

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: February 23, 2018

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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
- Completed and delivering director evaluations
- General discussion meetings with Planning Director, Public Works Director, Police Chief, and Economic Development Director

Spoke to, attended and/or met with:

- Agenda review meetings with Mayor Partington, Commissioner Boehm and Commissioner Littleton
- Claims Committee meeting
- City Commission workshop
- City Commission meeting
- Conference call with senior staff and vendor regarding city communication strategies
- As requested, general discussion with Councilmember Post
- Ormond Crossings meeting with City Attorney, senior staff and outside counsel for property owner.

**Community Development**

**Planning**

- Planning staff conducted a discussion item with the Historic Landmark Preservation Board regarding the fees associated with removal of property from the Local Landmark List. The Board discussed the fees for both designation and removal of properties from the Local Landmark List. The Board stated the number of removals since the landmark list was created was small and is not a significant cost impact to the City over all of those years. The Board recommended charging a fee of \$200 to get onto the Local Landmark List and a fee of \$200 fee to be removed from the Local Landmark List.
- Beginning March 2, 2018, the contractor for the Granada Pointe project will close Tomoka Avenue between Bennett Lane and West Granada Boulevard. This closure will allow the improvements to re-align and upgrade the roadway and intersection, including the installation of a traffic signal.
- Staff has performed advertising of a Special Exception at 160 Business Center Drive to allow the re-establishment of a child care facility which previously existed on this property. The current application proposes to use the property as it exists today and no site modifications or additional building expansion is proposed.

**Building Inspections, Permitting & Licensing**

- 5 new business tax receipts issued
- 352 inspections performed within the City (13 by private provider)
- 147 permits issued within the City, with a valuation of \$2,676,792

Development Services

- The Site Plan Review Committee (SPRC) conducted a final inspection at the McDonald's at 100 South Nova Road associated with the drive-thru site modifications.
- SPRC staff reviewed a concept plan at 88 South Atlantic Avenue, the former Julian's restaurant. The concept plan proposes to demolish the existing building and redevelop the property with an 8,950 square foot building and associated site improvements.
- SPRC staff reviewed a concept plan at 825 Hull Road which is currently vacant. The project proposes an RV and boat storage facility with associated site improvements.

Project	% Complete
589 South Yonge Street	60%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
Edgewell site work	50%
For Our Parents ALF	20%
Granada Oaks	90%
Granada Pointe	10%
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	45%
Pet Street Veterinary Care center	45%
Thomas & Betts parking improvements (phase 1)	30%
Security First	5%
YMCA Dog Park	10%
YMCA Parking Expansion	10%
Zaxby's	0%
Plantation Oaks, utility connection	85%
2450 Ocean Shore, utility connection	100%
Cypress Trails subdivision	10%

**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 and City Commission for the Security First Managers office project.
- FDOT has provided their comments on the Security First Managers traffic study. Staff is working to make appropriate responses to FDOT's US1 traffic mitigation measures. Staff met with the Security First team to prepare agreements for the process to construct the extension of utilities that will serve the project. The Agreement will be submitted to the Commission in March or April.
  - The building plans are under review and Security First Managers consultants are working with staff for final approval.
  - A groundbreaking event is schedule at the Security First Managers site at Ormond Crossings on March 7, 5 pm-7 pm. A more detailed itinerary is forthcoming.
- 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 in April.
    - Staff is preparing a revision to the Prime Global Group, Inc., GAP that will be presented to the Commission on March 6.
    - 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 US1 area of the City, which will benefit Ormond Crossings and other development projects in the US1 corridor. The State has announced funding of several projects. The City's legislative lobbyist is contacting state officials to discuss the City's need for funding of the grant applications.
  - Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
    - Staff attended the Ormond Chamber Economic Prosperity meeting and presented the City's economic development activities.
  - Prospective Business Attraction/Retention/Expansion
    - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

