

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 20, 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 various members of senior staff
- Prepared speaking points for County Council meeting on the City's ECHO grant request.

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm
- Along with members of City staff attended the County Council meeting on April 17. The City Attorney and I spoke regarding the City's requested ECHO grant for LED field lighting at the sports complex.
- City Commission meeting
- Along with City staff attended North US1 Business Coalition meeting
- Casements Guild anniversary luncheon
- Attended meet and greet for new PACE executive director
- PACE Board meeting
- Earth Day event
- GFOA webinar entitled Economic Update and the Impact on Interest Rates and Local Government Budgets
- FCCMA training session on improving public service through internships, training and mentoring.

Community Development

Planning

- A neighborhood meeting will be conducted by Brad Bauknecht, P.E., Vice-President Newkirk Engineering, regarding the application to demolish the existing structures at the Fountain Square Shopping Village located at 142 East Granada Boulevard and construct a five (5) story mixed use building consisting of 5,924 square foot of retail (4 tenants on ground level) and 22 residential units (floors 2-5). The application is a permitted use in the B-4 (Central Business) zoning district and is under review of the City's Site Plan Review Committee. The neighborhood meeting is a requirement of the Ormond Beach Land Development Code. The purpose of the meeting is to detail the proposed project and answer any questions regarding the project. The neighborhood meeting will be held at 142 East Granada Boulevard on the first floor of the Fountain Square property on April 30, 2018 between 6:30 and 7:30 p.m. A brief presentation will be given at 6:45 p.m. and the remaining time will be an opportunity for individuals to ask questions and provide input.
- Planning staff is processing a variance at 664 John Anderson Drive related to the building height of a staircase tower associated with the construction of a new single-family structure. The variance request seeks to allow a 35' height for a staircase tower as an architectural feature to the single-family house under construction. The requested variance is only for the height of the staircase tower. The subject property is zoned as R-1 (Residential Estate). Section 2-12(B)(2) of the Ormond Beach Land Development Code regulates the maximum building height to 30' for all structures. The applicant is seeking a building height of 35' for the staircase tower, requiring a 5'

variance to the maximum building height of 30' for the staircase tower portion of the new single family house. The variance shall be heard on May 2, 2018 at 7:00pm.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 312 inspections performed within the City (15 by a private provider)
- 112 permits issued within the City, with a valuation of \$2,387,626.

Development Services

- The Zaxby's project at 1287 West Granada Boulevard has been issued building and site permits and had a pre-construction meeting with the Site Plan Review Committee. The site at 1287 West Granada Boulevard (Zaxby's) is zoned B-8 (Commercial) and the project has been planned since 2014. The project was designed jointly with the Vystar project at 1301 West Granada Boulevard and the two sites have a shared driveway connecting to West Granada Boulevard and a shared lift station for sewer. The Zaxby's project proposes to construct a 3,847 square foot building (90 seats) and associated site improvements
- The SPRC has received a lot split application at 87 Highland Avenue to subdivide the property into two lots.
- The SPRC is reviewing a site plan for the outparcel for the proposed Shoppes on Granada Boulevard. The plan shows a restaurant with a drive through, identified as PDQ (People Dedicated to Quality). The overall Shoppes of Granada, Phase II has also submitted a revision to the approved site plan.
- The Bank of America at 902 South Atlantic Avenue has submitted a site plan for handicapped improvements within their parking lot.
- SPRC had conceptual discussions with the representative of the Tymber Creek subdivision for entrance modifications and 722 South Atlantic Avenue for a potential change of use.

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	10%
589 South Yonge Street	60%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - 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.
 - Installation of off-site utility work along Broadway Ave. continues. The payment reimbursement agreement was approved 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 was approved by the Commission in April 17 meeting.
 - A revised GAP Agreement for Prime Global Group, Inc GAP was approved by 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.
 - Staff met with Team Volusia Practitioners Council in Deland.
 - Staff met at the Daytona Incubator to discuss small business training programs.
 - Staff presented the latest economic development happening to the Ormond Chamber Prosperity Breakfast Meeting.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- The Aviation Advisory Board held their quarterly meeting on Monday, April 16. During this meeting the board reviewed the draft Capital Improvements Program for the airport.
- The City Commission approved advertisement of Bid No. 2018-28 for the "Ormond Beach Municipal Airport Airfield Improvements Project" at their meeting on Tuesday, April 17.
- Staff compiled and submitted the monthly active aviation grants status report to the FDOT.
- Staff has completed work with Hoyle, Tanner, and Associates, Inc. to develop an updated Disadvantaged Business Enterprise (DBE) program for airport projects, in accordance with regulations of the U.S. DOT, 49 CFR Part 26. The draft DBE program has been submitted to the City Attorney's office for review.

