Ormond Beach Regional Library hosted Storytime at the EDC on Friday from 10 am to 12 pm.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
- Lady Renegades continued practices this week Tuesday and Thursday at the Sports Complex on the Softball Quad.
- SHS Softball and Baseball continued practices/games this week Monday and Wednesday at 3:30pm on the Wendelstedt Baseball Fields and Softball Quads 1 and 2. Softball had a game Thursday night at 6pm and Baseball played games Friday night at 4pm and 7pm.
- OBYSBA/OBGS Recreational Baseball/Softball were back playing games/practicing this week at Nova Fields and also at the Sports Complex Softball Quad and T-Ball Fields.
- OBSC Soccer Program practiced this week at the Sports Complex on Soccer Fields 1-6 and 9-10 Monday-Friday.
- City Volleyball Program was back for Week 5 this week at Nova Gym.
- CCA Softball hosted a game this week on Friday at 4pm on Quad #2.
- SHS Flag Football had home games this week on Tuesday at 5pm and 6pm at Championship Field 7.
- Clinton High School out of Michigan is back again; they practiced on Monday and Tuesday at the Softball Quad at 9am.
- CCA Soccer hosted their first home game of the season on Thursday at 4pm on Soccer Field 8.
- Staff prepared for T-Ball games as well as OBSC Soccer games on Saturday morning at the Sports Complex.

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
- Cleaned handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Picked-up and dropped off equipment to Fleet on "as need" basis
- Made fuel runs to fill gas cans
- Cleaned all sports parks daily of debris/trash from the events during the week
- Swept out and organized Maintenance Building
- Greased and cleaned equipment
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Blow out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Painted 18 soccer fields and added corner flags to each for weekend games
- Painted six soccer fields at SONC for YMCA Program
- Painted flag football field on Championship Field 7 for SHS games
- Marked and painted 18 fields for weekly games
- Dragged Osceola and South Ormond fields
- Filled holes on west side of fence at Championship Field 7
- Added crimson stone to washed out areas on Wendelstedt warning tracks
- Put new batter's box templates together
- Moved plywood back to building from construction company use when installing new LED lights
- Rebuilt mounds on Nova 2 and 3

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
- Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
- CFA Square Dance was held on Saturday from 6:00pm to 10:00pm

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 and Friday.
 - Kopy Kats held regular classes on Monday and Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts Center hosted the following events:
 - Wyotech Graduation Ceremony, Tuesday, 11am to 12pm
- The Performing Arts Center is preparing to host the following events:
 - Beatles and Beach Boys Tribute, Friday, 7:30pm to 10:00pm

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Jazzercise on Monday
- PAL basketball practice Monday/Wednesday
- PAL tutoring Monday-Thursday
- YMCA soccer practices Monday/Tuesday/Friday
- OBYBSA Baseball Wednesday/Thursday
- Pavilion rental Sunday

Community Events

- Weekly administrative tasks, office work, and activities
- Assisting with food and beverage for HR two-day training sessions
- Assisting with Senior Games tasks
- Attended Walk with the Manager, Fire Station 91
- Planning of 2018 events through July:
 - Art in the Park, May 5 and 6
 - Memorial Day Remembrance Service, May 28
 - Reel in the Fun Fishing Tournament, June 16
 - Independence Day Celebration, July 4
 - Summer Sounds Concert Series, July 13, 20 & 27

Gymnastics

- Registration is open for April session
- April session in progress
- Team girls practicing for State competition in April
- Open Gym Friday, 6-8pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- Spring Volleyball continues Monday and Thursday.