#### Airport Operation and Development

- Framing of the main hangar door on the large Sunrise Aviation hangar adjacent to Gate 9 has been completed. Metal sheathing to be installed next will complete the door and the overall repairs.
- Staff has been advised that a Joint Participation Agreement (JPA) with the FDOT was executed by FDOT this week. The JPA will provide state funding for a comprehensive obstruction mitigation project at the airport. The JPA was approved by the City Commission at their meeting on February 6.
- Work continued this week to replace certain light poles in the Ormond Beach 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.
- Staff is in receipt of the first draft of the State of Florida's Pavement Classification Number report for the airport. The FDOT Aviation and Spaceports Office is providing statewide Pavement Classification Number Development (PCND) evaluations for runway pavements at Florida's public-use airports. The state's consultant for this project, CDM Smith, Inc., retained RDM International, Inc., to perform the PCN evaluation at the Ormond Beach airport. Runway 8-26 and Runway 17-35 were both included in this evaluation. Staff will review the draft report with the

City's airport consultants and provide commentary to FDOT for use in composing the final draft of the report.

- Staff previously reported that the FDOT Aviation and Spaceports Office (ASO) inspected the airport on February 8. Staff received an inspection acknowledgment from FDOT this week indicating that the renewed Airport License has been issued and will be forwarded to the City.
- Staff met this week to review preliminary designs and locations for new directory signage at the airport.

### **Finance/Budget/Utility Billing Services/Grants/PIO**

#### **Finance**

- On-going Projects
  - The City has been obligated by FEMA for four (4) of the City project worksheets, due to City is \$6.1 million. The state has obligated the City for two (2) project worksheets totaling \$5.8 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 29 Journal Entry Batches.
  - Approved 18 Purchase Requisitions totaling \$96,881.53.
  - Issued 30 Purchase Orders totaling \$684,022.08.
  - Prepared 141 Accounts Payable checks totaling \$610,917.59 and 48 Accounts Payable EFT payments totaling \$717,301.61.
  - Issued 439 past due notices on utility accounts.
  - Auto-called 85 utility customers regarding receipt of a past due notice.
  - Processed 501 payments through Interactive Voice Response System totaling \$52,775.44.
  - Grant money fiscal year-to-date total received, \$508,879.00 dollars.

#### **Grants/PIO**

- Public Information
  - Enviro Camp and Joyce Ebbets Scholarship Fund Essay Contest
  - Walking with the Manager (3/2 Cassen)
  - Open Gym (March 2, 16, and 23)
  - Road Closure of Tomoka Avenue Between Bennett Lane and Granada Blvd. (Beginning on Monday, February 26, 2018)
  - Road Closure of Tomoka Avenue Between Bennett Lane and Granada Blvd. UPDATED (Beginning on Friday, March 2, 2018)
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Attended weekly staff meeting.
  - Attended City Commission Strategic Issues Workshop.
  - Completed weekly events calendar ad for Ormond Observer.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### **Fire Department**

- Weekly Statistics
  - Fires: 3
  - Fire Alarms: 7

- Hazardous: 0
- EMS: 94
- Motor Vehicle Accidents: 9
- Public Assists: 44
- TOTAL CALLS: 157
  
- Aid provided to other agencies: 8 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (5)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 79
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 194
  
- Training Hours
  - NFPA 1001: Firefighting 23
  - NFPA 1021: Officer 2
  - NFPA 1500: Safety/Equipment 6
  - EMT/Paramedic 25
  - TOTAL TRAINING HOURS: 56
  
- Station Activities
  - Updated 10 pre-fire plans
  - Conducted 5 inspections
  
- Significant Incidents
  - 2/16/18, 5:47 PM: W. Granada Blvd. / Breakaway Trl. – Motor Vehicle Accident – Upon arrival found one motorcycle down with one patient on the ground – a firefighter paramedic assisted EVAC during transport of trauma alert patient.
  - 2/17/18, 7:40 PM: Greenwood Ave. – Structure Fire – Responded to a single story home with smoke showing – 15' flames found straight in from front door – crew extinguished flames from entrance with attack line – search performed for two dogs that were found alive and brought to owners – burn patterns of fire started at power strip extending up couch and wall – fire contained to room of origin – smoke damage throughout home.

### **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.
    - Fire Chief (Fire) open 2-13-18 until 3-30-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida Fire Chiefs Association, IAFF, and internally.
    - Economic Development Director open 2-1-18 until 3-2-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida City and County Management Association, Florida Economic Development Council, ICMA, and internally.
    - Chief Treatment Plant Operator (Water Production/Public Works) open 1-31-18 until 3-2-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida Rural Water Association, and internally.
    - Senior Planner (Planning) open 2-12-18 until 3-2-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida Planning and Zoning Association and internally.
    - Engineering Inspector (Planning) open 2-2-18 until 2-23-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, and internally.

- Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services) open 2-8-18 until 2-23-18. Advertised on City web site, governmentjobs.com, and internally.
- Applications Under Review
  - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
  - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
  - Part Time Events Technician (Events/Leisure Services)
  - Tradesworker (Building Maintenance/Leisure Services)
- Interviews Scheduled
  - Police Officer (Police)
  - Administrative Assistant (Neighborhood Improvement/Police)
- Background/Reference Checks/Job Offers
  - Police Officer (Police)
  - Utilities Engineer (Water Production/Public Works)
  - Assistant City Clerk (Support Services)
  - Part Time Recreation Leader at the Casements (Leisure Services)
  - Maintenance Worker II (Streets/Public Works)
  - Part Time Recreation Leader at South Ormond Neighborhood Center (Leisure Services)
- Separations
  - Assistant City Attorney (Legal)
- Employee Events
  - Skin cancer screenings for HSA contributions runs through 12-31-18
  - Make-up day for Personal Health Assessments for HSA contributions held 3-21-18
  - Lunch and Learn Wellness Workshops for HSA contributions run throughout 2018
  - Munis Employee Self Services (ESS) time being introduced to various departments
  - Blood Drive at City Hall 3-5-18
  - JD Williams training for supervisory staff 2-28-18
  - JD Williams make up training for Customer Service 3-1-18
  - ICMA representative here to meet with employees 3-7-18
- Risk Management Projects
  - Mayor's Health and Fitness Challenge activities
  - Attend claims Committee meeting
  - American Cancer Society/Relay For Life campaign
  - Preparing claims report for Claims Committee

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 2 - Human Resources/Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
    - IT Strategic Plan – Draft documentation review.
- Enterprise Infrastructure
  - iSeries system (HTE Sungard Naviline): None
  - Windows Servers: None
  - Networking System: None

- Work Orders
  - New: 18
  - Completed: 37
  - In progress: 41
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 34,322
  - Inbound E-Mails Blocked: 10,946
  - Delivered Inbound E-Mails: 23,376
  - Quarantined Messages: 176
  - Percentage Good Email: 68.1%
  - Virus E-Mails Blocked: 0
  
- Notable Events: None
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 11
    - Changes: 3
    - Corrections: 1
  - Map/Information Requests: 10
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0: Total in system = 1,495
  - 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 Staff meeting
- City Manager's Staff meeting
- Assistant City Manager's meeting
- Janitorial Services meeting
- Met with Landscape Contractor for weekly updates
- Park visits
- Reel in the Fun Fishing Tournament
- The Great Backyard Bird Count Program
- City Commission Workshop
- City Commission meeting
- Pride Lighting 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 oversight 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 and Halifax River Audubon presented The Great Backyard Bird Count on Saturday from 10 am to 2 pm at the EDC & Central Park I. The event featured counting stations, guided bird walks, lawn games, kids' crafts, treats at the Enviro Camp booth, and a Girl Scout cookie table.
- The EDC Coordinator attended the Project WILD Train the Trainer Weekend at Ocala Youth Camp on Friday at 5 pm.

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm.
- Lady Renegades continued practices this week on Tuesday and Thursday at the Sports Complex on the Softball Quad.
- OBYBSA basketball finished up their season with playoff games this week at Nova Gym and the South Ormond Gym.
- SHS Softball and Baseball continued practices this week at 3:30 pm Monday through Friday at the Kiwanis Baseball Field and Softball Quad 2. Baseball had games on Thursday and Friday while Softball had their only game Thursday on the road.
- OBYBSA/OBGS Recreational Baseball/Softball continued practices this week at the Nova Fields and also at the Sports Complex Softball Quad and T-Ball Fields. Games will start in March.
- The Ormond Beach Soccer Club started practices at the Sports Complex on Soccer Fields 1-6 and 9-10 Monday through Friday.
- The SHS Boys' Soccer Team won the regional championship and will play in the Final Four this week on the road. They will be practicing on Soccer Field 4.
- Staff is preparing for the USSSA Baseball Tournament to be held on the Wendelstedt Fields as well as the Nova Fields Saturday and Sunday from 8 am-8 pm.