- Staff has acquired quotes for new directory signage at the airport. Staff will next request funding from the FDOT to fabricate and install the new signs.
- Orientation training for the Ormond Beach Fire Department was conducted at the airport on Friday, April 20.
- Staff responded to a request from the FDOT Aviation and Spaceports Office (ASO) seeking to gather and update information unique to Florida airports. The ASO requested information from the airport's current master plan, airport layout plan, and property map.
- Staff responded to a request from the FAA regarding an effort to analyze and validate various Air Traffic Control Tower data contained in FAA databases. The FAA is trying to ensure the location and elevation data is accurate for each facility that is protected by the FAA's Obstruction Evaluation (OE) process.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for hurricane Matthew. To-date the City has received \$5.8 million dollars for hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
 - 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 has been scheduled.
- Completed Projects - Weekly
 - Processed 89 Journal Entry Batches.
 - Approved 21 Purchase Requisitions totaling \$126,677.27.
 - Issued 28 Purchase Orders totaling \$783,276.95.
 - Prepared 94 Accounts Payable checks totaling \$552,126.77 and 33 Accounts Payable EFT payments totaling \$243,660.25.
 - Issued 680 past due notices on utility accounts.
 - Auto-called 211 utility customers regarding receipt of a past due notice.
 - Processed 468 payments through Interactive Voice Response System totaling \$42,960.59.
 - Grant money fiscal year-to-date total received, \$6,348,220.62 dollars.

Grants/PIO

- Public Information
 - Hydrant Maintenance (May 1 – June 15)
 - Florida Licensing on Wheels (May 7, 9 AM – 3 PM)
 - Mayor Partington Honored with 2018 Home Rule Hero Award
 -
- 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.
 - Submitted nominations (7) to Volusia League of Cities for Employee of the Year and Citizen of the Year.
 - Attended LMS Priority Ranking Meeting for HMGP Hurricane Irma funding.
 - Attended Volusia County Council meeting relative to ECHO grants item.
 - Site visit to The Falls for planning of May 9 Ormond Beach 2 Go! event.
 - Attended OpenGov informational meeting.
- Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 4
 - Hazardous: 1
 - EMS: 96
 - Motor Vehicle Accidents: 5
 - Public Assists: 46
 - TOTAL CALLS: 153

 - Aid provided to other agencies: 8 Calls – Daytona Beach (1), Volusia County (7)
 - Total staff hours provided to other agencies: 12
 - # of overlapping calls: 40
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 81
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 97
- Training Hours
 - NFPA 1001: Firefighting 18
 - NFPA 1021: Officer 9
 - NFPA 1500: Safety/Equipment 6
 - EMT/Paramedic 8
 - TOTAL TRAINING HOURS: 41

 - Station Activities
 - Updated 12 pre-fire plans
 - Conducted 4 fire inspections
 - Instructed the quarterly CPR and AED course to 8 Ormond Beach residents

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.
 - City Clerk (Support Services) open 4-17-18 until 5-18-18. Advertised on City web site, governmentjobs.com, FL League of Cities, Florida Association of City Clerks, Indeed, and internally.
 - Maintenance Worker II (Streets/Public Works) open 4-16-18 until 4-27-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - 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
 - Fire Chief (Fire)
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)

 - Interviews Scheduled
 - Economic Development Director
 - Firefighter/EMT (Fire)
 - Police Officer (Police)
 - Summer Camp Counselors (Leisure Services)

- Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Chief Treatment Plant Operator (Water Production/Public Works)
 - Senior Planner (Planning)
 - Mechanic III (Fleet/Public Works)
 - Summer Camp Counselors (Leisure Services)
- Separations
 - Maintenance Worker II (Streets/Public Works)
- 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
 - A Nationwide representative will be here to meet with employees 5-3-18
 - Blood Drive at City Hall 5-14-18
 - HR Staff attended National Public Employees Labor Relations Association conference
- Risk Management Projects
 - Met with Workers' Compensation clinic personnel
 - Mayor's Health and Fitness Challenge wrap-up activities
 - American Cancer Society/Relay For Life event meetings and fundraiser
 - Prepared subrogation for property damage

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: 45
 - In progress: 41
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 87,589
 - Inbound E-Mails Blocked: 63,348
 - Delivered Inbound E-Mails: 22,241
 - Quarantined Messages: 202
 - Percentage Good Email: 25.4%
 - Virus E-Mails Blocked: 29
 - Notable Events: None

