

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 18, 2018

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

City Manager

Reviewed and prepared with staff as follows:

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

Spoke to, attended and/or met with:

- Agenda review meetings with Mayor Partington and Commissioners Boehm and Littleton
- Elected Officials Roundtable meeting
- United Way Executive Committee meeting
- City Commission Transportation Update workshop
- City Commission meeting
- Interviewed individually by two Girls State students regarding City Manager responsibilities and general municipal government information
- PACE board meeting
- Crimestoppers banquet
- Meeting with Maryam Ghyabi regarding Transportation Priorities.

Community Development

Planning

- Planning staff met with the Ormond MainStreet Design Committee and discussed the draft Capital Improvement Program items in the Downtown area and a concept plan for a grant at Granada Plaza for The Granada Plaza Group, LLC related to the demolition of an existing building and reconstruction of a building with a lease to Starbucks.
- Advertisements for the June 6, 2018 Board of Adjustment and Appeals meeting were sent out. There are two cases on the agenda and include (1) 7 Palmetto Dunes Court for a driveway variance and (2) 664 John Anderson Drive for a rehearing related to the height of a staircase tower.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 382 inspections performed in the City (9 by private provider).
- 128 permits issued within the City with a valuation of \$1,189,883.

Development Services

- The Site Plan Review Committee (SPRC) conducted a pre-construction meeting for utility work only for the Independence Recycling project at 800 Hull Road. The project is currently in unincorporated Volusia County and would be annexed into the City once the site plan improvements, including utility connection, is completed.
- SPRC reviewed a concept plan related to the existing sewer services at the Granada Plaza and proposed improvements.
- The Centra Care at 1245 West Granada Boulevard (5,285 SF medical office and associated site improvements) is nearing completion and should have final site plan and building inspections within the next 10 days.

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	40%
Granada Pointe	20%
Hamlin	70%
Launch FCU	100%
Lot 2, Airport Business Park	25%
Ormond Beach Medical Office Building	95%
Pet Street Veterinary Care center	70%
Prince of Peace, Like New addition	15%
Prince of Peace, office addition	0%
Security First	20%
Thomas & Betts parking improvements (phase 1)	50%
YMCA Dog Park	60%
YMCA Parking Expansion	40%
Zaxby's	0%
Plantation Oaks, utility connection	88%
Cypress Trails subdivision	10%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers has made their final permit plans to the FEC Railroad.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the Intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
 - Staff is participating with the North US1 Business Coalition to discuss funding opportunities for the installation of a traffic light at Broadway Ave. and US1 intersection.
 - Staff has also requested its transportation consultant investigate state funding opportunities to fund the traffic light.

- Airport Business Park
 - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the “Doing Business in Ormond Beach” resource guide.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working an incentive package for a tenant (code name Project Simba) at 101 East Granada Blvd. The Growth Assistance Program application will be processed upon receipt by the Economic Development Department. An Agenda item will be prepared for a Commission meeting once the economic analysis is completed and an incentive agreement is completed.

Airport Operation and Development

- The Airport Obstruction Mitigation project continued this week, focusing on the runway approach areas for Runway 26 and Runway 17. The City’s environmental consultant for this project, Zev Cohen and Associates, remains on site with City staff during the mitigation work to ensure compliance with environmental guidelines and the project objectives.
- Staff completed work to compile and submit the Active Aviation Grants Status Report to the FDOT.
- Minor repairs to the pedestrian gate at the Air Traffic Control Tower were initiated this week.
- Staff is in receipt of the FAA’s final determination regarding the use and location on the airfield of certain equipment to be used for the Runway 8/26 rehabilitation project. The FAA has interposed no objection to the conditions of this construction project, as described in the project proposal and design documents.
- Aircraft Charter & Logistics, LLC (ACL) completed the purchase of a large hangar facility at the airport this week. ACL plans to apply for FBO status in the near future for an aviation business enterprise that may include avionics repair and other services for the flying public.
- Staff has been advised that the U.S. House Transportation Appropriations Subcommittee’s FY2019 DOT/FAA draft appropriations bill includes \$168 million in statutory language for the FAA contract tower program, an increase of \$3 million over FY2018 spending for the program. This dedicated and guaranteed funding will fund all 254 current FAA contract towers and 4 new towers expected to be added to the program in FY2018.

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 continues.
 - Preparations for Munis Phase 3, Utility Billing are underway.
 - Training for ESS is ongoing. Payroll has completed training at the Police Department and training sessions for Leisure Services has been scheduled.
- Completed Projects - Weekly
 - Processed 58 Journal Entry Batches.
 - Approved 27 Purchase Requisitions totaling \$167,101.63.
 - Issued 16 Purchase Orders totaling \$125,541.11.
 - Prepared 128 Accounts Payable checks totaling \$331,504.56 and 24 Accounts Payable EFT payments totaling \$94,557.65.
 - Issued 858 past due notices on utility accounts.
 - Auto-called 253 utility customers regarding receipt of a past due notice.
 - Processed 498 payments through Interactive Voice Response System totaling \$47,460.95.

