

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: April 27, 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 senior staff members
- Conducted CIP review meetings with departments
- Reviewed agenda packet

Spoke to, attended and/or met with:

- United Way Board meeting
- Individual general discussion meetings with Mayor and Commissioners
- Ormond Beach Chamber Board meeting
- Conference call with area City Managers on half cent sales tax
- Conducted interviews with candidates for Economic Director position

**Community Development**

**Planning**

- Planning Board upcoming meeting items for May 10, 2018 at 7 pm in the City Commission chambers at 22 South Beach Street:
  - Special Exception application within the proposed Shoppes of Granada, Phase II for a restaurant (PDQ – People Dedicated to Quality) with a drive through. Phase II of the Shoppes of Granada proposes the commercial redevelopment of non-conforming single-family houses and the relocation of Salzburg Animal Hospital into the project. The Shoppes of Granada, Phase II project was approved by the Site Plan Review Committee on October 3, 2017 with a restaurant outparcel to be designed at a later date. The project has applied for a Special Exception to permit a PDQ drive through restaurant which is a restaurant type C under the City's Land Development Code and requires a Special Exception within the B-10 (Suburban Boulevard) zoning district. The project area for the proposed restaurant type C shall be located approximately 165 linear feet west of the intersection of Mirror Lake Drive and West Granada Boulevard with a proposed address of 1246 West Granada Boulevard.
  - Pineland subdivision Preliminary Plat for phases 2-5. The project is an approved project as a Planned Residential Development, via Ordinance 2008-44 and amended with Ordinance 2016-29. The Planned Residential Development is the project zoning approval. The project was approved by the Site Plan Review Committee (SPRC) on December 4, 2017 and a Preliminary Plat has been approved for Phase 1 of the subdivision. The project is now seeking the Preliminary Plat for phases 2-5. The Preliminary Plat is the technical review of the subdivision of land to verify consistency with the approved Planned Residential Development.
- The May 2, 2018 Board of Adjustment and Appeals (BOAA) agenda has been posted at <http://www.ormondbeach.org/218/Board-of-Adjustment-Appeals>. There is one variance case for the BOAA meeting. The variance request seeks to allow a 35' building 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.

- Planning Director has approved an administrative variance at 192 South Washington Street to expand the existing house in line with the side yard building plane at a 7.7' setback where the Land Development Code requires an 8' setback. The building addition is 766 square feet and proposes to update an older single-family house. The 0.30' encroachment is a 4% variance and is less than the 10% variance allowed under the Land Development Code.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 380 inspections performed within the City (20 by a private provider)
- 142 permits issued within the City with a valuation of \$5,821,035.

Development Services

- Reminder: 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 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.

- The Site Plan Review Committee and building staff has issued final approvals for the Launch Federal Credit Union at 240 Williamson Boulevard. The project is to construct a 6,677 square foot credit union with drive through and associated site improvements.
- The Site Plan Review Committee discussed with the property owners of 36 Ormond Shores Drive the lot split process.

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	20%
Hamlin	70%
Launch FCU	85%

Lot 2, Airport Business Park	20%
Ormond Beach Medical Office Building	80%
Pet Street Veterinary Care center	60%
Prince of Peace, Like New addition	2%
Prince of Peace, office addition	0%
Security First	20%
Thomas & Betts parking improvements (phase 1)	45%
YMCA Dog Park	60%
YMCA Parking Expansion	60%
Zaxby's	0%
Plantation Oaks, utility connection	85%
Cypress Trails subdivision	10%

**Economic Development/Airport**

Economic Development

- Ormond Crossings
  - Installation of off-site utility work along Broadway Ave. continues. The payment reimbursement agreement was 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 US1.
- Airport Business Park
  - Concentrated Aloe is constructing their 40,000sf manufacturing plant on Lot 2.
  - Prime Global Group, Inc. is in the process of completing their plans for a 20,000 sf expansion of their manufacturing plant in the Business Park.
- 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 Daytona.
  - Staff presented the history of Ormond Crossings to the Ormond Chamber leadership class.
  - Staff participated in the Ormond Chamber annual Mayor's Golf Tournament.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- Additional orientation training for the Ormond Beach Fire Department was conducted at the airport on Friday, April 27.
- Responses to RFQ 2018-23 were due this week on April 25. The RFQ Review Committee will meet on May 3 to rank and score the responses to this RFQ, which is for design engineering services for the projects to extend Runway 8 and Taxiway Alpha.
- Technicians from the FAA visited the airport this week to perform a required annual inspection of the airport's Automated Weather Observing Station (AWOS).