- Challenger Baseball continues on Tuesday.
- Lunch Bunch Club continues on Wednesday.
- Belleramine University and Iowa Central will rent the gym this week to practice for a Cheerleading Competition.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- A wedding ceremony and reception was held at The Casements on the north lawn on Saturday from noon-11:00p.m.
- A wedding ceremony was held at Bailey Riverbridge Gardens on Saturday from 3:00p.m.-4:00p.m.
- St. James Easter Sunrise Service was held Sunday in Rockefeller Gardens from 6:00a.m.-10:00a.m.
- Missing Peace rented Bailey Riverbridge on Sunday from 10:30a.m.-11:30a.m.
- Ormond Beach Art Guild exhibit installation took place on Monday from 8:00am-noon
- Registration began for Enviro Camp on Monday at 8:00a.m.
- Installation of the Enviro Camp library window took place Monday at 2:00p.m.
- Italian Cooking Class took place on Tuesday night from 5:00p.m.-9:00p.m.
- Ormond Beach Garden Club meeting was held Wednesday from 9:00a.m.-12:00p.m.
- A Memorial Day Board Meeting took place Wednesday from 11:30a.m.-1:30p.m.
- Staff started planning for Enviro Camp
- Staff prepared for Movie Night
- An Art Guild Reception took place Friday from 6:00p.m.-8:00p.m.
- Movies on the Halifax "Coco" took place Friday night at 8:00p.m.
- Pilates took place on Monday, Wednesday, and Friday from 8:30a.m.-9:30a.m.
- Yoga took place on Tuesday and Thursday from 10:00a.m.-11:30a.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Cassen Park: Trim limbs
- Andy Romano Beachfront Park: Secure canopy; install three "No Feeding Wildlife" signs
- Cassen Park and Bailey Riverbridge: Install bike pumps at bike stations
- Sanchez Park: Form new park bench slab and install new engraved park bench

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
- Repair the northwest bay door at Fire Station 91
- Repair a light in the gym at SONC
- Repair the atrium ladies room toilet at City Hall
- Replace shop lightbulb in Storm Water
- Repair the scorekeeper wooden platform at Kiwanis Field
- Repair a hanging rod for Community Events
- Check the defibrillator at City Hall
- Unpack and setup five chairs at Public Works
- Meet contractor for door replacement at the Senior Center
- Replace the closet door knob in the Green Room at the PAC
- Repair the cabinet door in the dining area at the Senior Center
- Remove paving signs at the EDC

- Check the circuit breaker for the irrigation timer at the PAC
- Repair the west gate at the Police Department
- Replace broken sink outside restroom at Ames
- Repair the thermostat in the Green Room at the PAC
- Replace ripped US flag at the PAC
- Repair the EMS faucet at Fire Station 91
- Repair the Field 7 electric room door at the Sports Complex

Police Department

Administrative Services

- Hosted the weekly staff meeting.
- Staff hosted the Crime View Meeting held at the Police Department.
- Staff hosted a Public Session of the Crime View meeting.
- Staff attended a Meet and Greet for the County Task Force.
- Staff hosted a swearing in ceremony for four new officers.
- Staff attended a job fair at Daytona State College.

Community Outreach

- Five (5) members of the YDC met on Monday last week to review upcoming community service projects. The next service project is the 2018 OBPAL Donut Dash.
- Eighteen (18) students participated in the *Tutors R Us* (TRU) program last week. The program is offered on Monday –Thursday from 3:00 – 6:00 PM in partnership with the South Ormond Neighborhood Center.
- The *R.E.A.D., Reading, Exploration, Adventure and Discovery* program for 3rd, 4th, and 5th grades continues at Ormond Beach Elementary School. Twenty-eight (28) youth are participating in the program. The second grade sessions are scheduled to resume April 11.
- Twenty-two (22) members of the OBPAL basketball program participated in practice last week. Members of the 4th grade team will participate in the Invitational E1T1 (Each1Teach1) Tournament in Tavares, FL April 6 – 8, 2018.
- The Second Annual OBPAL Donut Dash 5K will take place in The Trails community 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 www.racesmith.com/races/OrmondBeachPALDonutDash5K.html
- For sponsorship opportunities, please call 386 676-3505.