- Grant money fiscal year-to-date total received, \$6,393,894.54 dollars.

Grants/PIO

- Press Releases
 - Guardian Advocacy Workshop (June 7, 3:30-5:00 PM)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - CodeRED notifications and website postings for Fire Hydrant flow testing locations for the week of May 21-25.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended communications planning meeting.
 - Attended CDBG Projects Pre-Construction Meetings: Cassen Park Fire Hydrant and S. Ridgewood and S. Washington Lighting Upgrades
 - Met with Jan Gage of Ormond Magazine regarding publications and advertising.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 5
 - Hazardous: 1
 - EMS: 97
 - Motor Vehicle Accidents: 9
 - Public Assists: 45
 - TOTAL CALLS: 161
 - Aid provided to other agencies: 11 Calls – Holly Hill (1), Daytona Beach (6), Volusia County (4)
 - Total staff hours provided to other agencies: 9
 - # of overlapping calls: 41
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 76
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 216
- Training Hours
 - NFPA 1001: Firefighting 6
 - NFPA 1002: Driver 4
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 10
 - NFPA 1620: Preplanning 6
 - TOTAL TRAINING HOURS: 30
 - Station Activities
 - Serviced 51 fire hydrants
 - Updated 19 pre-fire plans
 - Conducted 4 fire inspections
 - Significant Incidents
 - 5/13/18, 7:45 PM: N. Tymber Creek Rd. / I95 – Brush Fire – Fire located deep in woods at a homeless camp – Florida Forestry Service assisted by cutting a line around the ½ acre fire – crews back-burned inside the lines – approximately 3,000 gallons of water also used.

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.
 - Evidence/Crime Scene Custodian open 5-4-18 until 5-18-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Maintenance Worker III (WWCR/Public Works) open 5-14-18 until 5-18-18. Advertised internally.
 - Part Time Recreation Leader (Gymnastics/Leisure Services) open 4-25-18 until 5-18-18. 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 6-1-18. 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
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Interviews Scheduled
 - Fire Chief (Fire)
 - Summer Camp Counselors (Leisure Services)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Economic Development Director
 - Mechanic III (Fleet/Public Works)
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Streets/Public Works)
 - Summer Camp Counselors (Leisure Services)
 - Separations
 - Principal Landscape Architect (Engineering)
 - 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) timekeeping being introduced to various departments
 - An ICMA representative will be here to meet with employees 5-24-18
 - J.D. Williams' training for supervisors to be held 6-6-18
 - Risk Management Projects
 - Reconciling Mayor's Health and Fitness Challenge expenses
 - Handled liability and injury claims
 - Updated insurance schedules in preparation for renewal

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources/Payroll. System went live 1/8/2018. Rolling out the electronic timekeeping function through Employee Self Service (ESS).

- Tyler Munis Phase 3 – Utility Billing. Working with the project manager to formalize the project plan.
- IT Strategic Plan – Draft documentation review.
- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
- Work Orders
 - New: 16
 - Completed: 42
 - In progress: 52
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 66,958
 - Inbound E-Mails Blocked: 42,256
 - Delivered Inbound E-Mails: 24,702
 - Quarantined Messages: 266
 - Percentage Good Email: 36.9%
 - Virus E-Mails Blocked: 5
- Notable Events: IT staff working to upgrade the Microsoft Office suite on all systems. The Microsoft process to do this upgrade does not work satisfactorily, therefore staff is required to do a complete uninstall of the old program and a fresh install of the new program on each machine. While working with each machine, staff is performing routine and preventative maintenance.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,628
 - Meters GPS Located this week: 0: Total in system = 23,677; 22,891 potable, 775 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Public Works meeting
- City Manager's meeting
- Supervisory staff meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- City Commission meeting
- OBYBSA meeting
- Building Maintenance staff meeting

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
- Conducted 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 Department of Leisure Services presented the Ormond Beach Community Gardens Open House Saturday from 9 am to 12 pm. Staff and volunteers assisted from 8 am to 1 pm. The event included garden tours, talks, Q&A sessions, demonstrations, presentations and kids' crafts.
- Mary Rockefeller from Volusia County Environmental Management presented a Be Floridian Now program on Saturday from 10 am to 11 am. The talk discussed Florida-friendly and fertilizer-free lawns.
- EDC Coordinator met with the Volusia County 4-H, Volusia County Extension Director and Volusia County Schools Environmental/STEM Resource Teacher at the UF/IFAS Extension Office in DeLand on Thursday from 10 am to 12 pm.
- FYCCN provided an archery workshop to staff and volunteers on Friday from 8 am to 4 pm.

