

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 26, 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 City Attorney, IT Manager, Economic Development Director and Public Works Director

Spoke to, attended and/or met with:

- State of the County address
- As requested, general discussion with Mayor Partington
- Racing District grant meeting
- City Managers monthly meeting
- Claims Committee meeting
- Prepared for and spoke at Tomoka Oaks HOA meeting
- Online meeting to review software for Open Government/Peak Democracy
- Announcement on new Planning Director Selected – Steven Spraker (previously was Senior Planner for the City of Ormond Beach)
- Ormond Beach Chamber annual banquet

Community Development

Planning

- Planning staff has received a public hearing application to allow a retail wine store with wine tasting as a permitted use at the Trails Shopping center at 262 North Nova Road. The use seeks to sell wine and allow customers to sample wines prior to buying a bottle. The proposed use is not an identified use within the Land Development Code. Two properties (175 South Nova Road – Nova Shoppes and 500 West Granada Boulevard – Ormond Park Plaza) have previously allowed this use through the Planned Business Development process. As part of the applicant's request, the property is being re-zoned from B-8 (Commercial) with a PBD (Planned Business Development) overlay to PBD (Planned Business Development). The rezoning is necessary based on amendments to the Land Development Code that categorizes PBD as zoning districts and not an overlay district. Public hearing signs have been posted along the boundary of the Trails Shopping Center.
- Planning staff is preparing a discussion item related to the number of available sites where a medical marijuana dispensary, classified as pharmacy under the City's Land Development Code, are allowed for the February 8, 2018 Planning Board meeting.

Building Inspections, Permitting & Licensing

- 12 new business tax receipts issued
- 318 inspections performed within the City (25 by Private Provider)
- 108 permits issued within the City, with a valuation of \$1,337,497

Development Services

- The SPRC conducted a pre-construction meeting for the Granada Pointe project at 600 West Granada Boulevard. The project was previously approved by the City Commission and proposes commercial uses on 19.48 acres south of Granada Boulevard with the realignment of the Tomoka Avenue right-of-way, installation of a traffic signal at West Granada Boulevard and Tomoka Avenue, associated roadway improvements, an interconnected wet detention stormwater pond, and utility and site improvements. On the north side of Granada Boulevard, the project proposes a 3.05-acre commercial tract and a 10.06-acre parcel for tree protection and wetland conservation. The total site area is 32.58± acres. The site construction is to start within the next two weeks. The **WaWa project** associated with Granada Pointe also has approved site and building plans.
- The SPRC has reviewed and issued comments related to utilities for the first phase of the *Plantation Oaks* project unit build-out. The project is finishing utility work along Plantation Oaks Boulevard and plans reviewed are related to the utilities interior to the residential development.
- The SPRC received an application for new water service requiring a water line extension for the unit at 420 South Nova Road related to a proposed use, **Davita Dialysis**, for the commercial plaza.
- Project construction status:

Project	% Complete
589 South Yonge Street	60%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
Edgewell site work	10%
For Our Parents ALF	25%
Granada Oaks	80%
Hull's Seafood expansion	70%
Launch FCU	25%
Lot 2, Airport Business Park	0%
McDonald's (100 S. Nova Road)	98%
Ormond Beach Medical Office Building	40%
Pet Street Veterinary Care center	45%
Thomas & Betts parking improvements (phase 1)	30%
Security First	0%
Valiant Diner Expansion	98%
YMCA Dog Park	10%
YMCA Parking Expansion	10%
Zaxby's	0%
Plantation Oaks, utility connection	82%
2450 Ocean Shore, utility connection	60%

Cypress Trails subdivision	0%
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Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. The site plan was approved by the SPRC and land clearing has begun. The first plat in the Ormond Crossings development was approved by the Planning Board for the Security First Managers office project. The plat plan is scheduled to be heard by the City Commission at the February 20 meeting. FDOT has provided their comments on the Security First Managers traffic study. Staff met with Security First and Tomoka Holding to determine the appropriate response to FDOT's recommended US1 traffic mitigation measures.
- Airport Business Park
 - Staff has prepared a new Growth Assistance Program application for Concentrated Aloe as the company was delayed in the construction of their manufacturing plant on Lot 2 in the Business Park and has requested staff to process its formerly approved Property Tax Reimbursement application. The GAP Agreement is scheduled for review by the Commission at a March meeting.
 - Staff prepared 2 applications to the Florida Department of Economic Opportunity's Florida Job Growth Grant Fund. One is for the construction of Business Park Way, which will connect the northerly section of the Airport Business Park to Pineland Trail. This grant application also covers construction cost for proposed roadways within the Southwest Quad at the Airport. A second grant application was prepared for the water and sewer line extensions for the north US 1 area of the City, which will benefit Ormond Crossings and other development projects in the US 1 corridor. The State is beginning to fund some of the projects. Staff and the City's legislative lobbyist will be monitoring the status of the grant applications.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff attended the Annual Chamber of Commerce dinner at Oceanside Country Club.
 - Staff arranged a meeting of representatives of Main Street Economic Restructuring Committee meeting to discuss downtown redevelopment projects. Staff has reached out to other communities to identify potential developers of mixed-use developers.
 - Staff has been invited by Career Source, Volusia County's employment agency, to discuss the formation of a county-wide group to discuss strategies to development entrepreneurial training programs in Volusia County.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is in discussions with a firm that is seeking land for a distribution facility and a technology firm seeking office space.