#### 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
- Installed batter's eyes at Wendelstedt Field 2
- Put together new soccer goals
- Blow out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Edging infields at Nova
- Put soccer goals on Fields 1-6 and 9-10
- Painted soccer parking lot
- Added numbers to soccer goals
- Rebuilt mounds at Wendelstedt Fields
- Removed soccer nets, sandbags, benches, toters and corner flags from Championship Field 7 for lighting upgrade

#### Senior Center

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

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - CMT held regular classes Monday through Wednesday
  - Follies held regular classes Monday through Thursday
  - Kopy Kats held regular classes on Thursday
  - Ormond Church held services Sunday



- The Performing Arts hosted the following events:
  - The Crests Featuring Tommy Mara, Friday, 7:30 pm to 9:30 pm
  - Assisted Living, The Musical, Saturday 3 pm to 4:30 pm and 7 pm to 8:30 pm
  - Buddy, Roy and Elvis Tribute, Sunday, 2:30 pm to 4:30 pm

#### South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- PAL Basketball Tryouts Saturday
- Jazzercise on Monday
- OYBSA Basketball games Monday and Friday
- PAL Tutoring Monday-Thursday
- City Health Screenings Wednesday and Thursday

#### Community Events

- Weekly administrative tasks, office work, and activities
- Cleanup and organization of fishing tournament supplies and equipment
- Assisted with City Commission Workshop meal
- Attended Economic Prosperity Hour meeting
- Attended Memorial Day Committee meeting
- Attended Art in the Park meeting with the Girl Scouts
- Planning of 2018 events through May:
  - Art in the Park, May 5 and 6, including application tracking and input, sponsorship tracking, mailing of food vendor applications and entertainment contracts
  - Memorial Day Remembrance Service, May 28

#### Gymnastics

- Registration is open for March session
- February session in progress
- Team girls continue preparing for next state competition in Orange City on March 10
- Open Gym this evening

#### Nova Community Center and Special Populations

- FitGyms conducted personal training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- The Youth Basketball League playoffs ended this week and the All Star Game on Saturday.
- Challenger Volleyball began 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 Friday from 10:00 am to 3:00 pm. Saturday tours were at 9:30 am and 10:30 am.
- A group of Boy Scouts toured the facility on Saturday at 10:00 am.
- A wedding and reception was held in Rockefeller Gardens and The Casements on Saturday from 8:00 am-11:00 pm.
- A wedding ceremony was held at Ames Park on Sunday from 2:00 pm-3:00 pm.
- The Gallery exhibit this month showcases the sculptures by Andrew Gamache and paintings by Jeremy Pappa.
- A wedding ceremony was held at Ormond Art Museum & Gardens on Monday at 2:00 pm.
- A large tour from St. Marks Church in Palm Coast visited on Tuesday at 3:00 pm.

- An Italian Cooking class was held in the kitchen on Tuesday evening from 4:00 pm-9:00 pm.
- Lohman's Healing Workshop was held in Room 205 on Wednesday afternoon at 3:00 pm.
- A large "Roadtrek" tour group visited on Thursday at 10:30 am.
- Greek Cooking was held in the kitchen on Thursday evening from 4:00 pm-8:00 pm.
- Casements Camera Club held their monthly meeting at The Casements from 7:00 pm-9:00 pm.
- River Oaks HOA held their meeting at Bailey Riverbridge from 7:00 pm-9:00 pm.
- Staff set the first floor of The Casements for a wedding and reception to be held on Saturday.
- A large tour from Ormond Beach Middle School visited on Friday at 10:00 am.
- A rehearsal dinner for the wedding scheduled on Saturday was held at The Casements on Friday from 4:00 pm-8:00 pm.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Central Park I: Spread pallet of sod around sidewalk and park bench by the boat launch; Replaced damaged playground borders
- Lions Park: Filled holes by seawall
- Sanchez Park: Replaced broken soap dispenser