- Governor Rick Scott has issued a proclamation making April 2018 “Aviation Appreciation Month” in the state of Florida.
- A new pedestrian gate has been installed adjacent to Sunrise Aviation. The gate is equipped with an auto-closing mechanism and a combination lock, similar to the pedestrian gate near the airport’s main parking lot.
- Staff met this week to review the draft Capital Improvement Plan (CIP) for the airport. The draft CIP covers the period from Fiscal Year 2018-19 through Fiscal Year 2022-23, and is subject to approval by the City Commission.

### **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 70 Journal Entry Batches.
  - Approved 34 Purchase Requisitions totaling \$261,678.67.
  - Issued 32 Purchase Orders totaling \$372,359.86.
  - Prepared 163 Accounts Payable checks totaling \$222,830.60 and 37 Accounts Payable EFT payments totaling \$800,285.15.
  - Prepared 351 Direct Deposits totaling \$469,943.84.
  - Transferred IRS 941 payment of \$155,368.07.
  - Issued 1054 past due notices on utility accounts.
  - Auto-called 356 utility customers regarding receipt of a past due notice.
  - Processed 482 payments through Interactive Voice Response System totaling \$49,627.57.
  - Grant money fiscal year-to-date total received, \$6,360,380.12 dollars.

#### **Grants/PIO**

- Public Information
  - Open House for Community Gardens (May 12)
  - Open Gym (May 4, 11, 18)
- 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 weekly staff meeting.
  - Attended communications planning meeting.
  - Attended OpenGov meeting.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted the DRAFT FY 18-19 CDBG Annual Plan to Volusia County Community Assistance. The item is scheduled for City Commission consideration at the May 15 meeting.

### **Fire Department**

- Weekly Statistics
  - Fires: 4
  - Fire Alarms: 5
  - Hazardous: 1
  - EMS: 80
  - Motor Vehicle Accidents: 9
  - Public Assists: 47
  - TOTAL CALLS: 146
  
- Aid provided to other agencies: 10 Calls – Holly Hill (1), Daytona (4), Volusia County (5)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 65
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 67
  
- Training Hours
  - NFPA 1001: Firefighting 15
  - NFPA 1021: Officer 8
  - NFPA 1500: Safety/Equipment 22
  - EMT/Paramedic 14
  - TOTAL TRAINING HOURS: 59
  
- Station Activities
  - Conducted 6 fire inspections
  - Updated 17 pre-fire plans
  
- Significant Incidents
  - 4/22/18, 12:30 PM: 26 Timucuan Dr. – Structure Fire – Responded to smoke in a structure – upon arrival found heavy smoke coming from garage – search was performed of residence – crews removed animals and checked for extension of fire into the attic – source of fire located in garage wall where electrical lines came in from irrigation system – fire was confined to garage – home was ventilated – crews cleared scene at 1:54 PM.
  - 4/23/18, 7:23 AM: 18 Oakwood Pk.– Structure Fire – Upon arrival found smoke showing from a two story residence – fire was located in living room and quickly extinguished – single occupant transported for smoke inhalation – fire under investigation by State Fire Marshal.
  - 4/23/18, 1:11 PM: 2099 N. Beach St. – Motor Vehicle Accident – Responded to a single vehicle rollover inside Tomoka State Park – full size pick-up found upside down in a sandy area with gas leaking – vehicle rolled three times – all occupants were transported to hospital.

### **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, FL Association of City Clerks, FL City and County Management Association, 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.
    - Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works) open 4-20-18 until 5-4-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.