Athletics

- All sports activities Monday-Thursday were cancelled due to weather.
- Staff is preparing for the following events, weather permitting:
 - OBSC Soccer Tournament May 18-20 at the Sports Complex
 - T-Ball final games on Saturday morning at the Sports Complex.
 - Women's Tackle Football game Saturday on Championship Field 7.
 - OBYBSA Babe Ruth 15's All-Stars game on Sunday on the Kiwanis Field at the Sports Complex.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Preparing for OBSC Soccer Tournament (weather permitting)
- Equipment maintenance projects, cleaning/organizing of equipment shed

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Granada Squares was held on Tuesday from 6:30 pm to 9 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 hosted the following events:
 - CMT School Performance of Rats! for Ormond Beach Elementary Students, Friday, 10-11 am
- The Performing Arts Center is preparing to host the following events:
 - CMT Presents Rats! and Mary Poppins, Jr., Friday and Saturday, 7 pm to 10 pm, and Sunday, 1 pm to 4 pm

South Ormond Neighborhood Center

- Splash pad open through November 30

- Open park and playground sunrise to 11 pm daily
- Open gym
- Jazzercise on Monday
- PAL basketball practice Monday/Wednesday
- Sports Club basketball Tuesday/Thursday
- Summer camp interviews
- Planning for summer camp
- Pavilion rental Saturday
- Repast Saturday

Community Events

- Weekly administrative tasks, office work, and activities
- Assisted with City Commission Workshop meal
- Assisting with Memorial Day tasks - ongoing
- Assisting with Senior Games tasks - ongoing
- Planning of 2018 events through July:
 - 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
- May session in progress
- Open Gym this evening from 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 Acting classes continued at various times throughout the week.
- Lunch Bunch Club met on Wednesday.
- Preparations for Camp T-Rec continue.

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 9:30 a.m. and 10:30 a.m.
- A wedding ceremony was held on Saturday at Ormond Memorial Gardens from 3 pm-4 pm.
- A Casements Guild Executive meeting was held at The Casements on Monday from 9:30 am-10 am.
- A Guild Administrative meeting was held at The Casements on Monday from 10 am-11:30 pm.
- An Archive Committee meeting took place Tuesday at 1 pm.
- VITAS Healthcare meeting took place on Wednesday from 8 am-4:30 pm.
- A senior group from the Bear Creek Outdoor Club took a group tour at The Casements on Wednesday at 10 am.
- An Italian Cooking Class took place on Tuesday at The Casements from 4 pm-9:30 pm.
- Part of The Casements staff took part in an archery training workshop at the EDC today from 8 am-4 pm in preparation for Enviro Camp.
- 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
- Nova Community Park: Replaced straps on safety mat
- Central Park raised boardwalk trail: Cut back canopy over boardwalk

- Ames Pier: Removed “closed” signage – pier is open
- The Casements: Fixed and raised reuse valve boxes, installed and painted four posts around them to prevent future damage from motor vehicles
- Magic Forest: Made repairs to wooden school bus apparatus
- Sanchez Pavilion: Made repairs to wood structure
- Riviera Park: Formed new slab for engraved bench

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly inspection of DOT and facility lighting at various City locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Replaced ice machine water filters citywide, made repairs to the machines as needed.
- Repaired the holes outside of the weight room at Nova
- Repaired the gutter outside of the west door at Gymnastics
- Replaced A/C pre-filters at Fire Station 94
- Checked electric gates citywide
- Repaired a hole in the wall of handicap men’s room at PAC
- Touched up paint and repaired a hole in the wall at the Environmental Discovery Center
- Repaired the toilet handle on first floor ladies’ room at The Casements
- Repaired the north bay door stuck open at Fire Station 92
- Checked the new door camera at Ames House
- Replaced the A/C unit in the centrifuge office at the WTP
- Repaired toilet in restroom at Andy Romano Beachfront Park
- Repaired the tennis lights on court 5 at Nova
- Install a 50 amp, 208 single-phase, 4-wire circuit at WWTP
- Relocated the ceiling fan in the front office at Public Works
- Repaired broken gate keypad at the Police Department
- Removed the window blinds and filled in the holes in the lobby at Public Works
- Repaired the concession stand shutters at Nova

Police Department

Administrative Services

- Staff attended the Weekly Staff Meeting
- Staff attended the Shifters Ride at Ormond Beach Elementary
- Staff attended the Great Kids Hero Fest at First United Methodist Church
- Staff attended Leadership graduation at the Performing Arts Center
- Staff attended Crime View
- Staff attended Career Day at Ormond Beach Elementary

Community Outreach

- Members of the YDC are working on the lip sync contest for the upcoming State of Florida Association of Police Athletic League’s Annual Youth Directors Conference. Youths attending the conference at Disney on July 19 – 22, 2018 will have the opportunity to learn leadership skills through classes and group activities.
- The R.E.A.D., Reading, Exploration, Adventure and Discovery program for 3rd, 4th, and 5th grades continues at Ormond Beach Elementary School. Twenty-eight (28) youths are participating in the program. The students are finishing their short stories and adding final illustrations to their books. The R.E.A.D. exhibition is May 22 at Ormond Beach Elementary from 3:30 pm – 5:30 pm in the library. Our young authors will celebrate their success at an ice cream social before the opening reception.
- Twenty-one (21) members of the OBPAL basketball program participated in practice last week. Teams will be participating in the Gainesville Stampede tournament this weekend. Approximately 25 players will attend the tournament.