Community Services & Animal Control

- Animal Calls responded to:53
- Animal Reports:5
- Trap Neuter Release:6
- Animal Bites:1
- Property Reports:4

Criminal Investigations

- Cases Assigned:30
- Cases Cleared by Arrest/Complaint Affidavit:1
- Cases Exceptionally Cleared:7
- Inactive:9
- Fraud:7
- Burglary Business:2
- Burglary Residential:3
- Larceny Car break:5
- Grand Theft:7
- Auto Theft:2
- Sex Offense/Rape:1
- Police Information:3

Records

- Walk - Ins / Window:87
- Phone Calls:105
- Arrest / NTA'S:22
- Citations Issued:72
- Citations Entered:25
- Reports Generated:152
- Reports Entered:131
- Mail/Faxes/Requests:34

Patrol

- Total Calls:1,354
- Total Traffic Stops:169

Operations

Crime Opportunity Report Forms: 44

- 03/28/2018
 - Stolen Vehicle, 20 Horseshoe Falls Drive. Golf cart stolen by a known suspect.
 - Burglary Residence, 1511 Poplar Drive. Entry made possibly through unlocked garage door. Jewelry stolen from inside the residence.
 - Grand Theft, 205 South Atlantic Avenue #315 (Best Western). Clothing left behind by a visitor could not be located when they returned for it.
 - Carbreak, 29 Sandpoint Circle. Vehicle doors unlocked with money, diaper bag and other valuable property taken.
 - Carbreak, 26 Coquina Point Drive. Vehicle doors unlocked with a wallet taken.
 - Sex Offense, 503 Crowne Sunset Drive #1318. Mother responded to the police department to report a sexually active relationship that has been terminated since December of 2017.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Loss prevention observed a subject take a vacuum cleaner off the shelf and open the box as if it was used and returned the item for a refund. Subject was contacted in the parking lot after pushing away from loss prevention personnel.
 - Battery Domestic Violence Arrest, 1291 Gallaten Road. Subject was contacted after a physical altercation with a domestic partner.
 - Carbreak, 8 Sandpoint Circle. Vehicle doors unlocked with a ring and the garage door opener taken.
- 03/29/2018
 - Burglary Business Construction Site, 240 Williamson Boulevard (Launch Federal Credit Union). Construction materials stolen.
 - Battery Domestic Violence Arrest, 2 Panda Bear Path. Adult male threatened to do violence to his adult brother and was arrested.
 - Aggravated Assault, 116 North Saint Andrews Drive. Three juveniles were contacted after it was reported that one had held a knife to another's throat.
 - Battery Domestic Violence, 707 South Atlantic Avenue Room 337 (Makai Beach Lodge). Victim was contacted after children in the room notified the desk clerk of a physical altercation.
 - Battery Domestic Violence Arrest, 707 South Atlantic Avenue Room 333 (Makai Beach Lodge). Subject contacted after a physical altercation.
 - Carbreak, 499 South Nova Road. Front window was broken to gain access; wallet was taken from the vehicle.
 - Narcotics Arrest, 233 Benjamin Drive. Subject contacted and found to be in possession of narcotics.