- Seasonal Part Time Maintenance Worker II (Parks/Leisure Services) re-advertised 4-23-18 until 5-4-18. 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)
  - Summer Camp Counselors (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 on 5-3-18
  - An ICMA representative will be here to meet with employees on 5-24-18
  - Blood Drive at City Hall on 5-14-18
- Risk Management Projects
  - Relay For Life
  - Mayor's Health and Fitness Challenge awards ceremony
  - Claims Committee meeting
  - State mediation for worker's compensation case
  - Manage property damage subrogation files

#### **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: 19

- Completed: 47
- In progress: 48
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 93,899
  - Inbound E-Mails Blocked: 70,767
  - Delivered Inbound E-Mails: 23,132
  - Quarantined Messages: 236
  - Percentage Good Email: 24.6%
  - Virus E-Mails Blocked: 8
  
- Notable Events: None
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 11
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 28
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 53: Total in system = 1,625
  - Meters GPS Located this week: 0: Total in system = 23,677; 22,891 potable, 775 Irrigation, 11 Effluent
  - Notable Events: Synchronized QUES GraniteNet sewer database, storm database and base map between the office and the new TV truck

## **Leisure Services**

### **Administration**

- Public Works meeting
- City Manager's meeting
- Supervisory staff meeting
- Assistant City Manager's meeting
- Fortunato site visit
- CIP Facilities meeting
- CIP Recreation meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Budget Preparation
- Celtic Festival

### **Contract Manager – Grounds and Athletic Maintenance**

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

### **Environmental Discovery Center**

- Tours were given as needed on Saturday and Tuesday through Friday.

- The EDC Coordinator & EDC Volunteers worked a table at Marine Discovery Center's Lagooney event on Saturday from 9:30 am to 5 pm.
- 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.
- Debbie Wingfield presented a Microplastics program at the EDC on Friday from 10 am to 11 am.

#### 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 Tuesday and Wednesday at 3:30pm on the Wendelstedt Baseball Fields and Softball Quads 1 and 2. Baseball played games Monday and Friday night at 6 pm.
- OBYSBA/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 8 this week at Nova Gym Monday and Thursday nights at 6pm.
- CCA Soccer had games this week on Monday and Tuesday at 4 pm on Soccer Fields 8 and 10 at the Sports Complex.
- Staff prepared for T-Ball games as well as OBSC Soccer games on Saturday morning at the Sports Complex.
- Staff prepared for the Lady Renegades Softball Tournament which will be held on Saturday and Sunday at the Sports Complex as well as the Nova Community Park Fields 2 and 3.

#### 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 18 infields daily at Sports Complex/Nova Fields
- Blow out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Continued edging 18 infields 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
- Painted football field on Championship Field 7 for women's tackle football
- 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
- Sprayed weeds at Shuffleboard
- Repaired batter's eye on Wendelstedt Field 3

#### Senior Center

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

#### Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:



- CMT held regular classes Monday through 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:
  - Florida Dance Theatre presents Chapters, An evening of Contemporary Dance, Friday 7 pm to 9 pm
  - The Everly Brothers Experience, Saturday, 7:30 pm to 9:30 pm

#### South Ormond Neighborhood Center

- Splash pad open until 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
- Repast Saturday

#### Community Events

- Weekly administrative tasks, office work, and activities
- Assisting with HR lunch on Thursday and Friday
- Assisting with Senior Games tasks
- 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 May session
- April session in progress
- Open Gym Friday, April 27, 6-8 pm

#### Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Action classes continued at various times throughout the week.
- Spring Volleyball took place Monday and Thursday evening.
- Challenger Baseball continued on Tuesday.
- Lunch Bunch Club continued on Wednesday.
- Explore the Arts met on Wednesday afternoon.

#### The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am to 3:00 pm. Saturday tours were given at 10:00 am and 11:00 am. There were no tours on Saturday due to the Celtic Festival.
- Celtic Festival took place on Saturday from 10 am-7 pm and Sunday from 11 am-5 pm in Rockefeller Gardens, the North Lawn, and Fortunato Park.
- Missing Peace met on Sunday at Bailey Riverbridge at 10:30 am.