- OBPAL will be partnering with the Department of Leisure Services during the Summer Connections Program. OBPAL tutors will be offering tutoring for reading, math, computer lab, science and art. In addition to educational programs, field trips will be provided to area attractions including SeaWorld, Kennedy Space Center and Daytona Lagoon.

Community Services & Animal Control

- Animal Calls responded to: 43
- Animal Reports: 3
- Trap Neuter Release:
- Animal Bites: 2
- Vaccination Clinic: 59

Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 10
- Inactive: 14
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 4
- Larceny Car break: 4
- Grand Theft: 6
- Recovered Missing Persons: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0

Records

- Walk - Ins / Window: 70
- Phone Calls: 67
- Arrest / NTA'S: 25
- Citations Issued: 80
- Citations Entered: 328
- Reports Generated: 133
- Reports Entered: 120
- Mail/Faxes/Requests: 11

Patrol

- Total Calls: 1,286
- Total Traffic Stops: 175

Operations

Crime Opportunity Report Forms 35

- 05/09/18
 - Stolen Vehicle, 91 Ormwood Drive. Company vehicle taken from this residence. Reporting party believes the keys were with the vehicle.
 - Stolen Vehicle, 738 North Ridgewood Avenue. Vehicle was taken from the residence sometime overnight, keys were with the vehicle.
 - Stolen Vehicle, 30 Sterling Circle. Cleaning company was working at the residence and left keys inside the vehicle. Vehicle was taken while the owner was inside.
 - Stolen Vehicle, 11 Fernery Trail. White Hyundai Sonata was taken from the residence overnight. Unknown temporary tag on the vehicle, keys were left inside.
 - Stolen Vehicle, 37 Misners Trail. Vehicle was taken from the residence sometime overnight. Keys possibly left inside the vehicle.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject was contacted after concealing multiple clothing items in her purse and passing all points of sale.

- Burglary, 2 Brookside Circle. Vehicle was parked in the garage overnight. Reporting party stated that her garage door was open this morning and her vehicle had been gone through.
- Stolen Vehicle, 570 South Atlantic Avenue (A&D Automotive.) Owner allowed a friend to borrow her vehicle for a day, which was over two weeks ago. Victim has been threatened not to report the vehicle as stolen.
- Aggravated Assault Arrest, 14 Spiveys Court. The victim called 911 and advised that his neighbor sprayed his son with a water hose and when he confronted the neighbor, the neighbor fired a gun at him. The suspect was identified during the investigation. No one was injured during the incident.
- Burglary Residence, 518 Collins Street. The victim reported that a known suspect broke into her shed in the backyard. The suspect is an area transient and knows the victim from a past relationship.
- Aggravated Battery-Domestic Violence Arrest, 524 South Yonge Street. An anonymous witness flagged down a Volusia County deputy on South Yonge Street and informed him of a male hitting a female in the parking lot of the above address. The deputy and officers made contact with the suspect and the victim in the parking lot.
- Battery- Domestic Violence Arrest, 1519 North Beach Street. The victim called 911 in reference to her and her mother being in a heated argument that had previously been physical. The 911 operator advised that she could hear a female in the background screaming and what sounded like a physical fight. When officers arrived at the scene they observed the suspect holding the victim by the hair and punching her in the face.
- Warrant Arrest, 170 West Granada Boulevard. A subject was contacted at the police department and was found to have an open warrant.
- Car Break, 788 North Ridgewood Ave. The victim called in to report that her vehicle had been broken into sometime during the night. The victim advised the vehicle was left unlocked. Glove box was gone through and her wallet was stolen.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Officers contacted suspect in the Loss Prevention Office. Suspect had taken \$54.93 worth of merchandise and passed all points of sale.
- Shoplifting Arrest, 1657 North United States Highway 1 (Love's Truck Stop). The store manager called and advised that he had an adult female in custody for shoplifting from the store. Officers arrived and made contact with the suspect. The suspect attempted to steal \$462.94 worth of merchandise from the business.
- 05/10/2018
 - Burglary, 21 Cypress Circle Unit A. The realty company advised that sometime overnight someone broke into unit A and caused obvious damage to the inside of the property. Units B and C also had signs that someone possibly made entry into them as well.
 - Battery-Domestic Violence Arrest, 105 Interchange Boulevard. The victim called 911 and advised that her husband arrived at her work and became enraged that she was talking to another male outside. The suspect struck the victim and held his hands around her throat, restricting her airway.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). The suspect was contacted by Loss Prevention inside the store after being observed stealing items.
 - Shoplifting/Warrant Arrest, 1521 West Granada Boulevard (Walmart). The suspect was contacted by Loss Prevention after stealing over \$300 worth of DVD movies. The suspect was also found to have an open warrant.
 - Car Break, 128 Lynwood Lane. The victim reported that someone entered his unlocked vehicle and stole his wallet from the vehicle.
 - Car Break, 1950 West Granada Boulevard. The victim reported that he purchased a \$25 lottery ticket on today's date. He reported the ticket was a winner and he had won \$500. He advised he put the ticket in a pouch on the driver's side seat of his truck and later found it missing.
 - Driving Under the Influence Arrest, 1000 block West Granada Boulevard. A concerned citizen contacted law enforcement about a vehicle driving recklessly westbound on West Granada Boulevard. Officer located the vehicle, observed the reckless driving patterns and conducted a traffic stop on the vehicle. The suspect appeared to be under the influence of narcotics and field sobriety exercises were performed.