- Narcotics Arrest, 550 South Atlantic Ave. A traffic stop was conducted where the driver was found to have never been issued a license and narcotics were located.
- Driving Under the Influence Arrest, 1203 North Beach Street. Contact was made with a driver who was found to be operating the vehicle while under the influence.
- Obstruction by Disguise, 233 Benjamin Drive. Subject contacted who provided a false name during the course of the investigation.
- 03/30/2018
 - Grand Theft, 356 Putnam Avenue. Kayak taken from the residence.
 - Warrant Arrest, 700 Block of South Atlantic Avenue. Subject contacted who was found to have an open warrant.
 - Driving under the Influence Arrest, South Nova Road/Hand Avenue. Subject contacted and found to be driving while under the influence.
 - Warrant Arrests, Arlington Way and South Atlantic Avenue. Subject contacted who was found to have two open warrants.
 - Driving Under the Influence Arrest, Hand Avenue and Harbor Lights. Subject contacted and found to be driving while under the influence.
 - Narcotics Arrest, 601 Fleming Avenue (Central Park Fleming). Subject contacted and found to be in possession of narcotics.
- 03/31/2018
 - Grand Theft, 1521 West Granada Boulevard (Walmart). Two separate victims left their cell phones in different restrooms in the business. Both were taken.
 - Driving Under the Influence Arrest, 38 East Granada Boulevard. Subject contacted and found to be driving while under the influence.
 - Trespass Arrest, 222 North Nova Road. Subject contacted on the property after having already been trespassed from the property.
 - Carbreak, 116 Shady Branch Trail. Unlocked vehicle, cash taken from the vehicle.
 - Narcotics Arrest, 1614 North United States Highway One. Subject contacted and found to be in possession of narcotics.
 - Battery Domestic Violence Arrest, 1614 North United States Highway One #238 (Econo Lodge). Subject contacted after witness reported a physical altercation.
- 04/01/2018
 - Burglary Residence, 18 Gentle Ben Path. Unknown method of entry. Golf clubs and other personal items taken.
 - Burglary Residence, 15 Nightingale Lane. Unknown method of entry. Jewelry and a television taken.
 - Fleeing and Eluding/Missing Juvenile Arrest. Subject contacted after fleeing from officers and crashing a stolen vehicle.
 - Driving Under the Influence Arrest, 767 West Granada Boulevard. Subject contacted and found to be driving while under the influence.
 - Narcotics Arrest, South Nova Road and Fleming Avenue. Subject contacted and found to be in possession of narcotics.
 - Trespass Arrest, 220 North Nova Road. Subject contacted on the property after having already been trespassed from the property.
- 04/02/2018
 - Narcotics Arrest, 500 North Orchard Street. Subject contacted and found to be in possession of narcotics.
 - Warrant Arrest, North Beach Street and Northbrook Drive. Subject contacted and found to have an open warrant.
 - Narcotics Arrest, North Beach Street and Northbrook Drive. Subject contacted and found to be in possession of narcotics.
 - Stolen Vehicle Recovered, 690 South Nova Road (7-Eleven). Subject advised an acquaintance took her vehicle when she stopped for fuel. The vehicle was located in another jurisdiction and recovered.

- Occupied Burglary and Domestic Violence Arrest, 222 Seminole Avenue. Subject contacted after she entered the room of a renter in the home and battered the resident and was also involved in a physical altercation with the male resident.
- 04/03/2018
 - Burglary Residence, 708 Virginia Terrace. A speaker was taken from an enclosed porch at this location.
 - Larceny, 884 Peninsula Drive. The victim suspects that employees of a roofing company took various items of jewelry from within the residence.
 - Carbreak, 767 West Granada Boulevard (Olive Grove Apartments). Vehicle was unlocked. A wallet was taken.
 - Stolen Vehicle Recovered, 5 Fisherman's Circle #7 (Fisherman's Landing Apartments). Victim reported that his adult son took his vehicle without permission and did not return it. The vehicle was located in a different jurisdiction.
 - Theft, 1930 West Granada Boulevard (Mezcal Cantina). Management reported that two unknown males ordered \$75.00 worth of food and left without paying the bill.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops:31
 - Number of Uniform Traffic Citations Issued:29
 - Number of Written Warnings Issued:26
- Traffic Crash Reports
 - Number of Crashes without Injuries:4
 - Number of Crashes with Injuries:8

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 2 Cases initiated
- 101 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and eighty-three (83) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction
 - South Peninsula Reclaimed Expansion – The Contractor is completing restoration including pavement repair. A final inspection is being scheduled with the City, Contractor, and Engineer.
 - Ph III 2-Inch Water Main Replacement – Peninsula – Final restoration activities are being completed; the Contractor has requested a final inspection with the City and Engineer.
 - Ph III 2-Inch Water Main Replacement – Mainland – The mains on Fir Street, Pine Street, and Arrowhead Circle have been pressure tested. Watermain clearances were submitted to the Health Department for East River Oak Drive and Woodbourne Lane. Final tie-in and restoration on East River Oak Drive and Woodbourne Lane should begin in the next few weeks.
 - Ormond Sports Complex Field 4-10 Lighting – The work is complete.
 - CDBG (canoe kayak launches) – Cassen Park installation is complete. Central Park is 75% complete.
 - Ormond Elementary Parking Lot Lighting Upgrade – The work is complete.
 - Memorial Gardens Parking Lot Improvements – The work is 80% complete.