Airport Operation and Development

- Minor repairs on Taxiway Echo were completed this week. A single taxiway light was accidentally damaged and required replacement.
- Staff worked with Hoyle, Tanner & Associates and reviewed the final draft of the Wildlife Hazard Assessment report. The completed report will next be submitted to the FAA and the FDOT.
- Staff met this week with representatives of the FAA's Orlando Airports District office to review and discuss airport projects in which federal participation is anticipated. Topics included the projects to rehabilitate Runway 8/26, extend Taxiway Alpha, extend Runway 8, replace the airport's Automated Weather Observing System (AWOS), rehabilitate Taxiway Delta, rehabilitate Taxiway Bravo, and rehabilitate Taxiway Echo.

- The City's Landscape Architect conducted an on-site visit to the airport as part of the planning and design process for new welcome and directory signage at the airport. The City will apply for a grant from FDOT to fund the new signage.
- Work continued to replace certain light poles in the Airport Sports Complex. Staff has coordinated with the FAA and the air traffic control tower to ensure that airport users are aware of this work, which involves use of a crane located approximately ½ mile northwest of the approach area for Runway 17.
- Super Petrel USA, a provider of light sport amphibian aircraft based at the Ormond Beach airport, attended the U.S. Sport Aviation Expo in Sebring, Florida this week. Exhibitors at this event travel from as far away as Africa, China, Romania, New Zealand, Australia, Italy and the Czech Republic. Typically, up to thirty percent of the event's attendees come from outside of the state. The expo brings together sport aircraft leaders from around the world to promote their aircraft and associated products to the rapidly growing field of sport aviation pilots and enthusiasts.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City has been obligated by FEMA for four of the City project worksheets; due to City is \$6.1 million. Project assessment and reimbursement submission will continue.
 - FEMA assessment and project planning for Hurricane Irma is in progress.
 - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
- Completed Projects - Weekly
 - Processed 43 Journal Entry Batches.
 - Approved 22 Purchase Requisitions totaling \$983,992.33.
 - Issued 11 Purchase Orders totaling \$38,915.02.
 - Prepared 134 Accounts Payable checks totaling \$837,061.26 and 19 Accounts Payable EFT payments totaling \$435,076.80.
 - Issued 1,123 past due notices on utility accounts.
 - Auto-called 302 utility customers regarding receipt of a past due notice.
 - Processed 550 payments through Interactive Voice Response System totaling \$54,928.18.
 - Grant money fiscal year-to-date total received, \$279,802.89 dollars.

Grants/PIO

- Public Information
 - Florida Licensing on Wheels (February 12)
 - REEL in the FUN (February 17)
 - Movies on the Halifax (February 2 – Sweet Home Alabama – PG13)
 - Open Gym (February 9, 16, and 23)
- 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 Volusia ECHO Committee site visit at the Sports Complex relative to the City's ECHO grant request.
 - Attended weekly staff meeting.
 - Attended mandatory ECHO Advisory Committee Eligibility meeting with all ECHO applicants.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 6
 - Hazardous: 2
 - EMS: 78
 - Motor Vehicle Accidents: 11
 - Public Assists: 43
 - TOTAL CALLS: 141

 - Aid provided to other agencies: 10 Calls: Daytona Beach (5), Volusia County (5)
 - Total staff hours provided to other agencies: 10
 - # of overlapping calls: 35
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 69
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 145
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- Training Hours
 - NFPA 1001: Firefighting 18
 - NFPA 1021: Officer 12
 - NFPA 1500: Safety/Equipment 6
 - EMT/Paramedic 12
 - TOTAL TRAINING HOURS: 48
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- Station Activities
 - Updated 11 pre-fire plans
 - Conducted 5 fire inspection
 - Inspected 21 fire hydrants
 - Visited 85 children at Jourdan Academy
 - Visited 80 children at Little Blessings Preschool

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, and internally.
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works) re-advertised 1-17-18 until 2-2-18. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker II (Streets/Public Works) open 1-23-18 until 2-7-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Recreation Leader at The Casements (Leisure Services) open 1-16-18 until 2-2-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Recreation Leader at South Ormond Neighborhood Center (Leisure Services) open 1-22-18 until 2-9-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Events Technician (Events/Leisure Services) re-advertised 1-16-18 until 2-2-18. Advertised on City web site, governmentjobs.com, and internally.