- Ormond Beach Art Guild is holding their Spring Show in The Casement's Gallery throughout April.
- The building and park was reset after the Celtic Festival on Monday from 8 am-12 pm.
- A school tour with Marian Tomblin and 35 students from Our Lady of Lourdes was held on Tuesday from 10 am-11 am.
- A school tour with Marian Tomblin and 30 students from Riverbend School was held on Wednesday from 10 am-11 am.
- Set up inside The Casements for the Relay of Life Survivors Dinner took place on Thursday from 1 pm-4 pm.
- The 3<sup>rd</sup> Swing into Spring Concert featuring Moonlight Combo was held on Thursday from 7 pm-8:30 pm.
- American Cancer Society's Relay for Life took place in Rockefeller Gardens and The Casements on Friday from 12 pm-4 pm.
- 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.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Riviera Park: Cleanup river's edge with volunteers from Tanger Outlet
- Community Garden at Fleming: Assembled new shed and built shelves
- Nova Community Park: Replaced two outdoor basketball nets
- Andy Romano Beachfront Park: Tightened white canopy

#### 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
- Repaired the gate intercom at the WTP
- Replaced two burned out lamps at Fleet
- Replaced the lights in the HR training room
- Repaired photo sensors for roof top lights at the PAC
- Repaired men's room sink faucet at PAC
- Repaired the thermostat in supervisor's office at the PAC
- Repaired decorative lights on Granada
- Checked electric for the Celtic Festival
- Checked the power pole south lawn at The Casements
- Replaced slide switch Building A at the Senior Center
- Installed a new pedestrian gate at the Airport
- Repaired the east toilet in the ladies room at SONC
- Repaired the bunkroom exit door at Fire Station 94
- Checked ceiling leak at Nova Gym
- Installed rubber flooring in the weight room at Nova Gym

#### Police Department

##### Administrative Services

- Staff attended the Weekly Staff meeting
- Staff hosted Police Officer interviews
- Staff attended participated in the American Cancer Society Fundraiser
- Staff hosted an Awards Committee meeting
- Staff hosted a Support Services meeting

#### Community Outreach

- Five members of the 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. The fall Tutors R Us will begin in September 2018. Summer tutoring will begin in June.
- 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 grades 3rd, 4th and 5th grades began writing their short stories last week. The R.E.A.D. exhibition is scheduled for May 22 at Ormond Beach Elementary from 3:30 pm – 5:30 pm in the library.
- Twenty-eight members of the OBPAL basketball program participated in practice last week. The OBPAL basketball teams participated in a tournament in Ponte Vedra this past weekend. The 6th grade team came in 2nd place.
- 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 AM. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available [www.racesmith.com/races/OrmondBeachPALDonutDash5K.html](http://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: 6
- Trap Neuter Release: 4
- Animal Bites: 0

#### Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 4
- Inactive: 5
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 1
- Grand Theft: 3
- Recovered Missing Persons: 0
- Robbery: 1
- Assaults: 0
- Police Information: 1

#### Records

- Walk - Ins / Window: 70
- Phone Calls: 90
- Arrest / NTA'S: 16
- Citations Issued: 60
- Citations Entered: 324
- Reports Generated: 122
- Reports Entered: 100
- Mail/Faxes/Requests: 18