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 14
 - Information requests from external organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim connections located this week: 0: Total in system = 1,572
 - Meters GPS located this week: 0: Total in system = 23,677; 22,891 potable, 775 Irrigation, 11 Effluent

Leisure Services

Administration

- Supervisory staff meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Budget Preparation
- City Commission meeting
- Guild Appreciation Luncheon
- Building Maintenance meeting
- Earth Day

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.
- Master Gardener Russ Royce hosted a Mason Bees program at the EDC on Saturday from 10 am to 11 am.
- EDC volunteers trained a new volunteer Saturday from 10 am to 11:30 am.
- 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.
- The Community Gardens Volunteer Board met at the EDC on Wednesday from 3:00 pm to 4:30 pm to plan an open house event.
- The EDC Coordinator and four EDC volunteers worked a table at the Earth Day Picnic on the Plaza at City Hall on Thursday.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm.
- Lady Renegades continued practices this week Tuesday and Thursday at the Sports Complex on the Softball Quad.
- SHS Softball and Baseball continued practices/games this week Monday and Wednesday at 3:30 pm on the Wendelstedt Baseball Fields and Softball Quads 1 and 2. Softball had games Monday,

Tuesday and Thursday nights at 6pm and Baseball played games Tuesday and Thursday night at 6:00 pm.

- OBYBSA/OBGS Recreational Baseball/Softball are 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 7 this week at Nova Gym Monday and Thursday nights at 6pm.
- CCA Softball hosted games this week on Friday at 4:00 pm on Quad 2.
- SHS Flag Football had home games this week on Tuesday at 5:00 pm and 6:00 pm on Championship Field 7 at the Sports Complex.
- CCA Soccer had games this week on Friday at 4:00 pm on Soccer Field 8 at the Sports Complex.
- Halifax Academy hosted baseball games on Monday and Tuesday at 4:00 pm at the Sports Complex on the Kiwanis Field as well as Wendelstedt Field #2.
- Staff prepared for T-Ball games as well as OBSC Soccer games on Saturday morning at the Sports Complex.
- Staff prepared for the USSSA Baseball Tournament which will be held on Saturday and Sunday at the Sports Complex as well as the Nova Community Park Fields.

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
- Continued dragging and edging 18 infields daily at Sports Complex/Nova Fields
- Blew out all dugouts, hitting mats, batting cages, sidewalks, etc.
- 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
- Repaired lattice on outfield fence at Nova Field 2
- 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
- Sprayed for wasps at both complexes

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
- Angel of Praise Ministries was held on Sunday from 1:30 pm to 7:30 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 and Friday.
 - Kopy Kats held regular classes on Monday and Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts Center is preparing to host the following events:
 - A Taste of Broadway, Saturday, 2:30 pm to 4:30 pm and 7:00 pm to 9:00 pm

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
- YMCA soccer practices Monday/Tuesday/Friday
- Sports Club basketball Tuesday/Thursday
- OBYBSA baseball Wednesday/Thursday
- Planning for summer camp
- Pavilion rental Saturday

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Attended weekly staff meeting
- Attended Economic Prosperity Hour
- Assisting with Senior Games tasks
- Planning of 2018 events through July:
 - Art in the Park
 - Memorial Day Remembrance Service
 - Reel in the Fun Fishing Tournament
 - Independence Day Celebration
 - Summer Sounds Concert Series

Gymnastics

- Registration is open for April session
- April session in progress
- State AAU Gymnastics Meet at Ocean Center, Saturday/Sunday
- Open Gym Friday, April 20, 6:00-8:00 pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in 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 took place Monday and Thursday evening.
- Adult Volleyball took place on Tuesday evening.
- Challenger Baseball continued on Tuesday.
- Lunch Bunch Club continued on Wednesday.
- Explore the Arts met on Wednesday afternoon.

The Casements

- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am-11:30 am.
- Guild tours were given on the hour Monday, Tuesday, Thursday and Friday with the first tour at 10 am and the last tour at 3 pm. There were no tours on Saturday due to the Jewish Heritage Festival.
- Jewish Heritage Festival took place in Rockefeller Gardens and The Casements on Sunday from 11 am-5 pm.
- Ormond Beach Art Guild is holding their spring show in The Casement's Gallery throughout April.
- A Guild goal meeting was held with The Casements Cultural Coordinator Monday morning.
- The Casements Guild Docent Training took place Monday morning.
- Set up for the Guild Meeting and Luncheon took place Tuesday afternoon.
- Ormond Beach Leadership tour took place Wednesday morning.
- The Casements Guild monthly meeting took place Wednesday morning.
- The 39th Annual Guild Appreciation Luncheon took place on Wednesday from 11:30 am-1 pm.
- The Casement's Staff participated at Earth Day on Thursday at City Hall.