- North US1 Landscaping Ph II – Contractor is installing irrigation mainline and conduit between median openings. The work is 20% complete.
- Effluent Outfall Replacement – The contractor has ordered materials which are expected to be delivered in April and has requested the start of construction be set for mid-April.
- Storm and Sewer Lining – A pre-construction meeting was held on March 21. Contractor to submit schedule and shop drawings this week.
- Deer Creek Reclaimed Water – Contracts were received back from the Contractor. The contractor will start work after school is over to minimize conflicts with students along Airport Road.
- Ormond Crossings Utility Extensions – The City Commission approved the Utility Extension Fee Reimbursement Agreement with Security First. The Contractor is preparing to start work.
- Downtown Light Replacement – The contracts have been executed and a pre-construction meeting is being scheduled.
- CDBG – Cassen Park Fire Hydrant – Staff is finalizing the Purchase Order and a preconstruction meeting is being scheduled.
- Bidding
 - CDBG – Streetlight Replacement – Bid award scheduled for May 1 City Commission meeting.
 - City Hall/SONC HVAC Repairs – 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 the legal department to utilize a competitively bid contract from Largo for this work.
 - Forest Hills Connector Trail – Project was advertised March 18; a pre-bid meeting is scheduled for April 4, with bid opening on April 19.
 - Water Plant Upgrades – Staff has received and is reviewing the 90% plans and specifications.
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once Finance has secured the necessary bond funding.
- 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).
 - 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 of 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 and received a permit exemption from FDEP for the fishing pier repairs. It is anticipated that FEMA will reimburse the City for 90% of the repair costs to the fishing pier.
 - WWTP Sludge Dewatering Improvements – Consultant is preparing final plans.

- 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 cost benefit requirements and thus is not an eligible 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 a high ranking of 93.6 from ECHO 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 District for the project.
- Secondary Raw Water Main – Staff sent letters to residents along Old Tomoka Road where easements are needed to determine if they will be amenable to providing them. Enough negative responses were received that the proposed route is being revised.
- Tomoka Elementary Connector Sidewalk – FDOT has approved bid specifications; these were presented to the City Commission for disposition on April 3 and advertisement will be on April 8.
- Williamson Blvd Pedestrian Improvements - FDOT has approved bid specifications; these were presented to the City Commission for disposition on April 3 and advertisement will be on April 8.
- 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 – Work Authorizations have been issued to two consultants for survey and design services.
- Coquina Ct Drainage – Staff received a design proposal and a Work Authorization is being prepared.
- Main Trail Bridge Repair – Staff is working with construction manager to repair deficiencies identified in the bridge.
- Departmental Activities
 - Staff submitted an application requesting a Planning Study of a Hand Avenue Extension to the River to Sea TPO call for projects.
 - Reviewed daily SWMP, Fence, and Engineering Permits through the ProjectDOX system.
 - Reviewed plans and created an approved Wetland Protection Permit for 29 Terry Circle dock construction.

- Reviewed plans and created approved Work-in-the-Right-of-Way permits for 113-115 Sawtooth Lane, and also Rosemary/North US1 directional bores, per Brighthouse request.
- Reviewed plans and created approved Work-in-the-Right-of-Way permit for Shadow Lakes Drive directional bore, per AT&T request.
- Reviewed plans and created approved Work-in-the-Right-of-Way permit for Sterthaus Drive, Nova Road, and Timberline Trail wood pole replacements, per FPL request.
- Marked proposed tree clearing limits near Air Traffic Control Tower.
- Archived Wastewater Department markup drawings.
- Modified Pipe Lining project drawings, per Project Manager's comments.
- Updated presentation files for the proposed LED Streetlight conversion project.
- Began construction drawing set for Sports Complex Parking Lot Striping.
- Researched waterway jurisdiction responsibilities for area of Tomoka River behind 372 Navajo Trail, per Neighborhood Improvement Division request.
- Completed the three separate annexation sketch and legal descriptions for the parcels comprising the proposed Ocean Sunrise plat, per Planning Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Asphalt Citywide; Luna Dr
- Concrete prep/form on Silver Fox Trl; concrete pour
- Concrete rip out & pour on Harvard Dr