#### Patrol

- Total Calls: 1,171
- Total Traffic Stops: 134

Operations  
Crime Opportunity Report Forms

- 04/18/2018
  - Burglary/Stolen Vehicle, 498 South Yonge Street. 1990 black Chevy Silverado taken from storage unit that multiple people had access to.
  - Battery – Domestic Violence Arrest, 1505 San Marco Drive #308. The victim advised that during an argument with her live in boyfriend, that she had pulled a knife on him and that when he took the knife away from her, that she had been cut on the hand. The boyfriend was also accused of pushing the victim.
- 04/19/2018
  - Battery- Domestic Violence Arrest, 215 Rockefeller Drive. A juvenile attempted to get her mother arrested by inciting a physical altercation.
  - Battery- Domestic Violence Arrest, 1530 Crowne Ormond Lane #525. The suspect battered the victim during an altercation.
- 04/20/2018
  - Grand Theft, 6 Fox Run Trail. Received a call of two females in a disturbance at the address. Units arrived and made contact with the females. The victim advised that the suspect stole her cell phone from the residence.
  - Grand Theft, 187 South Yonge Street. The business owner reported that an employee had stolen about \$10,000 worth of files, manuals, and equipment from the business.
  - Narcotics Arrest, 11 Coolidge Avenue. The property owner called and reported that they were watching a male walking around the property via live feed security cameras. A search of his vehicle revealed a small amount of narcotics.
- 04/21/2018
  - Burglary- Residence/Stolen Vehicle, 846 West Lindenwood Circle. Home was entered while it was occupied overnight. The contents of a purse were emptied inside the home, keys and vehicle missing.
  - Battery, 60 Williamson Boulevard, A call was received from Florida Memorial Hospital staff that there was a patient in the Emergency Room who advised she was beat up somewhere in Ormond Beach. Officers made contact with the victim. The victim advised that the suspect was another transient.
  - Driving Under the Influence Arrest, South Yonge Street/Division Avenue. An officer conducted a traffic stop on a grey Nissan. Contact was made with the driver who appeared to be under the influence. Field sobriety exercises were completed.
- 04/22/2018
  - Armed Robbery, 1545 North United States Highway-1. A 911 call was received from the clerk of the Dollar General at this address stating she had just been robbed at gunpoint. Several units responded and were unable to locate the suspect.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject past all points of sale with clothing items and DVDs.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject past all points of sale with over \$200 in merchandise.
- 04/23/2018
  - Driving Under the Influence Arrest, West Granada Boulevard and South Yonge St. Nissan truck rear ended another vehicle. The suspect then left the scene with the driver of the vehicle following and calling 911. The suspect was located in the vehicle parked near Gold's Gym and was found to be under the influence.
  - Dating Violence Arrest, 1657 North United States Highway One (Love's truck Stop). Victim and suspect are in a relationship and transient currently living out of their vehicle. The suspects grabbed the victim and dragged her from the vehicle while she was sleeping. Victim ran into the business and asked employees to call the police.
  - Carbreak, 500 Shadow Lakes Blvd (Shadow Lakes Apartments). Victim discovered the carbreak while traveling to Orlando. Laptop, iPad, and 3 aviation headsets stolen from vehicle.