#### 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
- Assembled office furniture at Public Works
- Replaced five and added an additional three soap dispensers at the Police Department
- Repaired inside and outside men's toilets at Nova
- Replaced ladies room toilet at the Police Department
- Cleared floor drains at SONC
- Checked portico drains at The Casements
- Relocated the key management system at the Police Department
- Installed a water heater in the maintenance office at Sports Complex
- Installed a historical site marker at The Casements
- Repaired the armory lights at the Police Department
- Repaired the front gate at WTP
- Repaired the Sally Port gate at the Police Department
- Rewired the CB radio at Public Works
- Repaired the bay door broken glass window at Fire Station 93
- Removed the cabinet from the Preservation Room at The Casements
- Installed four hand sanitizer stations at the Police Department

#### Police Department

##### Administrative Services

- Hosted Weekly Staff Meeting.
- Staff hosted the Crime View meeting at the Police Department
- Staff hosted a meeting with a concerned citizen regarding patrol issues
- Staff hosted a meeting with Anthony Gilante in reference to a drone program
- Staff read to students at Kinder-Care for the Officer Friendly Book Club
- Staff attended a meeting with the Fire Chief to discuss radio operations

##### Community Outreach

- The next community project the YDC will work on is the Unity in the Community on March 17.
- Informal practice for the OBPAL Basketball season has begun. Last week 11 youths participated in the practices. Tryouts for teams took place on Saturday, February 17, at the South Ormond

Neighborhood Center with 36 youths attending. The first game of the season will be the State of Florida Association of Police Athletic League's Annual Tournament in Jacksonville, Florida.

- "Do the Right Thing" luncheon was held on Wednesday for middle school students who made exceptional decisions.

#### Community Services & Animal Control

- Animal Calls responded to: 35
- Animal Reports: 4

#### Criminal Investigations

- Cases Assigned: 34
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 10
- Inactive: 8
- Fraud: 5
- Burglary Business: 12
- Larceny Car break: 4
- Grand Theft: 3
- Auto Theft: 2
- Death Undetermined: 3
- Assaults: 1
- Suspicious Incident: 1
- Suspicious Vehicle: 1
- Animal Complaint: 1

#### Records

- Walk - Ins / Window: 77
- Phone Calls: 92
- Arrest / NTA'S: 16
- Citations Issued: 79
- Citations Entered: 90
- Reports Generated: 106
- Reports Entered: 60
- Mail/Faxes/Requests: 25

#### Patrol

- Total Calls: 1,245
- Total Traffic Stops: 174

#### Operations

##### Crime Opportunity Report Forms: 36

- 02/14/2018
  - Stolen Vehicle, 298 South Yonge Street (Healthcare Billing Systems, Inc.). Unlocked with keys in the ignition.
  - Carbreak, 113 Shady Branch Trail. Camera stolen out of an unlocked vehicle.
  - Battery Domestic Violence Arrest, 80 Misty Falls Drive. Subject shoved his wife down at their home resulting in a laceration to her leg.
- 02/15/2018
  - Battery Domestic Violence Arrest, 1513 San Marco Drive #306. (San Marco Apartments) Subject was physically attacked by his wife during an argument about their child.
  - Driving Under the Influence Arrest, West Granada Boulevard and North Nova Road. Subject was involved in a motor vehicle crash and was found to be intoxicated.
  - Warrant Arrest, 321 Hand Avenue. Subject contacted who was found to have an open warrant.
- 02/16/2018