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
- Trim & remove trees & brush on Old Kings Rd from SR40 to Division
- Pick up debris on Old Kings Rd

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
- Pick up #57 stone in South Daytona
- Cleaned up debris in ROW on S Old Kings Rd
- Trimming on Domicilio & Northbrook Ave; 700 block of Northbrook Ave
- Level & grade area at John Anderson Dr & Amsden Rd

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
- Quotes & ordering Sign Shop materials
- Training class

Stormwater Maintenance

- Basin repair on Horseshoe Dr, Wild Olive
- FDOT pond mowing Citywide
- Locates/gates & pumps Citywide
- Training class
- Trouble call on 100 block of Knollwood Estates Dr

Vactor

- Santa Fe Ave

Street Sweeping/Streetsweeper (4 days)

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

Fleet

- Mileage traveled by all departments for the week: 19,925
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 10
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 7,022 gallons unleaded, 7,795 gallons diesel
 - Fuel used in one week: 2,081 gallons of unleaded and 892 gallons of diesel.
 - Fleet completed 25 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Yard Electrical and Pump Upgrades – Received draft bid plans for review.
 - Ground Storage Water Tank Repairs – Repair activities completed by contractor.
 - Leeway Tank – Proposal was reviewed and comments sent to the engineer for inclusion into the final version. Received final version for review and preparation of work authorization.
 - Lift Station Improvements 2018 – Consultant Work Authorization for engineering design services was sent to engineer. Survey for Lift Stations 3M and TM sites is completed.
 - Lift Station 8M1 – Received easement and easement vacation documents for review.
 - Lift Station 10M & 12M Improvements – Top slab for lift station and valve vault is installed. Met with contractor and prepared Field Order 1 to resolve panel installation issues concerning Division 1 Class 1 minimum distance requirements. Construction progress meeting was held on 4/2/18.
 - WTP Lime Slakers Replacement – Received plans and specifications for review.
 - Pretreatment Effluent Pump (PEP) Purchase – A purchase order is being prepared for the recent pump purchase award.
 - Security First Off-Site Water Main Improvements – Reviewed 60% plans and provided comments.
 - WTP Sodium Hypochlorite Generators Replacement – Received plans and specifications for review.
 - WWTP Sodium Bisulfite Tank Replacement – Construction on-site to begin this month.
 - US 1 Force Main Modeling – Pressure and lift station run time information for Bike Week was collected for assisting model calibration for existing conditions.
 - Utility Location Services – The bid 2018-26 documents were re-advertised for bids on April 1. An addendum was prepared for publication on April 6.
 - Water Plant, Leeway and Breakaway Trails Elevated Tank activities – Design proposals were evaluated from various design consultants for elevated tank rehabilitation activities. A city

commission memo will be prepared to award design services to Mead and Hunt. Requested budget quotes for Leeway and Water Plant tanks from Pittsburg Paints.

- Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation is further rescheduled to the April 17th City Commission meeting due to continued contractual concerns related to software license purchase.
- 141 Sunrise Cove Circle – Volusia County Use Permit was received.
- SPRC Projects (Utilities Review)
 - Marshside Subdivision PRD Amendment – Received plans for review.
 - 85 Tymber Creek Road – Oasis Church: Attended preconstruction meeting.
 - 125 East Granada Boulevard – Starbucks: Reviewed revised plans.
 - 142 East Granada Boulevard – Fountain Square: Reviewed revised plans.
 - 240 Williamson Avenue - Launch FCU: Received preliminary as-built plans for review.
 - 1204 Oceanshore Boulevard – 7-11: Attended preconstruction meeting.
 - 1520 West Granada Boulevard – As-built plans were sent to the consultant to assist with utility design.
 - Plantation Oaks – Met with developer to discuss water, wastewater, solid waste pickup and annexation. Received lot address plan and phase plan identifying proposed uses.
 - Security First – Attended a preconstruction meeting to discuss permitting, construction and inspection for off-site and on site utilities. On site water mains are installed. Off-site utility installation is scheduled to begin on 4/6/18.