- Larceny- Petty, 1521 West Granada Boulevard. An anonymous caller reported seeing a white male running across the Walmart parking lot with a brand new bicycle that still had tags on it. The male was yelling a female to leave as he was running. The male was contact a short distance later.
- Grand Theft, 735 South Nova Road. Business is being renovated and unknown suspect entered business and stole an iPhone 8 belonging to a construction worker.
- Business Burglary, 116 South Nova Road (Pagano's Pizzeria). Unknown suspect entered business with what was believed to be a key to the business and took approximately \$5,000 from cash box.
- 04/24/2018
  - Stolen Vehicle, 11 Brookside Circle. Keys left in vehicle overnight. 2017 maroon Buick Regal stolen. On-Star located vehicle at Maria Vista Apartments located at 705 S. Beach St in Daytona Beach. DBPD also located a 2016 silver Ford Fusion reported stolen from Flagler County on 4-12-2018 in the same complex.
  - Carbreak, 14 Ocean Pines Drive. Unlocked vehicle. Unknown suspects entered vehicle and stole approximately \$100 cash and credit cards.
  - Carbreak, 100 East Granada Boulevard (Premium Destination). Victim's car was burglarized by ex-boyfriend. Miscellaneous property taken from vehicle.
  - Burglary- Residence, 1 Dorado Beach Court. Unknown suspects entered an open garage and gained access to an unlocked 2014 white Nissan Versa. Keys to the Nissan were inside the vehicle. Nissan Versa was stolen.
  - Grand Theft, 155 Interchange Boulevard (Hampton Inn). Victim set his Samsung Note-5 cell phone down on table while waiting for a transport vehicle to arrive. Victim got up from table and walked outside to get into the transport vehicle and realized he forgot his cell phone inside. When the victim went back inside, the cell phone was gone.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Suspect was observed by loss prevention concealing miscellaneous items in her purse and passing all points of sale and leaving the business.
  - Warrant- Arrest, 250 East Granada Boulevard (CVS Store). Contact was made with suspect at CVS to follow up on an auto burglary investigation.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 22
  - Number of Uniform Traffic Citations Issued: 25
  - Number of Written Warnings Issued: 21
- 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: 6 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 8 Cases initiated
- 36 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and ninety-five (95) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - South Peninsula Reclaimed Expansion – A final inspection was held and the contractor is completing punch-list items and finishing as-built 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.
    - Ph III 2-Inch Water Main Replacement – Mainland – Final tie-ins and restoration on East River Oak Drive and Woodbourne Lane are underway.
    - CDBG (canoe kayak launches) – Central Park is 90% complete.
    - Memorial Gardens Parking Lot Improvements – The work is complete.
    - North US1 Landscaping Ph II – Contractor is installing irrigation mainline and conduit between median openings. The work is 40% 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 middle of May.
    - Storm and Sewer Lining – The Notice to Proceed has been issued for May 1. 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 in June 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 – A pre-bid meeting was held on Tuesday April 24.
    - 2018 Road Rehabilitation – Microsurfacing – The contract was approved at the April 17 City Commission meeting.
    - Forest Hills Connector Trail – bids were opened on April 26 and are under review.
    - 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 – Agenda item scheduled for GMP award to Hall Construction at the May 15 City Commission meeting.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – The County approved the ECHO grant 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 GPM 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
  - Reviewed daily SWMP, Fence, and Engineering Permits through the ProjectDOX system.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 3-6 Willow Court directional bore, per Brighthouse request.
  - Reviewed plans and provided utility exhibit map for Scott Drive directional bore, per Brighthouse request.
  - Researched old drawing files to locate and provide PDF copies of the airport layout plan and control tower as-builts, as requested by Airport Manager.
  - Completed site visit to 286 Putnam to inspect proposed grading plan.
  - Completed site visits to 2371 Lipizzan Trail to inspect lot grading and potential DEP clearing and filling violation.
  - Completed site visit to 98 North Beach Street to review driveway paver installation and potential impacts to neighboring property, per Planning Department request.
  - Completed tree-in-the-right-of-way locate at 231 Rio Pinar Drive, per Neighborhood Improvement Division request.
  - Researched old files related to retaining wall installation along Standish Drive to determine maintenance responsibilities, per Streets Division request.
  - Researched old files and completed tree-in-the-right-of-way locate at 824 Cameo Drive, per Streets Division request.

### Environment Management

#### Street Maintenance - Asphalt/Concrete

- Concrete curb replacement at Leeway Trl & Airport Rd
- Form and prepped concrete pad at WWTP; finished prep – 20x16 pad
- Pump station pad/finished prep
- Maintenance vehicle/shop
- Concrete 5x5 slab on Division Ave
- Asphalt citywide
- Pulled forms on Riverside 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
- Trimming R/W & street lights in Spring Meadows subdivision
- Trimmed over parking lot at Memorial Gardens
- Removed dead pine tree on New Britain Ave; dead oak tree on Rio Pinar Trl; damaged maple tree on Hidden Hills Dr

#### 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
- Checked for future jobs in various locations
- Trimmed brush obstructing stop sign at Arroyo & E Ridgewood Ave; trimmed limb over stop sign at Salvador & S Ridgewood Ave
- Cleared brush and weeded sidewalk at Salvador & Flormond

#### 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
- Straightened & replaced signs citywide

#### Stormwater Maintenance

- Training in Daytona
- Worked at Fleet
- Locate gates & pumps citywide
- Shop cleaning
- Basins inspected & cleaned citywide
- Stormwater training at PW
- Brought bleachers to Fleet & cleaned

#### Vactor

- For Water Div – The Falls

#### Street Sweeping/Streetsweeper

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

#### Fleet

- Mileage traveled by all departments for the week: 25,240
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 3
  - Non-Emergency Vehicles and Equipment: 16
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 9,183 gallons unleaded, 5,823 gallons diesel
  - Fuel used in one week: 2,290 gallons of unleaded and 713 gallons of diesel.
  - Fleet completed 51 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Reclaimed Water Storage and Pump Station – Grant from SJRWMD was received.
  - Breakaway Trails Yard Electrical and Pump Upgrades – The 90% plans and specifications are being revised by the design engineer to incorporate comments.