- Applications Under Review
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Administrative Assistant (Neighborhood Improvement/Police)

- Interviews Scheduled
 - Assistant City Clerk (Support Services)

- Utilities Engineer (Water Production/Public Works)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Maintenance Worker II (Wastewater Collection/Reuse/Public Works)
- Employee Events
 - Employee Training: Create Your Best Workplace held 1-24-18
 - Skin cancer screenings for HSA contribution runs 2-1-18 through 12-31-18
 - Nationwide representative here to meet with employees 2-1-18
 - Personal Health Assessments for HSA contributions held 2-21-18 and 2-22-18
 - Munis Employee Self Services (ESS) time keeping being introduced to various departments
- Risk Management Projects
 - Mayor's Health & Fitness Challenge kick-off
 - American Cancer Society/Relay For Life event planning meeting
 - Cyber liability insurance coverage discussion with staff and broker
 - Safety training discussion with various directors
 - Claims Committee meeting

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: 16
 - Completed: 31
 - In progress: 45
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 44,158
 - Inbound E-Mails Blocked: 24,358
 - Delivered Inbound E-Mails: 19,773
 - Quarantined Messages: 236
 - Percentage Good Email: 44.7%
 - Virus E-Mails Blocked: 0
 - Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 21
 - Corrections: 0
 - Map/Information Requests: 32

- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0: Total in system = 1,456
- Meters GPS Located this week: 0: Total in system = 23,675; 22,890 potable, 774 Irrigation, 11 Effluent
- Notable Events: Updated GeoTax also did quarterly update of parcel theme

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works Staff meeting
- City Manager's meeting
- Assistant City Manager's meeting
- Janitorial Services meeting
- Met with Landscape Contractor for weekly updates
- Park visits
- Native American Festival
- Programming discussion regarding new girls' softball fields
- ECHO site visits and presentations
- ECHO Advisory Committee Grant Eligibility meeting
- Girls' softball field grant 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
- 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 met with a Spruce Creek High School teacher on Saturday at 1:00 p.m.
- The EDC Coordinator visited Marine Science Center on Monday at 2:30 p.m. to discuss future collaboration.
- The EDC Coordinator met with a Bethune-Cookman Integrated Environmental Science professor on Tuesday at 10:00 a.m.
- The EDC Coordinator met with the Ormond Beach Regional Library Manager on Tuesday at 2:00 p.m.
- The EDC Coordinator visited Marine Discovery Center on Friday at 10:00 a.m. to discuss future collaboration.

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.
- SHS girls' soccer team continued practiced on Monday, Wednesday and Friday at the Sports Complex and had District Playoffs this week on Tuesday and Thursday on Championship Field 7. The boys used Soccer Field 8 for practices Tuesday-Friday with a makeup game on Monday.
- Lady Renegades are practicing this week Tuesday and Thursday at the Sports Complex.
- Wendelstedt Umpire School continued this week with approximately 120 students. They are at the Sports Complex Monday-Saturday from 9 am-5 pm, and the program will run through February 2.

- OBYBSA basketball season continues with games at the Nova Gym and South Ormond Neighborhood Center.

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
- Dragged Osceola, South Ormond and Nova infields
- Painted/prepped for SHS soccer games
- Installed batter's eyes at Wendelstedt Fields 2 and 3
- Prepped Wendelstedt Fields 1- 3 fields daily for Wendelstedt Umpire School
- Put together new soccer goals
- Removed excess clay at Nova fields from parking lot area
- Removed temporary lights from Soccer Field 6

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
- Senior Benefits meeting was held Thursday 6:30 pm to 8:30 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Wednesday as well as Friday.
 - Follies held regular classes Monday through Thursday.
 - Kopy Kats held regular classes on Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts Center is prepared to host the following events:
 - The Fabulous Hubcaps, Friday, 7pm to 9:30pm
 - Legacy Five/The Hyssongs, Saturday, 7pm to 9pm

South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- AMVET Meeting Sunday
- Basketball games Monday, Wednesday and Friday

Community Events

- Weekly administrative tasks, office work, and activities
- Cleanup and organization of Arbor Day supplies and equipment
- Assisted HR with food and beverages for training sessions
- Preliminary planning of 2018 events in the months of January through May:
 - Reel in the Fun, February 17
 - Art in the Park, May 5 and 6
 - Memorial Day Remembrance Service, May 28

Gymnastics

- Registration is open for February session
- January session in progress
- Open Gym Friday evening, 6-8 pm
- Team girls preparing for competition in Gainesville February 3-4

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.
- Pinewood Derby took place on Saturday.
- The Youth Basketball League continues with their games.
- Challenger 5K Wanderers continues on Tuesday.
- Explore the Arts continues on Wednesday.
- Lunch Bunch Club continues on Wednesday.