- Burglary Structure (Seven Units), 321 Hand Ave (All Aboard Storage). All units had the locks cut, multiple items of jewelry and personal documents were removed.
- Disorderly Intoxication Arrest, 211 Carib Drive. Subject was observed yelling obscenities and rambling about the school shooting that just occurred in Florida. The subject did not follow instructions from officers and continued being disruptive as students arrived for school.
- Warrant Arrest, 170 West Granada Boulevard. Subject contacted who was found to have an open warrant.
- 02/17/2018
  - Carbreak, 7 Pine Shadows Trail. Unlocked vehicle was entered and a pearl necklace was taken.
  - Driving Under the Influence/Hit and Run Arrest, West Granada Boulevard and North Beach Street. Witnesses observed a truck strike another vehicle causing minor damage and flee the area. On scene investigation identified the driver who returned to the scene and resisted officers.
- 02/18/2018
  - Aggravated Battery Arrest, 349 Tomoka Avenue. Officers responded to a report of a stabbing where a victim sustained multiple non-life-threatening wounds. Suspect was identified, contacted and taken into custody.
  - Battery (Strangulation)/Grand Theft, 8000 Saint George's Road #205B. Subject battered his girlfriend and then left with her vehicle and cell phone.
  - Warrant Arrest, 115 Country Club Drive. Subject contacted who was found to have an open warrant.
- 02/19/2018
  - Stolen Vehicle, 459 Idlewood Drive. Vehicle was left unlocked with the keys inside.
  - Burglary Business, 162 South Nova Road (Little Caesars.) Forced entry, money taken from the business.
  - Burglary Business, 321 Hand Avenue (All Aboard Storage.) Entry made by cutting the lock, various items stolen.
  - Burglary Business, 757 South Nova Road (Dollar Floor.) Forced entry to the front door and cash drawer stolen.
  - Carbreak, 83 Tomoka Meadows Boulevard. Unlocked vehicle entered overnight and items stolen.
  - Narcotics Arrest, 900 Block South Atlantic Avenue. Traffic stop conducted where narcotics were located.
- 02/20/2018
  - Warrant Arrest, 27 Baymeadow Court. Subject was contacted and found to have two separate warrants.
  - Narcotics Arrest, 27 Baymeadow Court. Subject contacted and found to be in possession of drug paraphernalia.
  - Warrant Arrest, 145 East Granada Boulevard. Subject contacted and found to have an open warrant.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 42
  - Number of Uniform Traffic Citations Issued: 44
  - Number of Written Warnings Issued: 53
- Traffic Crash Reports
  - Number of Crashes without Injuries: 8
  - Number of Crashes with Injuries: 6

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 2 Cases initiated

- Zone 4: 1 Case initiated
- 12 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with six (6) walk-in and ninety-two (92) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - South Peninsula Reclaimed Expansion – The contractor is working on installation of the reclaimed water main on Seminole Drive; letters are being mailed to property owners on South Halifax Drive, Riverside Drive, Riverside Circle, Bosarvey Circle, Willis Drive, Fluhart Drive, and Pine Road that service is available and they may connect to the City's system.
    - Ph III 2-Inch Water Main Replacement – Peninsula – Consultant has submitted clearance paperwork for Sundance Trail. Contractor is working to correct items necessary for clearance on other streets.
    - Ph III 2-Inch Water Main Replacement – Mainland – The contractor continues installing pipe on Fir Street. Restoration for completed areas of work to begin in the next 1-2 weeks.
    - Ormond Sports Complex Field 4-10 Lighting – The contractor completed the installation of lighting on fields 4,5,6,9 & 10. Field 8 is currently being retrofitted.
    - CDBG (canoe kayak launches) – Both installations are scheduled to begin by the end of February.
    - 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 this month.
    - North US1 Landscaping Ph II – Construction commenced on February 19.
    - Effluent Outfall Replacement – A pre-construction meeting was held; a Notice to Proceed was issued for the first week of March.
  - Bidding:
    - Downtown Light Replacement – The bid award is scheduled for the March 6 City Commission meeting.
    - Storm and Sewer Lining – Bid was awarded at the February 20 City Commission meeting, along with the Work Authorization for first year of work.
    - CDBG – Streetlight Replacement – The project was advertised on February 11, a pre-bid meeting is scheduled on February 28, with bid opening on March 15.
    - CDBG – Cassen Park Fire Hydrant – Staff is finalizing the quote package to solicit written proposals.
    - A1A Manhole Repair – Bids were opened on February 6 and are under review.
    - City Hall/SONC HVAC Repairs – City Commission approved the project for bidding at the January 16 City Commission meeting and the project was advertised. A pre-bid meeting was held on February 1; bids are due on February 21.
    - 2018 Road Rehabilitation-Resurfacing – This project will be presented to the City Commission concurrently with the below pavement preservation project for approval to advertise for bids.
    - 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 – Plans and specifications are on the March 6 City Commission agenda for disposition for bidding. Project is scheduled to be advertised March 11.
    - Water Plant Upgrades – Staff anticipates receiving the 90% bid documents the beginning of March.