- Leeway Tank – City Commission memo for the May 15 meeting to authorize the work authorization for design services to Mead & Hunt is being reviewed through Minute Traq.
- Lift Station Improvements 2018 – Plans are 30% complete.
- Lift Station 8M1 – Easement and easement vacation documents are under review.
- Lift Station 10M & 12M Improvements – Pumps and electrical are installed at LS 10M. Electrical improvements are installed at LS 12M. The inspection needs to be performed before FPL will connect the meter. A construction status meeting was held this week.
- Security First Off-Site Water Main Improvements – Reviewed revised plans and provided comments.
- WWTP Sodium Bisulfite Tank Replacement – Tanks are scheduled to be delivered the second week of May.
- Utility Location Services – Bids are due next week. Plan holders are being called to determine interest in bidding the project
- Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) activities – Received budget quotes for Leeway and Water Plant tanks from Pittsburg Paints. Breakaway Trails' tank needs some repairs. Quotes are being solicited.
- 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)
  - 85 South Tymber Creek Road – Oasis Church: Reviewed revised plans and provided comments.
  - 87 Highland Avenue Lot Split – Reviewed plans. Water lateral service needs to be installed.
  - 125 East Granada – Starbucks: Reviewed revised plans. Utility department comments were addressed.
  - 600 South Nova Road - Prince of Peace addition: Reviewed plans for constructing a building over an existing private sewer.
  - 902 South Atlantic Avenue - Bank of America ADA Upgrades: Reviewed plans. Utilities are not affected.
  - 1001 Broadway – Security First: Reviewed 90% plans and provided comments.
  - 1246 W Granada – PDQ Restaurant: Reviewed plans and provided comments.
  - 1268 W. Granada – Shoppes on Granada, Phase 2: Reviewed revised plans and provided comments.

#### Water Treatment

- Delivered 36.61 million gallons for the week ending April 20, 2018 (5.23 MGD).
- Backwashed 12 filters for a total of 593,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 31, 2018 @ 6.162 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled 67.5 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 29.60 Million Gallons.
- Influent flows average for week @ 4.23 MGD, plant designed for 8 MGD.
- Produced 24.90 Million Gallons of Reuse.
- Produced 4.70 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (April 1, 2017 – March 31, 2018): Influent 4.68 MGD (Permit 8 MGD); Surface Water Discharge 1.91 MGD (Permit 6 MGD); Reuse 3.22 MGD (Permit 10 MGD)
- Hauled 158.93 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Installed 19 residential water services for new residential construction. Two (2) casings were installed for homes requesting new irrigation water meters.
- Responded to and/or repaired 15 water service leaks.
- Performed valve maintenance on 10 valves during water main leaks and scheduled maintenance.
- Located and checked all valves in Destination Daytona for confirming they were open and operable. Performed unidirectional flush for Destination Daytona to attain optimal CL2 levels.
- Performed a scheduled water main shut down in Woodmere subdivision for the first of four (4) water main connections as part of the 2" water main replacement project.
- Performed pressure testing on 4 city owned backflow preventers. One (1) repair was required.
- Replaced 4 broken meter boxes.
- Performed large meter testing on a 3" commercial water meter. Scheduled 3 commercial facilities for meter testing.
- Rebuilt and re-tested the 3" water meter service Love's Travel Center in Destination Daytona due to low usage per a work order from the Finance Department.
- Located a commercial water service for a customer at 595 S. Yonge St.
- Disconnected the water service for 332 John Anderson Dr. as request for the Building Div. due to demolition.
- Replaced 2 water services due to low volume concerns.
- Continued annual Volusia County fire hydrant maintenance program, 36 hydrants completed this week.
- Initiated a Water Dist. system inspection of Plantation Oaks subdivision.
- Performed flushing in dead end distribution system areas to determine CL2 levels and future flushing plan considerations in the following areas: Santa Fe Dr, Calle Grande, S. Nova Rd, The Village, Reflection Village, Sandy Oaks, Mallards Reach, Winding Woods, The Trails (multiple locations), Hidden Hills, The Falls, Coquina Point, Aberdeen, Chelsea Place, Hull Rd, Ormond Lakes (multiple locations), Southland Rd, Destination Daytona, 1899 N. US1 Hwy (end of US1).
- 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 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. There were no reuse trouble calls.
- Located and marked lateral location for lot split at 87 Highland Ave.
- Investigated depression near manhole at 50 Soco Trail. Will schedule manhole for rehab.
- Conducted smoke test at 45 Seton Trail for odor complaint. Results inconclusive.
- Verified lateral location for demolition/rebuild at 251 Tomoka Ave.
- Replaced broken PEP tank at 16 Peruvian Ln.
- Completed cleaning LS 1M.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 25 psi, Ocean Mist Hotel 22 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 20 psi, Westland Run 23 psi & Shadow Crossing Blvd. (4 inch) 10 psi.