The Casements

- Guild tours were given on the hour Monday through Thursday from 10:00 am to 3:00 pm. There were no tours on Friday.
- The Casements was closed this past weekend during the Native American Festival.
- The Native American Festival was held on the grounds of The Casements this past weekend, over 6,000 attended.
- The Seaside Herb Society met at Bailey Riverbridge for their monthly meeting on Saturday from 9:00 am to noon.
- A wedding rental took place at Bailey Riverbridge on Saturday afternoon from 2:30 pm to 6:30 pm.
- Janet Rogers began a watercolor workshop this week in the Art Room. The classes ran Monday through Friday from 9:00 am to 4:00 pm.
- The Guild held a new member training on Monday from 10:00 am to noon.
- The Casements Coordinator met with Dr. Parikh on Monday at 2:00 pm regarding the upcoming National Yoga Day.
- The Casements Coordinator met with Don Stoner on Tuesday morning at 8:00 am regarding the upcoming Tomoka Marathon.
- Greek Cooking held two classes this week in The Casements kitchen. The first on Tuesday and the second on Thursday. Both class ran from 4:30 pm to 8:30 pm
- The Guild held their monthly general meeting on Wednesday from 10:00 am to noon.
- The Mayor's Health & Fitness program held a Zumba class on Wednesday evening from 5:30 pm to 6:30 pm.
- The Ormond Beach Garden Club held a Tea on Thursday at 10:00 am
- The Camera Club met at The Casements for their monthly meeting on Thursday evening in the Dance Room from 7:00 pm to 9:00 pm.
- A tent was placed on the Center Garden in Rockefeller Gardens on Friday for a reception to be held Saturday evening.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Straighten and clean all park signs
- Remove graffiti from bus stop
- Cassen Park: Cut up and remove all dock pieces washed up from storm
- Rosewood Park: Cut up and remove all dock pieces washed up from storm
- South Ormond Neighborhood Center: Deliver dirt for Arbor Day tree planting
- Fortunato Park: Remove dead fish

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 windsock lights at the Airport
- Repaired the lights on the dumpsters at WWTP
- Repaired the art room door in Building A at the Senior Center
- Replaced the parking security sensor at the PAL House
- Checked the electric on the north lawn at The Casements
- Repaired the lights on the screw pumps at WWTP
- Repaired the lights in the range at the Police Department
- Installed new corkboard and dry erase board at Public Works
- Checked wet ceiling tiles back stage at the PAC
- Repaired ladies room toilet at the Police Department
- Repaired the electric to the DOT lights on Nova Road
- Checked a roof leak at the Police Department
- Installed a new kiosk mailbox at the EDC
- Repaired the soffit lights in the picnic area at the Police Department
- Repaired the lights on the clarifier splitter box at WWTP
- Repaired ladies' room toilet water line at the Police Department
- Repaired the lights on the taxiway alpha at the Airport
- Repaired the lights on the Micro C building at WWTP
- Replaced the wall pack outside Finance at City Hall

Police Department

Administrative Services

- Hosted the Weekly Staff Meeting.
- Staff hosted interviews for potential police candidates.
- Staff hosted a meeting regarding forfeiture negotiations.
- Staff hosted a meeting with the City Photographer.
- Staff attended a public information officer symposium.
- Staff hosted a meeting with Human Resources.

Community Outreach

- YDC members met on January 18 and 22 to review upcoming service projects. They are currently hosting the annual blanket/coat drive. The drive began on January 16 and continues through February 2. All collected coats, blankets, sweatshirts and other warm clothing items will be delivered to the homeless shelter in Daytona Beach. Currently, 6 large leaf bags of blankets, coats and other warm items have been collected.
- Informal practice for the OBPAL Basketball season has begun. Last week 17 youths participated in the practices. Try outs for teams are currently scheduled for the second and third weekends in February. It is anticipated that 50+ youths will participate travel teams for OBPAL.
- Guard-Up Women's Self-Defense Class was conducted at Nova Community Center.

Community Services & Animal Control

- Animal Calls responded to: 56
- Animal Reports: 7
- Trap Neuter Release: 4

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 8
- Inactive: 21
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 9
- Auto Theft: 2

- Missing Persons: 2
- Recovered Missing Persons: 3

Records

- Walk - Ins / Window: 78
- Phone Calls: 102
- Arrest / NTA'S: 15
- Citations Issued: 48
- Citations Entered: 147
- Reports Generated: 125
- Reports Entered: 108
- Mail/Faxes/Requests: 36

Patrol

- Total Calls: 1,163
- Total Traffic Stops: 116

Operations

Crime Opportunity Report Forms: 50

- 01/17/2018
 - Theft, 26 Waterbluff Drive. Victim purchased a pet on-line for \$750, but later realized it was an internet scam.
 - Carbreak, 240 Ellicott Drive. Unknown if vehicle was locked, No suspects.
 - Carbreaks, 1 Falls Way Drive (The Falls RV Storage Lot). Seven vehicles or vessels entered and batteries stolen over the past week
 - Battery Domestic Violence Arrest, 50 Tomoka Meadows Boulevard. Subject came to the Ormond Beach Police Department to report that the suspect slapped her in the face.
 - Battery Domestic Violence Arrest, 364 Tymber Run. Subject was contacted after he pushed the victim down and threw food at her.
- 01/18/2018
 - Theft, 55 East Granada Boulevard (Post Office). Checks stolen from the outgoing mailbox around Christmas last year.
 - Theft, 1930 West Granada Boulevard. Phone taken from restaurant and person refused to return it at first. Phone was recovered by patrol.
 - Carbreak, 1571 North United States Highway 1 (Horizon Assisted Living). Electronics stolen out of vehicle last night.
 - Larceny Arrest, 500 Sterthaus Drive (YMCA). iPhone X and headphones was stolen from men's locker room. The phone was tracked to an address in Ormond and recovered and a subject was taken into custody.
 - Carbreak, 49 West Granada Boulevard. Rear passenger window shattered, purse and a laptop computer taken.
- 01/19/2018
 - Driving Under the Influence Arrest, 1520 West Granada Boulevard. A juvenile was stopped for failure to move over for emergency vehicle and did not have a valid license.
 - Warrant Arrest, 175 Interchange Boulevard #323. Officers responded for a report of a wanted person. Officers came in contact with two subjects found to have open warrants.
 - Warrant Arrest, 1520 West Granada Boulevard. Subject contacted for driving under the influence and also found to have an open warrant.
- 01/20/2018
 - Battery Domestic Violence Arrest, 3 Eagles Rest. The victim reported that the suspect grabbed her and threw her to the ground.
 - Traffic Arrest, Williamson Boulevard/Hand Avenue. Subject stopped for a traffic violation and found to be driving while license suspended.
- 01/21/2018
 - Narcotics Arrest, West Granada Boulevard and Tymber Creek Road. Traffic stop was conducted where narcotics were located.