- Greek Cooking class took place on Thursday from 4:30 pm-8:30 pm.
- Swing into Spring concert was held at The Casements on Thursday from 7 pm-8:30 pm.
- Set up for Celtic Festival took place all day Friday.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- PAL House: Replaced sign
- Woodmere Park: Replaced sign
- Fire Station 91: Replaced sign
- Andy Romano Beachfront Park: Repair to playground apparatus

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
- Inspection of DOT and facility lighting at various City locations
- Lighting inspection of airfield runways, taxiways and signage
- Repaired hallway door leading to the lobby at PD
- Sealed cracks and painted jail at the PD
- Repaired the ballroom thermostat at the Senior Center
- Assembled 5 tables and 12 chairs for the cottage at Ames
- Repaired men's toilet at CP1
- Repaired 2 desk drawers at Ames
- Repaired 6 decorative lights on Bovard Ave
- Repaired bay door #2 at Fire Station 92
- Repaired back door the leads into the hallway at City Hall
- Unclogged outside men's room at Nova
- Replaced broken flag pole rope at shuffle board
- Relocated cabinets from PW to Fleet
- Repaired men's toilet base in Bldg. B at the Senior Center
- Repaired motion sensor on east wall at WWTP
- Repaired second floor copier outlet at Ames
- Replaced all chandelier bulbs in Bldg B at the Senior Center

Police Department

Administrative Services

- Staff attended the weekly staff meeting
- Staff attended an awards banquet meeting
- Staff attended Seabreeze High School Leo Appreciation Night
- Staff attended the City Commission meeting
- Staff attended the VCSO User Group meeting
- Staff attended the Drug Freed World Awards Banquet in Tampa for Officer Brennan
- Staff attended the Victims' Rights Breakfast

Community Outreach

- Five (5) members of the Youth Directors Council (YDC) met and reviewed songs for the annual lip sync contest to be held during the summer State of Florida Association of Police Athletic Leagues Youth Director conference. The next YDC service project is the 2018 OBPAL Donut Dash.
- The winter/spring Tutors R Us program has concluded. Summer tutoring will begin in June. The fall Tutors R Us will begin in September 2018.
- The R.E.A.D., Reading, Exploration, Adventure and Discovery program for 2nd, 3rd, 4th, and 5th grades continues at Ormond Beach Elementary School. Twenty-eight youths are participating in

the program. Students in second grade are reading The Giving Tree by Shel Silverstein. Students in grades 3rd, 4th and 5th grades began writing their short stories last week.

- Twenty-eight members of the OBPAL basketball program participated in practice last week. The OBPAL basketball teams are scheduled to participate in a tournament in St. Augustine this weekend.
- 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 a.m. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available www.racesmith.com/races/OrmondBeachPALDonutDash5K.html. For sponsorship opportunities please call 386 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 51
- Animal Reports: 3
- Trap Neuter Release: 3
- Animal Bites: 0
- Vaccination Clinic: 51

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 7
- Inactive: 4
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 5
- Larceny Car break: 2
- Grand Theft: 3
- Auto Theft: 3
- Sex Offense/Rape: 0
- Police Information: 1
- Death Undetermined: 0

Records

- Walk - Ins / Window: 72
- Phone Calls: 86
- Arrest / NTA'S: 19
- Citations Issued: 85
- Citations Entered: 492
- Reports Generated: 115
- Reports Entered: 80
- Mail/Faxes/Requests: 14

Patrol

- Total Calls: 1,261
- Total Traffic Stops: 180

Operations

Crime Opportunity Report Forms: 47

- 04/11/2018
 - Driving Under the Influence Arrest, Tomoka Avenue and Groover Avenue. A subject was driving recklessly, a tow truck began to follow him and notified dispatch. Officers responded to the area and a traffic stop was initiated with the subject at the above location for a traffic violation. Subject was discovered to be under the influence.