- Deer Creek Reclaimed Water – Contracts were received back from the contractor and have been sent to Legal for final review and execution. A pre-construction meeting will be scheduled once contracts are fully executed.
- WTP Sludge Residuals Facility Improvements – Staff received final plans and has scheduled this for City Commission approval to bid at the March 6 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 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 – Final design has been completed and staff is working on the agreement for construction reimbursement. Security First, in order to get the water to the site, has offered to up-front the construction cost for the utility extensions to the site on the condition that the City agrees to reimburse them for the cost. Staff is coordinating the necessary agreement to allow this to happen.
  - West Ormond Community Center – At the Strategic Issues Workshop, the City Commission stated that the cost for the West Ormond Community Center was too expensive at this time and instead directed the City Manager to pursue a feasibility study for construction of an Emergency Operations Center (EOC) somewhere to be determined within the City. Staff will include this in the upcoming CIP.
  - Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension –The FIND Agreement was approved at the January 2 City Commission 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 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 50% of the cost of 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 to meet operational requirements 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 is fully executed. The preliminary design consultant is preparing a scope of work for the final design. This project was identified for design in FY 2018-19 in the 5 year CIP
  - Wilmette Avenue Pumping – A FEMA HMGP Phase I engineering/design grant has been approved for this project and is under review by staff.
  - Laurel Creek Stream Gauges – OptiRTC has provided a proposal to the City for additional stream level monitoring. Staff is reviewing this proposal that would allow the OPTI desktop to monitor these additional level gauges alongside the level at the Bennett Lane pump station.
  - Cassen Park Improvements (Paving and Restroom Replacement) – Staff will look to apply for an HMGP grant which would pay 75% of the project total construction cost. However, after talking with Florida DEM, park projects do not normally meet HMGP benefit cost requirements and thus may not be an eligible project for the HMGP program.

- 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. A ranking and recommendation meeting is scheduled for February 27.
- OBSC Improvements – Championship Field 7 – The City did not receive funding from the Daytona Beach Racing and Recreational Facilities District for this project.
- Secondary Raw Water Main – Staff will be sending out letters to residents along Old Tomoka Road where easements are needed to determine if they will be amenable to providing them. If not, staff will pursue an alternate route for the raw water main along SR40.
- Wastewater Plant Influent Pump Station – Staff is moving forward with the implementations recommended by the engineer for this project.
- Tomoka Elementary Connector Sidewalk – Staff has resubmitted the RFP for design to FDOT for review.
- Williamson Blvd Pedestrian Improvements - Staff has resubmitted the RFP for design to FDOT for review.
- Police Department Roof – Working with the construction manager to determine the final scope for proposals.
- MacDonald House – Working with construction manager to solicit proposals to complete Phase I repairs of the report.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Base map has been prepared and staff is finalizing conceptual planting plan for design consultant.
- Nova Community Park Tennis Court Lighting – Staff submitted a FRDAP grant application to help offset the cost to construct the project with a determination by the summer.
- Police Department Access Control – The consultant has resubmitted design drawings and contract documents for review by staff.
- A1A Force Main Repair – Staff has received the design proposal and is currently reviewing.
  
- Departmental Activities
  - Reviewed daily SWMP, Fence, Engineering Permits through the ProjectDOX system.
  - Updated Northshore Drive, Riverside Drive, & Granada Plaza force main maps.
  - Created location maps for Volusia County Half-Cent Sales Tax projects.
  - Plotted City Hall floor plans.
  - Updated CD and As-Built flat file indexes.
  - Researched as-built files and supplied PDF copies of Lift Station 10M, per Utilities Division request.
  - Researched archive files and provided information regarding maintenance of Harmony Avenue right-of-way to Public Works Department, per request.
  - Researched and provided drainage plan as-builts of the Ashford Lakes subdivision, per Utilities Division request.
  - Completed tree in the right-of-way locate at 65 South Halifax Drive, per Neighborhood Improvement Division request.
  - Researched and provided Domicilio Avenue outfall construction drawing plans and proof of easement, per request.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Pulled forms & cones on 100 block Standish; 100 block of Flamingo Dr
- 10x5 concrete rip out and pour on Coquina & Vining Ct
- 10x2 and 2x5 asphalt on Seabridge & Seahawk; 500 block of Memorial Cir
- Concrete on Harvard Dr – formed and poured; finished prep for concrete, formed, lime rock
- Asphalt 10x11 on Riverside Dr; 4x5 on Bosarvey manhole cover