- 01/22/2018
 - Theft, 55 East Granada Boulevard (Post Office). Check stolen out of the mailbox on 12/26/2017.
 - Theft, 405 West Granada Boulevard (Office Depot.) Cell phone stolen off of the counter.
 - Warrant Arrest, 22 Byron Ellinor Drive. Subject contacted and found to have an open warrant.
 - Narcotics Arrest, 600 South Nova Road. Subject was contacted during a traffic stop where narcotics were located.
 - Narcotics Arrest, Hand Avenue / South Center Street. Subject was contacted after a call was received about a vehicle stopped in the middle of the roadway where narcotics were located.
- 01/23/2018
 - Loitering and Prowling Arrest, 78 Ormond Parkway. Subject was driving recklessly in the area and fled after parking the vehicle in the middle of the roadway. She was located and refused to cooperate with officer commands and was removed from the area.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops:6
 - Number of Uniform Traffic Citations Issued:3
- Traffic Crash Reports
 - Number of Crashes without Injuries:2
 - Number of Crashes with Injuries:1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 0 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 3 Cases initiated
- 20 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with two (2) walk-in and fifty-one (51) telephonic inquiries.
- Administrative staff assisted with X walk-ins and X telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – The Contractor is continuing work on services and connections.
 - Ph III 2-Inch Water Main Replacement – Peninsula – All reclaimed water main has been installed, the Contractor is preparing to install water main on Valencia Drive. A field meeting was held to discuss connection of cleared watermains.
 - Ph III 2-Inch Water Main Replacement – Mainland – The Contractor is working in the area of Arrowhead Circle, Fir Street, and Pine Street.
 - CDBG - Huguenot Park – The project is complete.
 - Ormond Sports Complex Field 4-10 Lighting – All underground electrical work is complete on fields 3-6 and 9 &10. The Contractor is currently installing poles and lights on fields 9 and 10.
 - CDBG (canoe kayak launches) – Both installations are scheduled to begin by the end of January.
 - Bailey Riverbridge Fishing Pier Repair – The fishing pier on the north side of the bridge has been repaired and is open.

- Ormond Elementary Parking Lot Lighting Upgrade – The materials have been ordered by the Contractor.
- Memorial Gardens Parking Lot Improvements – Contractor is scheduled to begin work by the end of January.
- North US1 Landscaping Ph II – A preconstruction meeting is scheduled in early February and the Contractor plans to start construction after the Daytona 500 on February 18th.
- Cassen Park Finger Pier Replacement – The materials have been ordered and the Contractor is scheduled to begin construction by the end of January.
- Effluent Outfall Replacement – A pre-construction meeting was held; a Notice to Proceed will be issued for the first week of March.

- Bidding:
 - Downtown Light Replacement – The bid award is scheduled for the February 20th Commission meeting.
 - Storm and Sewer Lining – Bids were opened on January 9th and are under evaluation.
 - CDBG – Streetlight Replacement – The bid package will be reviewed by the City Commission on February 6th.
 - CDBG – Cassen Park Fire Hydrant – Staff is finalizing the quote package to solicit written proposals.
 - A1A Manhole Repair – This project is out to bid, a pre-bid meeting was held on January 24.
 - City Hall/SONC HVAC Repairs – City Commission approved the project for bidding at the January 16th CC meeting and the project was advertised. A pre-bid meeting is scheduled for February 1st; bids are due on February 21st.
 - 2018 Road Rehabilitation-Resurfacing – This project is on the February 20th commission meeting for permission to bid.
 - 2018 Road Rehabilitation – Pavement Preservation – Staff is working with purchasing to utilize a competitively bid contract from Largo for this work.
 - Forest Hills Connector Trail – FDOT has provided comments on the bid documents; design plans have been finalized for final submittal.
 - Water Plant Upgrades – Staff has received the final design memo, Consultant is finalizing the bid documents.

- Design Projects:
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends along north US1 to the City Limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossings, which will provide a redundant loop for US1 along the length, and will also bolster water pressures needed for the fire flow demand to the proposed four-story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. Phase 2 will extend a new 12-inch water main from Airport Road South along US1 to “double barrel” the existing single 12-inch Water Main. Staff is applying to the State for an Economic Development Grant that, if approved, will pay for the construction cost for the water main improvements (\$2.05 million).
 - Ormond Crossings Utility Extensions – A Work Authorization for the design of the looped water main described in the North US1 Water Main Improvements above was approved at the January 2 City Commission meeting. FEC Railroad permits for extending the Water Main/Sewer Force Main under the railroad on Broadway Avenue have been approved.
 - West Ormond Community Center – Staff had a meeting to review the first draft report with the Consultant. A revised draft has been submitted which is being reviewed by staff.
 - WTP Sludge Residuals Facility Improvements – Received 90% plans for review. A meeting is scheduled this week to review final plans with the Consultant.

- Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension –The FIND Agreement was approved at the January 2nd 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 is preparing a request for a permit exemption from FDEP for the fishing pier repairs. If that is approved they will then submit to FIND for an emergency disaster repair grant for the repair of the fishing pier.
- WWTP Sludge Dewatering Improvements – Staff received a preliminary design report that compared centrifuge technology to screw press technology for dewatering sludge at the WWTP. Based on the report it was decided that centrifuges provided more flow and were best suited for operation at the WWTP. The Consultant is proceeding with final design.
- 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 was executed by the City on January 2, and has been returned to the State for final execution. The consultant that performed the preliminary design is preparing a scope of work for the final design.
- 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 will apply for an HMGP grant which would pay 75% of the project total construction cost. Staff is preparing a Work Authorization to the Design Consultant for FEMA grant assistance to construct new restrooms.
- Rockefeller Gardens Stage Shade Cover - Structural engineering is in process to determine installation costs.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Staff submitted an ECHO grant application to help offset the cost to construct the project.
- OBSC Improvements – Championship Field 7 – Staff attended the grant meeting but did not receive funding from the Daytona Beach Racing and Recreational Facilities Authority for the project.
- Secondary Raw Water Main – A neighborhood meeting has been scheduled for January 29th to discuss easement needs with the residents along Old Tomoka Road, South of SR40. A meeting is scheduled with the Consultant to review progress and discuss the neighborhood meeting.
- Wastewater Plant Influent Pump Station – Staff is moving forward with the implementations recommended by the Engineer for this project.
- Tomoka Elementary Connector Sidewalk – Staff continues to work with FDOT to finalize this RFP.
- Williamson Blvd Pedestrian Improvements – Staff continues to work with FDOT to finalize this RFP.
- Nova Community Park Electrical Undergrounding – FPL is preparing a proposal to underground their existing infrastructure. Staff is reviewing a proposal to underground our existing infrastructure.
- Police Department Roof – Working with Construction Manager to determine the final scope for proposals.
- MacDonald House – Working with a Construction Manager to solicit proposals to complete Phase I repairs of the report.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Base map has been prepared and staff is finalizing conceptual planting plan for design Consultant.
- Nova Community Park Tennis Court Lighting – Staff will submit a FRDAP grant application to help offset the cost to construct the project.

- Police Department Access Control – The Consultant has resubmitted design drawings and contract documents for review by staff.
- A1A Force Main Repair – Staff met with Consultant to discuss the scope of the project and request a proposal for design services.
- Departmental Activities
 - Reviewed daily SWMP, Fence, Engineering Permits through the ProjectDOX system.
 - Researched and provided additional as-built PDF files for utilities along North US1, per Consultant request.
 - Researched and provided as-built and exhibit map files showing available utilities along SR A1A between Northshore Blvd. and Florida Avenue, per Consultant's request.
 - Continued updating the Forest Hills Multi-Use Trail construction plan set, per FDOT comments.
 - Prepared FAA permits for Softball Field 7 lighting.
 - Modified 2017 Roadway Resurfacing maps, per Project Manager's comments.
 - Created Well Field Location map.
 - Scanned Police Access & Video project plans.
 - Completed elevation survey along Castlegate subdivision pond, and created exhibit drawing for the pond based on field data.
 - Researched and provided as-built files for the Tymber Creek Widening Project, per Utilities Division request.
 - Researched and provided as-built files for the Leeway Tank Expansion project, per Utilities Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pulled forms and cones - State Road 40 & South Beach
- Backfilled & pulled forms – Il Villagio
- Concrete patch – North Beach St
- Ripped out section & prepped – South Beach St
- Dug out asphalt patch – John Anderson Dr. & Palm Pl
- Asphalt patch – University Dr. & Lake Tr.

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed cedar trees, dead Trees,& trim palms – John Anderson Dr. & Amsden
- Removed tree trunk – Ridgewood Ave.
- Removed dead palm – River Pk. And at Choctaw Trl
- Removed dead oak – Hammock Lane

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
- Assisted Tree Crew clean up tree work area – John Anderson Dr. & Amsden Rd
- Repaired banner holders and changed out signs on Granada Bridge

- Cleaned up debris – Old Kings Rd , Hand Ave between Fir Ave & Bryant

Sign Shop

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

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

Stormwater Maintenance

- Basin inspection & clean – citywide
- Outfall clean – N Beach St
- Locates and basins cleaned – citywide also beach side
- Depression in road investigated – Knollwood Estates & Forest Hills Blvd
- Gates & pumps at basins hot spots – citywide
- Pipe repair – Wilmette Ave & Magnolia Dr.