Water Treatment

- Delivered 39.28 million gallons for the week ending March 30, 2018 (5.61 MGD).
- Backwashed 9 filters for a total of 484,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 28, 2017 @ 5.916 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled 40.5 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 30.43 Million Gallons.
- Influent flows average for week @ 4.35 MGD, plant designed for 8 MGD.
- Produced 26.02 Million Gallons of Reuse.
- Produced 4.41 Million Gallons of Surface Water Discharge.
- Annual Average (March 1, 2017 – Feb 28, 2018) for Surface Water Discharge 1.87 MGD.
- Hauled 156.27 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 18 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Replaced 11 malfunctioning residential water meters
- Installed 14 new residential water services for new construction.
- Responded to and/or repaired 20 water service leaks.
- Performed valve maintenance on 17 valves during scheduled outages, water main leaks and scheduled maintenance.
- Performed pressure testing on 15 city owned backflow preventers. Five (5) required repairs.
- Replaced 7 broken meter boxes.
- Located two (2) residential water services for Finance Dept.
- Repaired 2 - 2" GSP water main leaks on Silver Fox & Highwood Ridge Trail.
- Replaced 7 water services - low volume flow. Two casings installed under paved roads.
- Perform scheduled maintenance on 14 fire hydrants located in BAT subdivision.
- Open and flush new water main connection on Ashford Lakes Blvd & Briargate Look.
- Remove FH flushing device from Ashford Lakes - dead end water main now looped.
- Connect the 2" water main on Luna Cir to feed homes on Dianne Dr.
- Install a 2" tap for future Sewer main draining at the Wastewater Treatment Plant.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 147 regular and 1 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 11 in the conventional system service area. Responded to 1 reuse trouble call.
- Replaced conduit and rewired 9 Circle Creek Way. Original conduit compromised.
- Installed new reuse ball valve and box at 71 Creek Bluff Way.
- Replaced broken PEP service force main at 28 Indian Springs Dr.
- Replaced cleanout (c/o) and 7 ft of pipe at 88 N. St Andrews Dr.
- Reset and rewired J-box at 171 Deep Woods Way.
- Televised 300 S. Center St. and 94 N. St Andrews Dr. as follow up to stoppages, found roots, cleared with Harban. Placed on root maintenance program.
- Televised 1 Bay Hill Dr. at customer's request. Dip in line with grease. Placed on maintenance.
- Raised c/o at 285 Wilmette Ave. (Elks).
- Installed c/o adaptor and cap at 140 Lucky Dr. after contractor repaired bored line.
- Lowered c/o to grade and replaced cap at 8 Coquina Ridge Way. Mower damage.
- Dressed up 179 Standish in preparation of sod.
- Located multiple reuse taps, and zone valves on Carriage Creek Way.
- Cleaned 5330 ft of gravity main in LS 1M.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 10 psi, Ocean Mist Hotel 12 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 20 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 12 psi.