- 05/11/2018
 - Narcotics Arrest, 200 Block S. Atlantic Ave. A driver was stopped and found to be in possession of narcotics.
- 05/12/2018
 - Burglary Residence, 145 South Atlantic Ave #103B. The victim believed their room was entered and approximately \$40 in cash was taken. Victim reported the cash was taken from a dresser drawer, however, there was cash still left inside her purse.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). The suspect was stopped by employees after passing all store registers and making no attempt to pay for items he had concealed in his pocket. The suspect had multiple prior convictions for retail that enhanced the petit theft to a felony.
 - Carbreak, 111 North St. Andrews Drive. The vehicle was left unlocked and the victim's wallet was left inside the vehicle. Victim reported she was missing approximately \$11, credit/debit cards, gift cards, and an insurance card.
 - Battery – Domestic Violence Arrest, 904 Princeton Avenue. The suspect was arrested after striking and shoving her 60 year old mother out of a moving golf cart.
 - Driving Under the Influence Arrest, 353 West Granada Boulevard. An officer stopped a possible intoxicated driver. Field sobriety exercises were conducted.
- 05/13/2018
 - Narcotics Arrest, Fleming Avenue/South Nova Road. An officer stopped a vehicle for a move over violation. The driver was found to be in possession of less than 20 grams of THC after a sniff by the K9.
 - Narcotics Arrest, Old Tomoka Road & West Granada Boulevard. An officer stopped a subject for a traffic violation. A K9 sniff resulted in the recovery of less than 20 grams of marijuana.
 - Battery-Domestic Violence Arrest, 504 North Ridgewood Avenue. Officers responded to a call of a disturbance and found the victim lying face down on the floor in the residence. The victim claimed to have been strangled during the assault.
- 05/14/2018
 - Shoplifting Arrests, 1521 West Granada Boulevard (Walmart.) Two subjects were contacted by loss prevention personnel after scanning only a portion of the items in their cart.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject was contacted after taking merchandise from the store.
 - Grand Theft, 52 Sandcastle Drive. The victim reported that her brother's wife stole her car key fob that was on her brother's key ring.
 - Grand Theft, 298 Selden Avenue. The victim reported that her seventeen year old son took a back pack from his grandmother's house at this address. The victim advised that she keeps her money in the back pack and at her mother's house to keep the suspect from getting it. The victim advised there was \$500 in cash that was taken by the suspect.
- 05/15/2018
 - Narcotics Arrest, 145 East Granada Boulevard. An officer conducted a traffic stop on a silver Pontiac for an equipment violation. The subject was found to be in possession of narcotics.
 - Trespass Arrest, 145 East Granada Boulevard. An officer was on patrol in Granada Plaza and observed the suspect at this location. The officer recognized the subject as someone who was recently trespassed from the location.
 - Warrant Arrest, 1521 West Granada Boulevard (Walmart). The Asset Protection Officer contacted law enforcement after observing a male who had previously shoplifted from the location. The Asset Protection Officer advised that the male loaded up a large amount of batteries in a shopping cart. At some point, the male caught on that he was being watched by the Asset Protection Officer and abandoned his shopping cart and left the store. Officers contacted him in the parking lot after the Asset Protection Officer wanted him trespassed from the business. The subject was found to have a warrant for his arrest.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 35
 - Number of Uniform Traffic Citations Issued: 40
 - Number of Written Warnings Issued: 17

- Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - 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: 6 Cases initiated
- Zone 4: 8 Cases initiated
- 40 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and seventy-seven (7) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – Final restoration activities are being completed, a final inspection with the City and engineer will occur upon submittal of as-built surveys. Resident notices have been mailed detailing the City's incentive program to encourage reuse connection.
 - Ph III 2-Inch Water Main Replacement – Peninsula – 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 – Mainland – Contractor is working on Marsh Ridge Watch, Highwood Ridge Trail and Putnam Avenue.
 - CDBG (canoe kayak launches) – Central Park construction is complete, final inspection will be scheduled.
 - North US1 Landscaping Ph II – Contractor is installing irrigation mainline and conduit between median openings. The work is 65% complete.
 - Effluent Outfall Replacement – The contractor has begun exploratory digs on the upland leaks in advance of performing the repairs.
 - Storm and Sewer Lining – The Notice to Proceed has been issued for May 1. Field work is expected to begin mid-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 contractor has scheduled the bore and jack for the utility crossings at the railroad for next week due to rain forecast for this week.
 - Downtown Light Replacement – Materials have been ordered and shop drawings are being prepared for review and approval.
 - CDBG – Cassen Park Fire Hydrant – A pre-construction meeting was held on May 15. Project to start May 30.
 - 2018 Road Rehabilitation – Microsurfacing – The contractor is on-site sealing the cracks in the existing asphalt. They will return at the end of July to microsurface the roads.
 - CDBG – Streetlight Replacement – A pre-construction meeting was held on May 15.
 - Bidding
 - City Hall/SONC HVAC Repairs – The City Commission approved the rejection of bids at the May15 meeting.
 - 2018 Road Rehabilitation-Resurfacing – Bids for this project were opened on May 8 and are under review.
 - Forest Hills Connector Trail – Bids were opened May 17, staff is reviewing responses.
 - Water Plant Upgrades – Staff has received the revised proposal and will be preparing an agenda item for commission approval.

- WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once Finance has secured the necessary bond funding.
- Rockefeller Gardens Stage Shade Cover –GMP award to Hall Construction was approved at the May 15 City Commission meeting.
- Design Projects:
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends along north US1 to the city limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossings which will provide a redundant loop for US1 along the length, and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. Phase 2 will extend a new 12-inch water main from Airport Road south along US1 to “double barrel” the existing single 12-inch water main. Staff 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. Survey and geotechnical borings are underway.
 - 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 the 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) – The consultant is nearing 60% design drawings for staff review and comment.
 - 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 – An additional work authorization was processed to re-route the proposed raw water main.
 - Police Department Roof – This project is on hold until construction funds become available next fiscal year.
 - 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.
 - A1A Force Main Repair – Survey work is nearly complete, design is expected to begin shortly.
 - Coquina Court Drainage – The surveyor for the project is onsite this week, design is expected to proceed quickly beginning in the next few weeks.

- Main Trail Bridge Repair – Staff is working with a new construction management firm to perform the required repairs.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – RFQ responses were received and are under review. A meeting is scheduled on Monday, May 21 to rank the design firms.
- Departmental Activities
 - Continuing to locate, scan, examine, archive, and prepare for storage non-digitized plans.
 - Reviewed daily engineering permit applications through the ProjectDOX system.
 - Revised North US1 landscaping project plans.
 - Worked determining positively affected structures and land area on storm gate project.
 - Investigated drainage issue at 844 Military Blvd.
 - Created back-up copies of the Drawing Database for Engineering and GIS on DVD.
 - Created maps showing school markings & signage.
 - Plotted full sized plan set of Melrose outfall project and US1 NW corridor water main additions project.
 - Measured location of downtown banner arm.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pulled forms & cones, backfilled on S Arbor Dr
- Pulled forms at transfer station
- Poured concrete at Riviera Park
- Ripped out & formed concrete in Hunters Ridge; preparing for pour
- Cleaned basins citywide
- Pulled forms & cleaned up Ames Park
- Put forms in & prepped/finished rip out in Ashton Look

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
- Cleaned up oak tree at Hammock Ln/CP2
- Remove two palm trees on Bonita Place; palm trunk on Casements Dr; dead pine tree on Ormond Lakes Blvd; low limb at Rio Ave & Oak Forest Dr
- Trimmed low limbs at Rio Ave & Oak Forest Dr; Ormond Lakes subdivision

Maintenance

- Rotated special event bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Filled in hole on side of road at Lincoln Ave & N Beach St
- Placed shell in ROW at Airport by Riverbend Golf Club, and by Pathways school

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 and replaced signs citywide

Stormwater Maintenance

- Reachout mowing FDOT pond mowing citywide; ditch mowing on Arroyo Pkwy
- Locates citywide
- Basin repair on S Arbor Dr; Old Barn Trl; Hidden Hills Dr
- Gates, pumps, basins citywide
- Ditch maintenance on Laurel Oaks Cir, Wilmette Ave
- Pipe repair on Old Barn Trl
- Basins inspected and cleaned citywide

Vactor

- Line cleaning on Harbour Lights Dr
- Assisted with pipe repair on Old Barn Trl

Street Sweeping/Streetsweeper (3 days – due to rain)