- 04/12/2018
 - Stolen Vehicle, 861 East Lindenwood Circle. The vehicle was stolen from this location.
 - Stolen Vehicle, 108 Northbrook Lane. A vehicle was stolen from this location.
 - Aggravated Battery, 601 Fleming Avenue. Two males were involved in a physical altercation at this location.
 - Carbreak, 828 North Ridgewood Avenue. Unlocked vehicle was entered and a small flashlight was stolen.
- 04/13/2018
 - Sex Offense, 759 South Atlantic Avenue (Georgian Inn Beach Club). A male, approximately 50 years old, was observed exposing himself in front of guests.
 - Stolen Vehicle, Fleming Avenue/Andalusia Avenue. Female being given a ride convinced driver to let her drive as they were "lost." When driver exited the vehicle, the female, jumped into the driver's seat and fled in the vehicle. The victim originally walked to Family Dollar in Holly Hill to file report. Vehicle was later located by VCSO.
 - Narcotics Arrest, 800 Block South Nova Road. Driver was arrested for narcotics possession and DWLS.
- 04/14/2018
 - Burglary Residence, 179 Deer Lake Circle. Unknown subject entered open garage door and entered victims unlocked Grey 2017 Subaru and stole the vehicle.
 - Carbreak, 120 Shady Branch Trail. Victim is a U.S. postal delivery person and was driving her mail truck when she stopped at the listed residence to deliver a large package. When she reentered the mail truck she discovered her purse and its contents stolen.
 - Burglary Residence, 514 North Beach Street. Unknown subject made forced entry into the residence through the front door. Jewelry and valuables known to be taken at this time.
 - Stolen Vehicle, 32 Talaquah Boulevard. Victims parked their Bronze 2014 Hyundai Santa Fe in front of a relative's residence and went inside for only a few minutes. Victims came outside to find the vehicle missing.
 - Burglary Residence, 3 Spring Meadows Drive. Unknown suspect entered open garage and once inside the garage the suspect then entered an unlocked 2016 Chevy Malibu and burglarized the vehicle. Only known item taken was a garage door opener.
- 04/15/2018
 - Battery- Domestic Violence Arrest, 11 Abacus Avenue. Victim left residence and called the police from the Ormond Beach Post Office to report that she was battered by her husband. Victim stated that she and her husband got into an argument and exchanged words and then the husband struck the victim with multiple open hand slaps.
 - Burglary Residence, 748 Orchard Avenue. Suspect was fired by property manager while completing dry wall work several weeks ago. Suspect showed up at work site yesterday and spoke to workers onsite for a few minutes and then suddenly just left. Tools are now noticed missing and it is believed that the former employee took them.
 - Shoplifting Arrest/Violation of Probation, 500 Block Clyde Morris Boulevard. A subject was contacted during a traffic stop regarding a shoplifting that occurred at Walmart (1521 West Granada Boulevard). A juvenile in the vehicle was found to be on Felony Probation for having a firearm at school.
- 04/16/2018
 - Narcotics Arrest, 905 South Beach Street. While conducting a directed patrol of the park, officers smelled the odor of cannabis coming from a parked vehicle. Contact was made with the occupants and a probable cause search was conducted on the vehicle. The subject admitted that there was a pipe and small amount of cannabis between the front passenger seat and the door.
 - Warrant Arrest, 500 South Nova Road. Officers made contact with a subject who had an open warrant.
 - Aggravated Battery, 9 Queen Ann Court. Subject answered the door to a person who identified themselves as an insurance agent for his deceased father's insurance policy. Subject went to retrieve paperwork and was struck in the head by an unknown object.

- Burglary Residence, 731 John Anderson Drive. Forced entry to a fence where the gates were kicked in. Two paddle boards were taken from the residence.
- Battery- Domestic Violence Arrest, 170 North Nova Road (7-11.) Subject was contacted after battering a female known to him to be pregnant. Female called 911 in Holly Hill and was not immediately located as the battery was continually occurring while driving. Officers made contact with the victim in the parking lot of the 7-11 and located the subject at Nova Community Park.
- 04/17/2018
 - Stolen Vehicle, 499 South Nova Road. Bus was taken from the school and recovered later in the day.
 - Felony Battery- Domestic Violence Arrest, 1515 San Marco Drive Unit 204. The victim came to the Police Department and reported that her boyfriend beat her up and strangled her, causing her to pass out. The victim also has a no contact order against the suspect as well, which was violated during the altercation.
- Traffic Enforcement Stats:
 - Number of Traffic Stops: 47
 - Number of Uniform Traffic Citations Issued: 28
 - Number of Written Warnings Issued: 35
- Traffic Crash Reports
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 10 Cases initiated
- Zone 4: 5 Cases initiated
- 28 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and seventy-two (72) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – A final inspection occurred for this project, the contractor is completing punch list items and finishing asbuilt drawings.
 - Ph III 2-Inch Water Main Replacement – Peninsula – Final restoration activities are being completed, a final inspection with the City and Engineer will occur on submittal of as-built surveys, expected next week.
 - Ph III 2-Inch Water Main Replacement – Mainland – The mains on Fir Street, Pine Street, and Arrowhead Circle have been bacteriologically tested. Pressure testing is being performed on Cliffwood Circle and Alexander Court. Final tie-in and restoration on East River Oak Drive and Woodbourne Lane is expected to begin next week.
 - CDBG (canoe kayak launches) – Central Park is 85% 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 30% complete.
 - Effluent Outfall Replacement – The contractor has ordered materials which are expected to be delivered in April and has thus requested the start of construction be set for beginning of May.