#### Wastewater Plant – Lift Stations

- Scum Well #2 - malfunction, found power available at control cabinet, found failed 480v-120v control transformer, set up temporary control power, non-functional motor starter and control transformer replaced, ok.
- Scum Wells 1, 2, clean up wiring and eliminate devices in panel not being utilized, ok.

- Effluent Transfer Pumps #1 & 2 - Phase Fault, replaced burnt fuse at control cabinet, ok.
- Chlorine Pump, #1 pump not working, rebuild wet end of pump kit, ok.
- Chlorine Pump #2, not working, loss of control signal, repaired wiring, ok.
- Grit Snail leaking; applied silicone sealant at bolt holes, ok.
- Halifax Medical Center LS, force main pressures: Static/1 pump/2 pumps, 12/12/14.
- Breakaway Trails Reuse, high service pumps, replaced magnetic starter #3 and modified control wiring as needed, ok.
- W.A.S. Pump #2, repaired worn motor coupler as needed, ok.
- Chelsea Place #1, #2, Halifax Medical Center, high run hours at local time clocks, deragged both check valves, ok.
- Recycle Room; installed plumbing to drain recycle room pipes for upcoming plug valve repairs.
- Ormond Lakes 1, 2, 4, grounds keeping.
- Swing Zone Blowers, repaired gasket leak at plumbing along main line.
- McDonalds, grounds keeping.
- Influent Room, oversaw transfer of pump positioning status, ok.
- WIN911 monitor/response: nothing to report.
- SCADA monitor/response: 1P, Breakaway Trails, Shadow Crossings, HOMAC, high starts, clean probe, ok; McDonalds, #1 stuck on, clean probe, ok.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Poly Blend #1; Poly Blend #2;
- Semiannual Plant PM's: Carrousel Blower #2.
- Lift Station PM's: performed 22 monthly and 0 annual.

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

- Two plant pump mechanics attended training on new lime sludge pumps.
- Sand Filter 5, procured crane and installed new filter sand, ok.
- Breakaway Trails reuse, verified operation of irrigation pumping mechanical and electrical systems, began refurbishment of worn components.
- Hypochlorite pump 4, began repairs of pump tube, gear box and motor.
- Sand filter backwash line, assisted contractor with replacement of leaking section of pipe, ok.

#### 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 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.
- Cross Connection Control Program – Staff continues to work with the City's data management contractor and commercial water customers to increase the compliance rate of the backflow device testing. The current compliance rate of backflow devices which have been tested is 84%. The City continues to work to improve the compliance rate.

**Support Services/City Clerk**

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

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Acting Assistant City Manager
- City Clerk attended Claims Meeting on April 24, 2018
- Agenda pack preparation and creation, and distribution for May 1, 2018, City Commission Meeting