Vactor

- Magnolia Dr.
- Baffle box cleaning - Melrose

Street Sweeping/Streetsweeper

- 144 miles of road cleaned
- 60 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 25,058
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 11,068 gallons unleaded, 8,153 gallons diesel
 - Fuel used in one week: 2,326 gallons of unleaded and 706 gallons of diesel.
 - Fleet completed 31 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Yard Electrical and Pump Upgrades – A meeting to discuss available funding for the amended project scope is scheduled on 1/26/18.
 - Ground Storage Tank Repairs – A sole source procurement request was submitted for City Commission approval on February 6, 2018.
 - Leeway Tank – A site meeting with Mead and Hunt was conducted to examine the tank to prepare a proposal for recoating. The pumps and piping were evaluated to determine modifications to improve tank operating parameters.
 - Lift Station Improvements 2018 – A proposal is being prepared by McKim & Creed for design services.
 - Lift Station 10M & 12M Improvements – Contractor will begin construction activities upon receipt of approved pumps, motors, panels and other equipment.
 - Pretreatment Effluent Pump (PEP) Purchase – Project is advertised for receipt of bids in February.

- Sodium Bisulfite Tank Replacement – Reviewed shop drawings and returned comments to the contractor.
- Utility Location Services – Project bid documents are scheduled for City Commission review in February.
- Water Plant Elevated Tank Demolition and Breakaway Trails Elevated Tank Recoating – A proposal to design and construct a monopole was received from Mead and Hunt.
- Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation was rescheduled to the February 6th City Commission meeting.
- SPRC Projects (Utilities Review)
 - Davita Dialysis – Plans were received for review.
 - Granada Pointe – 600 W. Granada: Attended the preconstruction meeting. Some changes were proposed for Lot 1. Revised plans were requested.
 - OB Softball Field – 46 Doug Thomas Way: Pump station information was submitted for review.
 - Security First – 1001 Broadway Avenue: Reviewed shop drawings and submitted comments to engineer.
 - Shoppes on Granada Phase 2 – Met to discuss proposed changes to the site plan.
 - Tymber Springs – Reviewed concept plan and provided comments.
 - Oasis Church - 85 South Tymber Creek Road – Water line extension plans were reviewed and comments sent to the designer.
 - 330 S. Yonge Street – Discussed feasibility of connecting to sanitary sewer instead of replacing a failed septic tank system. A request was sent to the health department for a determination of its feasibility.

Water Treatment

- Delivered 35.90 million gallons for the week ending January 19, 2018 (5.13 MGD).
- Backwashed 8 filters for a total of 374,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 31, 2017 @ 5.932 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 54 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 39.48 Million Gallons.
- Influent flows average for week @ 5.64 MGD, plant designed for 8 MGD.
- Produced 16.47 Million Gallons of Reuse.
- Produced 23.01 Million Gallons of Surface Water Discharge.
- Annual Average (Jan 01, 2017 – Dec 31, 2017) for Surface Water Discharge 1.61 MGD.
- Hauled 111.83 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Replaced or repaired 2 water meter boxes.
- Responded to 22 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Repaired 2-2" GSP water main leaks on Angel Falls Dr. & Arrowhead Cir
- Repaired 3-6" & 1-8" water main leaks on John Anderson Dr., Ocean Terrace, La Palma Dr. & Lynnhurst Dr.
- Responded to and/or repaired 28 water service leaks.
- Replaced the fire hydrant located at 520 S. Atlantic Ave due to a motor vehicle accident.
- Performed a 3" commercial water meter tests at 1079 W. Granada Blvd., 880 Airport Rd. and Fire Hydrant Meter #1. FH meter #1 tested high and has been repaired. Scheduled 2 commercial properties for accuracy testing.
- Assisted contractor performing 2" Water Main Replacement Project on the peninsula with scheduled shutdowns for new connections at Anchor Dr./ Sunny Beach Dr. – Sundance Trl./ Oak Dr. – Valencia Dr./ Magnolia Dr. – Rockefeller Dr./ Pinewood St.
- Performed valve maintenance on 42 valves during scheduled outages and water main leaks.

- Assisted a plumber with a 2" shut down for 208 Central Ave. (PACE Center for Girls)
- Assisted with utility location services.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 137 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 3 reuse trouble calls.
- Repaired broken back lid at 40 Black Pine Way and 72 Deep Woods Way.
- Customer called in back up at 421 S. Center St – unable to find CO because of in-ground pool installed over lateral - Installed CO – City side clear.
- Cleaned easement line behind 190 S. Atlantic Ave. (IHOP) – Depressions over main. Filled in depressions and will monitor.
- Verified demo at 215 Ponce De Leon and 24 Ormond Shore Dr.
- Demolished 539 S. Yonge St. (Confirmed address was on septic tank).
- Attempted lateral verification at 330 Riverside. Unable to locate lateral – scheduled utility locates for excavation activities next week.
- Follow up at 7 Coquina Lake Way. Replaced pump, float, relay and rewired.
- Checked PEP pump at 700 Hull Rd. (Shuffle Board Courts). Re-plumbed and replaced pump
- Located and marked CO at 392 S. Halifax per customers request.
- Raised CO at 473 N. Halifax after trouble call. (customer issue)
- 126 Ormond located repair for customer and re-energized line after repair.
- 51 Ormond Shore Dr. Gravity main stoppage. Cleared with sewer cleaner.
- 9 Creek Bluff Way – PEP alarm. Dug up tank, removed roots and adjusted wires in tank.
- Repaired broken reuse service at 690 S. Nova RD.
- Removed asphalt from top of manhole at 1570 N. US1. Cleaned 8" main in both directions.
- Reset and concrete applied to ring and cover on manhole 178, behind 1544 N US1
- Replaced broken back lid at 147 Black Hickory Way
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 5/5 psi, Ocean Mist Hotel 8/5 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 14 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 0 psi.