- 106 miles of road cleaned
- 24 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,412
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 13,373 gallons unleaded, 11,325 gallons diesel
 - Fuel used in one week: 2,121 gallons of unleaded and 611 gallons of diesel.
 - Fleet completed 22 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Yard Electrical and Pump Upgrades – The 100% plans and specifications were received.
 - Leeway Tank – City Commission approved work authorization for design services to Mead & Hunt under Resolution 2018-61.
 - Lift Station Improvements 2018 – Obtained site plan information showing utilities for the three lift stations and sent it to the consultant as requested.
 - Lift Station 8M1 – Easement and easement vacation documents are under review.
 - Lift Station 10M & 12M Improvements – SCADA programming is scheduled at both lift stations. Start-up will be performed after SCADA programming is completed.
 - Security First Off-Site Water Main Improvements – A meeting is scheduled for next week to discuss the water main extension design comments.
 - WTP LPRO Membrane Replacement – Commission memo recommending work authorization to McKim & Creed for design services for June 5 meeting is under review.
 - WWTP Sodium Bisulfite Tank Replacement – Construction is completed.
 - Utility Location Services – Bids were received. Low bidder was GEM Stone Contractors, Inc.
 - Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) activities – A work authorization for lead testing of the paint is prepared for all tanks. Met with Rob Best, representing OM Engineering for a water plant tank pre-design meeting.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Software selection and award recommendation to City Commission pending review of vendor provided agreement language. In-house team meeting held to review draft RFP documents for integrator services.

- 1926 Ocean Shore Blvd. – Plans and permit application were submitted to FDOT. Wastewater collection crews performed intricate force main repair.
- 15 Sunset Drive – Volusia County Use Permit application is under review by the County.
- 1289 John Anderson - Volusia County Use Permit application is under review.
- SPRC Projects (Utilities Review)
 - Ormond Beach Centra Care – Backflow test results were received.
 - 85 South Tymber Creek Road – Oasis Church: Reviewed revised plans. Utility Division comments were addressed.
 - 800 Hull Road – Independence Recycling: Reviewed shop drawings. A different hydrant needs to be provided. Preconstruction meeting was held.
 - Granada Plaza Sewer Rehabilitation – Discussed the conceptual plans. Location of the existing private sewer is unknown.

Water Treatment

- Delivered 40.17 million gallons for the week ending May 11, 2018 (5.74 MGD).
- Backwashed 10 filters for a total of 589,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 30, 2018 @ 6.057 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 40.5 tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 28.59 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.08 MGD.
- Produced 26.01 Million Gallons of Reuse.
- Produced 2.58 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (May 01, 2017 – April 30, 2018 (MGD)): Influent 4.65 MGD (Permit 8 MGD); Surface Water Discharge 1.90 MGD (Permit 6 MGD); Reuse 3.19 MGD (Permit 10 MGD)
- Hauled 111.94 tons of dewatered residual solids (14%-18% solids).

Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Installed 5 residential water services for new residential construction.
- Responded to and/or repaired 6 water service leaks.
- Performed pressure testing on 9 City owned backflow preventers, one needed repair.
- Replaced 13 broken meter boxes.
- Performed large meter testing on a 3"- 4"- 6" and 8" commercial water meters. Scheduled 4 more for testing.
- Repaired the ¾" water meter at 809 E River Oak Dr. due to debris.
- Replaced 4 water services due to low volume concerns.
- Continued annual Volusia County fire hydrant maintenance program, 51 FH's completed this week.
- Performed scheduled valve maintenance activities, 10 valves were actuated.
- Installed a 2" fire hydrant flushing device on the dead end of Airport Rd in Hunters Ridge/Flagler County area.
- Disconnected 4 each - 2" potable water irrigation meters in the Elinor Village area of the south peninsula due to new irrigation connections to the reclaimed water mains.
- Performed flushing activities in the following subdivisions/areas: Airport Business Park, Pine Trails, Ormond Green, Broadwater, Southern Pines, Saddlers Run, Tymber Crossings, Indian Springs, Ashford Lakes, Briargate, Forest Quest and Deer Creek.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 166 regular 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. Responded to 3 reuse trouble calls.
- Verified all reuse valves were open in the Bosarvey Dr. and Lucky Dr. area. Valve was off at Bosarvey Dr. and Seton Trail.
- Located and marked all reclaimed boxes on Lucky Dr.
- Replaced broken sanitary tee at 26 Aaron Cir.
- Flushed reclaimed main at 465 Triton Rd.
- Replaced PEP tank at 99 (97) Shadow Creek Way.
- Marked tap location for contractor at 51 Ocean Shore Blvd.
- Flushed reclaimed main at 185 University Cir.
- Installed 12" bypass pump at WWTP
- Followed up on trouble calls from weekend.
- Rewired 16 Crescent Lake Way and 17 Circle Creek Way
- Prepped and performed critical A1A force main repair.
- Located air release valves on SR40 due to pressure issues at IL Villaggio.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 29 psi, Ocean Mist Hotel 28 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 16 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 6 psi.