- Storm and Sewer Lining – The notice to proceed has been issued for May 1, 2018. Field work is expected to begin in June.
- 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 – Staff is working with the contractor for the owner direct purchase of materials in order to save sales tax and reduce the contract price.
- 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 due to an error in the bid of the apparent low bidder the City was contacted and informed that they are unable to perform the work for the bid price submitted. The City's Legal Department is involved in resolving the issue with the surety for the contractor. Staff intends to reject the bids and plans to rebid the project next fiscal year. As the pre-design cost estimates were low staff will increase the funding in next year's budget and rebid the project.
 - 2018 Road Rehabilitation-Resurfacing – This project is out for bid, the bid opening is scheduled for May 8.
 - 2018 Road Rehabilitation – Microsurfacing – The Contract was approved at the April 17 City Commission meeting.
 - Forest Hills Connector Trail – Project was advertised March 18; a pre-bid meeting was held on April 4, an addendum was issued and bid opening has been moved to April 26.
 - Water Plant Upgrades – After reviewing the 90% plans and cost estimates it was determined that the on-site hypochlorite generator is no longer a cost effective method of chlorine delivery. The consultant has been directed to provide a proposal to convert to bulk hypochlorite delivery. The lime slaker replacement portion of the project will continue to final design.
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once financing 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 applied to the State for an Economic Development Grant that did not receive funding for this cycle, therefore the application is now in for the next year funding cycle, if approved, the grant 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 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 and received a permit exemption from FDEP for the fishing pier repairs. It is anticipated that

between FEMA and City insurance the City will be reimbursed for approximately 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 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 – Finalizing agenda item for GMP award to Hall Construction at the May 15 City Commission meeting.
- 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 Authority for the project.
- Secondary Raw Water Main – The consultant is re-routing the proposed main due to negative feedback from residents on providing an easement to the City along Old Tomoka Road.
- 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 Court Drainage – The surveyor for the project is on-site this week, design is expected to proceed quickly beginning in the next few weeks.
- Main Trail Bridge Repair – The construction manager has withdrawn interest in the proposed project. Staff is working on identifying other means of completing this project.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – An RFQ for design services was advertised on April 8, a pre-bid meeting was held April 18. Bid opening is scheduled for May 10.
- Departmental Activities
 - Staff attended the St. Johns River Water Management District Governing Board Meeting where the City was ranked to receive a Cooperative Funding grant in the amount of \$792,000 to replace the reclaimed water tanks and pumps at Breakaway Trails.
 - Reviewed daily SWMP, fence, and engineering permits through the ProjectDOX system.

- Reviewed plans a created approved wetland protection permits for 322 John Anderson Drive dock replacement, and 120 John Anderson Drive dock addition.
- Reviewed plans and created several approved Work-in-the-Right-of-Way permits for Saddlers Run directional bore, and for several locations along Main Trail, per Brighthouse request.
- Researched Tymber Creek widening project plans for information regarding drainage responsibilities, per Neighborhood Improvement Division request.
- Researched as-builts files and supplied pdf copies of water mains along North US1, per Consultant's (QLH) request.
- Converted Kiwanis Field Drainage drawings to pdf files.
- Create CIP location maps per Project Manager's request.
- Created map overlaying city limits on the Tomoka aquatic preserve.
- Located electrical asbuilts for the Environmental Discovery Center and printed a copy of the asbuilts.
- Created drawings for the storm water rebuild project.
- Created exhibit map for 2" water main replacement phase 5.
- Create site plan for proposed Ames Park parking paving project.
- Modified construction plan for Air Traffic Control Tower parking lot improvements project.
- Created exhibit drawing for OBSC access & drainage project.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pavers/ripped out and poured on S Old Kings; pulled forms & cones, cleaned up
- Installed dirt & seeded on John Anderson Dr
- Asphalt patch Horseshoe, John Anderson Dr, Pineland Trl

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/transfer station
- Ground stumps citywide
- Removed fallen tree and cleaned up debris pile at CP1 (Fleming)
- Trimming where needed in Tomoka Oaks, Hidden Hills, The Trails subdivision
- Removed tree in R/W Choctaw Trl; dead Palm at Fire Station #93
- Picked up debris at Northbrook & N Beach St