Wastewater Plant – Lift Stations

- Poly Blend #2, replace non-operational Pulse Metering Pump with new inventory, ok.
- Peristaltic Pump #2, TFD Fault, replace Peristaltic Tube, ok.
- Halifax Medical Center, Force Main Pressures, Static/1 pump/2pumps = 12psi/12psi/14psi.
- Bar Screen #2, repair drop chute extension as needed, ok.
- Castle Gate, high run hours at local time clocks, deragg both check valves, ok.
- Clarifier #3, remove damaged rubber squeegee from Sweep Arm.
- 5M, follow up from SCADA response, pull non-operational pump, and replace with repaired inventory pump, ok.
- Shop, Poly Blend Unit #1, disassemble spare chamber for repairs as needed, ok.
- SCADA, lift station SCADA server, not responding, Reboot, ok.
- WIN911, test communications at known stations, ok.
- Influent Room, oversee transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: Towne Square, high level, high amp draw observed, reversed pump to clear blockage, ok; 12M, phase loss, Main Breaker tripped, reset, ok; Aberdeen #1, #2, #3, #4, #5, Towne Square, Spring Meadows, phase loss-high level, area wide power outage, check all stations, power restored at each station, ok; 8M1, high level, found station not operating properly, FPL power failed when load applied, support with generator during outage, FPL repaired without further incident, ok.
- SCADA monitor/response: 1P, Breakaway Trails, Shadow Crossings, Creekside, high starts, clean probe, ok; 5M, no starts #1, motor tested and is non-operational, will schedule for replacement.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Quarterly Plant PM's: Decant Pump; Reaeration Blowers, #1, #2, Screw Pump, #3.
- Semiannual Plant PM's: Decant Pump.
- Annual Plant PM's: Clarifier #4.
- Lift Station PM's: 32 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Wells 27 & 28H, remove 480/240 transformer, rewire as needed for 480 volt pumping, ok.
- Riverview Booster Station, pump #1 removed for repairs, blind flanges installed for isolation, operating with pump #2 only.
- Granada Booster Station, not responding remotely, water intrusion in control cabinet, repair wires and fuses, motor #1 not operational, awaiting quotes, pump #2 operational.
- Williamson interconnect, Nova Booster, check vaults and pump down as necessary, reset alarm at Nova booster.
- Sludge dewatering, assist operators with pipe clog between sludge pumps and centrifuges.
- Contractor on site for repairs of CROM Tanks, assist with tank draining at Shadow Crossings, all tanks completed and returned to service.
- Wells SR19, 27H, 29H, 37R, contractor on site for motor and pump repairs.
- Fluoride equipment shed construction and electrical completed.
- Operational Checks: Riverview, Standish Booster stations; Division Wells
- Monthly PM's: All Hudson wells. Clari-Cones 1 & 2; all scrubbers and degasifiers

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

- Annual Cross Connection Control (CCC) Report – Staff submitted the City's 2017 annual report to the FDOH. The report highlights the compliance rate of the City's backflow prevention devices on commercial potable water customers.
- Volusia County Health Department – VCHD performed most of the City's Sanitary Survey at the WTP. The survey included inspection of the raw water wells, the water treatment plant and the water distribution system. The Department will contact the Utility to schedule the final portions of the inspection.
- 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.
- Annual Water Quality Report – Staff submitted the data for the City's Annual Water Quality Report (Consumer Confidence Report) to the FDOH and to the City's consecutive system, Tymber Creek Utilities. The data is just a portion of the report which will be available in its entirety to the potable water customers in May. The report highlights the laboratory data from potable water samples collected throughout the 2017 calendar year. The report also recognizes the compliance rate of the utility during the year.
- DMR-QA 38 – The annual quality assurance program required by the EPA has been received by City staff. The program examines the validity of sample results recorded and produced by the City's WWTF laboratory and the City's contracted certified laboratory.
- Pretreatment Annual Report Response – Staff is completing the response to the FDEP's request for additional information concerning the City's report. The FDEP response stated the report generally fulfills the requirements of F.A.C. 62-625; however, more information was necessary.

Support Services/City Clerk

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

- City Clerk and Assistant City Clerk attended meeting with the Volusia County Supervisor of Elections
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Acting Assistant City Manager
- Staff attended and provided support for April 3, 2018, City Commission Meeting
- Staff attended and provided support for April 5, 2018, Quality of Life Board Meeting

Honorable Mayor and City Commissioners
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- Agenda pack preparation and creation, and distribution for April 11, 2018, Neighborhood Improvement Advisory Board Meeting