Wastewater Plant – Lift Stations

- Lift station server, showing all stations in alarm, performed server reboot, tested win911 with signal from 11M, ok.
- Effluent transfer pumps, replaced blown running/fault indicator lights at control panels, ok.
- Influent room, continued partial bypass and materials requisition for drive equipment.
- CRKSD, RTU ants and water in bottom of cabinet, removed RTU and brought to shop for cleaning, replaced corroded wiring and installed RTU into new cabinet. Returned RTU to operation, tested with Win911 high level call, was unable to connect to radio to check signal strength, radio works just unable to log into to view/change parameters (will need to replace radio soon).
- Shadow Crossings, replaced rusted clamps and hardware at panel rack to properly secure rack, ok.
- 1M, installed new wet well door hinge, replaced probe hanger/cleaner bracket, ok.
- 2M, pumped out valve box, attempted to open clog at valve box drain, no success, will revisit drain, ok at this time.
- Shop, began disassembly of Breakaway Trails odor control blower assembly for repairs/modifications as needed.
- Influent #1, VFD fault, windings shorted at motor, replaced with repaired inventory, VFD power block also not functional, new components ordered, Influent 1 is out of service and WWTP is in partial bypass.
- Influent bypass pump, set up float system and partial station bypass with Collections, ok.
- Influent room, air conditioner failure, vendor repaired as needed, ok.
- Breakaway Trails, reuse system, pond water filter, removed plumbing components, ok.
- Dewatering station, temperature fault noted, sensing relay at fault, reset pump, ok.
- Breakaway Trails, wet well blower, began assembly of new motor and blower.
- Final tanks, clarifier #3, fueled Thompson diesel bypass pump and filled all containers, ok.
- WIN911 monitor/response: 4P, phase loss, power restored upon arrival, ok. Shadow Crossings, high level, found wet well being pumped down upon arrival, found signs of recent high level, dirty/oily probe, cleaned and degreased probe, monitoring station and probe conditions.
- SCADA monitor/response: 6P, Walmart, no starts #1, reset motor starter, amp draw high, reverse pump to clear blockage at volute, ok; 6P, no starts #1, windings megger bad, replaced pump #1 with repaired inventory, ok; 7M, high starts, cleaned probe, ok; 13M, no starts #2, pulled pump, cleared blockage at volute, ok.

- SCADA technician activities: requested new WTP master radio quote from BCI Technologies; created rough draft of SCADA integration RFP comments; prepared SD9 radio from shelf to replace CRKSD radio once it fails.
- 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: screw pumps #1, #2, #3; carousel surface aerators #1N, #1S.
- Semiannual plant PM's: carousel blower #3.
- Annual plant PM's: digester blower #2.
- Lift station PM's: 11 monthly performed.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime sludge, pumps #1 & #2, replaced worn check valves with new stock, ok.
- Lime softening scrubber, pulled spare pump from stock and prepared for installation.
- R.O. scrubbers, blower #1 adjusted belt tension.
- High service pump #5, motor coupler failed due to out of alignment condition. Ordered necessary coupler parts and contacted service contractors for repair quotes.
- Well 9D, controls not functional, timer relay and control voltage faulted, repaired, ok.
- Well 28H, corrected temporary pump wiring, cleaned and covered electrical box, ok.
- Operational checks: Riverview, Granada, Standish, Tomoka State Park and Nova booster stations; Williamson.
- Well PM's: Division wells 10, 11, 12, 16, 17.

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

- Industrial Pretreatment Program - Staff is drafting a restructured sewer use ordinance for purpose of enhancing protective activities for the sewer system from input and effects of fats, oils and grease (FOG). FOG are the number one cause of sanitary use overflows according to the FDEP. The ordinance will place greater emphasis and regulatory oversight on commercial sewer customers especially, food establishments.
- 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.
- Reuse Groundwater Monitoring Report – Staff is uploading the analytical data from the sampling event to the FDEP EzDMR website. The data is then reviewed by the Department.
- Filter Dumpster Special Waste Application – Staff is submitting an application to the Volusia County Solid Waste for approval of the filter dumpster at the WWTF to be disposed of at the Tomoka Landfill. The analytical data from the City's contract laboratory were within the limits put forth by the VCSW.
- EPA UCMR 4 – Staff is coordinating with City's contract laboratory the UCMR 4 sampling event. The sampling will be performed by City staff. The UCMR is conducted by the EPA to determine new contaminants of concern to potable water utilities.
- EPA DMRQA 38 – Staff is notifying the contract laboratories utilized in the 2017 calendar year which produced results for the City's NPDES permit for the WWTF. The labs will report the results of the study to the EPA on behalf of the City. The DMRQA tests the accuracy of the laboratory results against a known quantity.

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 and Assistant City Clerk met with potential candidate for City Commission to provide election notebook
- Staff attended and provided support for the May 15, 2018, City Commission Transportation Update workshop and City Commission meeting