Maintenance

- Rotated special event bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimmed various areas citywide
- Clean up 800 block of John Anderson easement for sod
- Trimmed and edged walk at Coquina Ave & Bosarvey

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

Stormwater Maintenance

- Locates citywide
- Ditch maintenance on Sandy Oaks, Hand Ave, Division Ave
- Sandbags to The Casements
- Gates & pumps inspected citywide
- Pond maintenance citywide
- Basin repair on Hay Bale Trl
- Basins inspected & cleaned citywide
- Hot spots citywide
- Outfall cleaning on S Arbor

Vactor

- Basin cleaning citywide
- Line cleaning at Riverbend Park

Street Sweeping/Streetsweeper (4 days)

- 137 miles of road cleaned
- 56 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week:
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 8
- Road Calls for the week: 3
- Quick Fleet Facts:
 - Fuel on hand: 11,473 gallons unleaded, 6,536 gallons diesel
 - Fuel used in one week: 1,897 gallons of unleaded and 1,067 gallons of diesel.
 - Fleet completed 28 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reclaimed Water Storage and Pump Station – Requested a design proposal from Mead and Hunt.
 - Breakaway Trails Yard Electrical and Pump Upgrades – The 90% plans and specifications are being revised by the design engineer to incorporate comments.
 - Leeway Tank – Prepared a City Commission memo for the May 15 meeting to authorize the work authorization for design services to Mead & Hunt.
 - Lift Station Improvements 2018 – Design progress ongoing.
 - Lift Station 8M1 – Easement and easement vacation documents are being reviewed.
 - Lift Station 10M & 12M Improvements – Construction progress ongoing.
 - WTP Lime Slaker Replacement – Plans and specifications comments were discussed at the review meeting.
 - Security First Off-Site Water Main Improvements – Comments are being addressed by the design engineer.
 - WTP Sodium Hypochlorite Generators Replacement – Project scope is being revised for cost considerations. Project modifications are being considered for tank and pump replacement for bulk liquid sodium hypochlorite application.
 - WWTP Sodium Bisulfite Tank Replacement – Construction on-site to begin this month.
 - US1 Force Main Modeling – Forwarded force main pressure logs and lift station run time information for assisting model calibration for existing conditions.

- Utility Location Services – Project is presently advertised for receipt of bids.
- Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) 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 for Leeway EST. Requested budget quotes for Leeway and Water Plant tanks from Pittsburg Paints.
- Utilities SCADA Upgrades (Software Purchase RFP) – Selection and award recommendation to City Commission meeting pending. Awaiting additional proposal information from vendor for venue considerations.
- 15 Sunset Drive – Plans are being prepared for a Volusia County Use Permit application.
- 1289 John Anderson - Plans are being prepared for a Volusia County Use Permit application.
- SPRC Projects (Utilities Review)
 - Marshside Subdivision PRD Amendment – Reviewed plans and provided comments.
 - Pineland: Preliminary as built plans reviewed.
 - Reviewed lot splits for properties on S. Ridgewood and Highland Avenue.
 - 85 South Tymber Creek Road – Oasis Church: Received revised plans for review.
 - 87 Highland Avenue Lot Split – Received plans for review.
 - 125 East Granada – Starbucks: Received revised plans for review.
 - 600 South Nova Road - Prince of Peace addition: Received plans for review.
 - 902 South Atlantic Avenue - Bank of America ADA Upgrades: Received plans for review.
 - 1246 W Granada – PDQ Restaurant: Received plans for review.
 - 1268 W. Granada – Shoppes on Granada, Phase 2: Received revised plans for review.

Water Treatment

- Delivered 35.83 million gallons for the week ending April 13, 2018 (5.12 MGD).
- Backwashed 11 filters for a total of 544,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 31, 2017 @ 6.162 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled 54 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 32.85 Million Gallons.
- Influent flows average for week @ 4.69 MGD, plant designed for 8 MGD.
- Produced 23.95 Million Gallons of Reuse.
- Produced 8.90 Million Gallons of Surface Water Discharge.
- Annual Average (March 1, 2017 – Feb 28, 2018) for Surface Water Discharge 1.87 MGD.
- Hauled 143.97 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Replaced 5 residential water meters due to device malfunction.
- Installed 5 residential water services for new construction.
- Responded to and/or repaired 9 water service leaks.
- Performed valve maintenance on 13 valves during water main leaks and scheduled maintenance.
- Performed pressure testing on 10 city owned backflow preventers. One (1) needed repair.
- Replaced 15 broken meter boxes.
- Performed large meter testing on a 3 each - 3" commercial water meters. Scheduled 5 commercial facilities for meter testing.
- Located three (3) residential water services for Finance Dept.
- Assisted a plumber to locate a meter box to shut water off for a repair.
- Replaced 9 water services due to low volume concerns. 2 casings were installed under paved roads.