Wastewater Plant – Lift Stations

- Post Anoxic Tank, began repair of broken reuse line, ordered needed supplies, will update when complete.
- Carrousel Blowers, replaced air filters, ok.
- Blower Units measured and researched for aftermarket replacement air filters.
- Sludge Feed Pump #1, not pumping, cleared blockage at underground line, ok.
- Bar Screens, periodic blockages at drop chutes, assisted operators with clearing, ok.
- Centrifuge #2, noisy operation, flushed to clear, inspected rotating components, ok.
- Swing Zone Blower #1 replaced vacuum gauge, ok.
- Peristaltic Pump #1, #2, replaced peristaltic tube, ok.
- Re-use plant water shut down for scheduled repairs, transferred to potable water supply during repairs.
- Walmart, follow-up from call out, checked station, ok.
- Final tanks, continued installation of wash down system.
- Lift Stations Che1 & AB3 are not reporting to SCADA system after server power was interrupted. Re-programmed both stations onsite. Lift Station AB3 radio transmitting weak signal, will update when corrected.
- Bennett Lane, VFD#2 OBF fault, VFD keypad not functional, replaced with shop stock rebooted VFD, ok.
- Effluent #1, rewire damaged wiring from spike on A phase, material on order, will update when complete.
- High Service Building, change out damaged receptacles for generator battery chargers, ok.

- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: Walmart, high level, station pumped down upon arrival, greased at probe, cleaned, ok; San Marco, Spring Meadows, phase loss, FPL cold weather related, adjusted phase monitor as needed, ok; 10M, high level, pulled both pumps cleared blockages at volutes, ok; Spring Meadows, phase loss, main electrical breaker not functional, replaced with shop stock, ok.
- SCADA monitor/response: Lift station server not reporting in OE, created new .SIG file. Reprogrammed all RTU's that were not reporting. All stations reporting with exceptions of Checl1 & AB3.
- SCADA technician activities: Started pre-requisite operation & configuration class for VTSCADA. Preparing for upcoming SANS ICS410: ICS/SCADA Security Essentials class and Global Industrial Cyber Security Professional (GICSP) Exam.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2.
- Annual Plant PM's: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2.
- Lift Station PM's: 13 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Clearwell transfer pump VFD, lost reference signal from PLC, corrected in PLC, ok.
- Bird Centrifuge not operating, VFD lost configuration, reprogrammed, added a new Hand, OFF, auto switch to be used to run VFD.
- Westfallia Centrifuge, replaced all drive belts, aligned motor, ok.
- Well 28H, remove graffiti from well house door, ok.
- Reuse High service, confirmed correct operation after FPL scheduled outage, assisted operations with storage tank level adjustments, ok.
- Clari-cones continued replacement of corroded catwalk bracing, ok.
- Operational checks, Shadow Crossing reuse.
- Monthly PM's: all Hudson Wells

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

- Industrial Pretreatment Program (IPP) – Staff preparing documents and data for the Annual Industrial Pretreatment report due to the FDEP. The report highlights the IPP activities of the 2017 calendar year.
- Local Limits Evaluation – The City provided additional calculations of the Local Limits evaluation as requested by the FDEP. Staff submitted the new calculations and analytical data from additional sampling utilizing the low level mercury method.
- Reuse Groundwater Monitoring (GWM) – Staff is preparing the GWM report for submittal to the FDEP with the most recent analytical report. The laboratory report indicates all contaminants were within the permit parameters. Additionally, the City performed the 4th quarter GWM sampling at the Oceanside Country Club.
- Training and CEUs – Staff is attending the Focus on Change workshop by the Florida Rural Water Association. The workshop provides information on changes which could affect Utilities in 2018. The presenters include the FDEP.
- Cross Connection Control Program – Staff is meeting with the City's Backflow Data management vendor to exchange information on how to improve the program and new features of the system. Staff is preparing information for the annual CCC report for submittal to the FDEP. The report highlights the compliance rate of the City's backflow prevention devices on commercial potable water customers.
- Breakaway Trails Irrigation Report – Staff is preparing the report for submittal to the St Johns River Water Management District. The report summarizes the groundwater utilized for irrigation purposes in the Breakaway Trails subdivision as required by the City's Consumptive Use Permit.

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 Claims Committee Meeting
- City Clerk attended weekly meeting with Acting Assistant City Manager
- Agenda packet preparation for January 31, 2018, Budget Advisory Board Meeting
- Agenda packet preparation for February 1, 2018, Quality of Life Advisory Board Meeting
- Agenda packet preparation for February 6, 2018, City Commission Meeting