- Performed scheduled maintenance on 4 fire hydrants located in BAT subdivision, repaired one inoperable hydrant in BAT. Initiated the yearly Volusia County fire hydrant maintenance program, 12 were completed this week.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 176 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 3 reuse trouble calls.
- Repaired broken reuse service at 5 Coquina Ridge Way. Line broken by contractor.
- Cleaned and sealed J-box at 200 Black Hickory Way.
- Located PEP tanks at 7 & 11 Double Palm for new pool install.
- Installed riser and replaced pump at 12 Canterbury Woods.
- Performed equipment & yard maintenance at 35 Breakaway Trails.
- Located, marked and turned off reuse at 29 Laurel Ridge Break at customers request.
- Repaired gravity lateral at 927 N. Halifax Dr.
- Replaced PEP pump at airport hangar.
- Adjusted ring & cover and prepped area for concrete pad at 550 N. Orchard St.
- Verified gravity lateral location at 697 Ocean Shore Blvd.
- Attempted to locate gravity lateral at 42 N. St Andrews.
- Requested to change reuse curb stop by inspector at 24 River Beach Dr. Upon arrival discovered it had been changed by contractor. Explained to customer how to hook up.
- Extended reuse service at 94 N. Beach St.
- Rehabbed, installed new control box and rewired 33 Forestview Way.
- Installed new pump and replaced discharge piping at 100 Shadow Crossing Blvd.
- Replaced LPFM valve box at 40 Foxfield Look.
- Cleaned 5,700 feet of gravity main in LS 1M.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 20/20 psi, Ocean Mist Hotel 14/20 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 5 psi, Westland Run 6 psi & Shadow Crossing Blvd. (4 inch) 9 psi.

Wastewater Plant – Lift Stations

- Shop-wash rack, steam cleaned Flygt pumps to be shipped to vendor for repairs, began fabrication of aluminum hand rail sleeves for railing modification at chlorine contact tanks.
- SCADA – test WIN911 communications at known station, ok.
- WIN911, test communications at known station, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 1M, high level, found no signs of recent high level and all pumps fully functional will monitor.
- SCADA monitor/response: Shadow Crossings, high starts, cleaned and degreased probe, ok; Il Villagio, no starts #2, reset motor starter, 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: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Sand Filters, #1, #2, #3;
- Quarterly Plant PM's: Grit Snail.
- Semiannual Plant PM's: Centrifuge #2.
- Lift Station PM's: 12 monthly performed and 4 annual.
-
- Water Plant – Well Fields – Booster Stations – Reuse System
 - Well 37R, replace non-operational 40 HP pump and motor, turned over to Operations for testing and start up, air release valve non-operational, retrieved information to order replacement.

- Well 41R, replaced non-operational 60 HP pump and motor, installed 6" butterfly valve at blow off point exterior of building, turned over to operations for testing and start up.
- Clari-Cones 1 & 2, cleaned injection ports
- Backwashed transfer pump #2, replaced non-operational 40 HP motor and return to service, ok.
- Main 12" backwash line, leak identified, contacted contractor to begin fabrication of replacement pipe spool.
- Granada booster station, RTU not responding, reboot, ok.
- Lime slurry pump #1, replace discharge tubes, ok.
- Monthly PM's: all Division wells; Hudson Wells 25, 26, 27, 28, 29.

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

- Volusia County Health Department – VCHD completed 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. Awaiting receipt of Department's final report.
- 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. Staff preparing City Commission consideration for revised Local Limits resulting from recently completed Plan of Study pre-approved by the FDEP. Local Limits are established to protect the City's public treatment works from pollutants of concern.
- Staff is reviewing the quarterly results from the City's IPP permitted industries for completeness and compliance.
- Annual Water Quality Report – Staff is compiling the information necessary to complete the entire report. The report will be made available to the City's potable water customers through the City's website. Also, a hard copy is made available upon request. 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.
- Pretreatment Annual Report – Staff received the final approval from the FDEP concerning the City's annual report. The report highlights the City's pretreatment program and accomplishments for the 2017 calendar year.

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:

- Assistant City Clerk attended autism awareness training
- Staff attended and provided support for April 17, 2018, City Commission Meeting
- Agenda pack preparation and creation, and distribution for April 25, 2018, Budget Advisory Board meeting.