#### 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
- Picked up tree debris at South Ormond Neighborhood Center
- Filled holes with dirt/cleaned up yard on S St Andrews Dr
- Saw training at Airport Sports Complex
- Filled in ruts in retention pond at South Ormond Neighborhood Center
- Removed tree on fence line on Autumnwood
- Trimmed at gate entrance at OBPD
- Hauled dirt to Public Works from Sports Complex

#### 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
- Trimming branches and tree trunk on Seminole Ave; over walkway on John Anderson & Amsden; Division N/E of Orchard Ave.

#### 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 & replacing signs citywide

#### Stormwater Maintenance

- Ditch maintenance on Pineland Trl
- Pond and ditch maintenance citywide
- Locates, gates & pumps citywide
- Pipe repair on 300 block of Forest Hills Blvd
- Checked for depression on Queen Anne Ct

#### Vactor

- Assist Wastewater, Water Dept

#### Street Sweeping/Streetsweeper (3 days – sweeper broke down)

- 111 miles of road cleaned
- 46 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 25,201
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 11
- Road Calls for the week: 1



- Quick Fleet Facts:
  - Fuel on hand: 11,270 gallons unleaded, 4,324 gallons diesel
  - Fuel used in one week: 2,297 gallons of unleaded and 1,261 gallons of diesel.
  - Fleet completed 37 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Yard Electrical and Pump Upgrades – Work authorization for design services for the Breakaway Trails Lift Station and related electrical improvements sent to the consultant - awaiting execution.
  - Ground Storage Tank Repairs – A preconstruction meeting is scheduled for 3/2/18. A construction schedule was received.
  - Leeway Tank – Received the proposal for tank rehabilitation and pump and piping revisions from Mead & Hunt - reviewing.
  - Lift Station Improvements 2018 – Received the revised consultant proposal. A work authorization was prepared for McKim & Creed to perform the design services. Submitted a City Commission Memo for design services award at the March 20 Commission meeting.
  - Lift Station 8M1 – Legal Department is working on the easement description.
  - Lift Station 10M & 12M Improvements – Contractor plans to start construction on 3/12/18. Notification to the homeowners' association and adjacent residents from the contractor was requested.
  - Pretreatment Effluent Pump (PEP) Purchase – An award memo is proceeding through the review process for presentation at the March 20, 2018 City Commission meeting.
  - WWTP Sodium Bisulfite Tank Replacement – Tanks are expected to be on site in early April.
  - Utility Location Services – Prepared for the pre-bid meeting scheduled on 2/21/18.
  - Water Plant, Leeway and Breakaway Trails Elevated Tank activities – Design proposals are being evaluated for WTP and Leeway elevated tanks along with proposal for SCADA/IT communications antenna needs to determine budgetary implications.
  - WTP Lime Sludge Dewatering Improvements – Comments on specifications pertaining to the horizontal decanter centrifuge were sent to the engineer for incorporation into the bid documents. Final plans received from consultant.
  - Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation is rescheduled to the March 20 City Commission meeting, allowing sufficient time to research a question surrounding the jurisdictional governance of the software purchase.
  - 36 Capistrano Drive – Use Permit Application is being processed by Volusia County.
  - SPRC Projects (Utilities Review)
    - CAAZ Storage – 825 Hull Road: Conceptual plan does not indicate any proposed utilities improvements.
    - Kingston Shores – Awaiting response from the design engineer to amend permit provision for Ormond Beach reference to private fire hydrant and fire flow requirements.
    - OB Softball Field – 46 Doug Thomas Way: Force main pressure was obtained to relay to the design engineer in order to complete the design of the pump station. Sent the engineer our preferred PEP pump specification.
    - Ocean Club – 88 S Atlantic Ave: Reviewed conceptual plan. Utilities are available.
    - Ormond Medical – 1245 W Granada: A water main wet tap was performed 2/19/17.
    - Pineland – FDEP collection system permit was issued.

#### Water Treatment

- Delivered 38.38 million gallons for the week ending February 16, 2018 (5.48 MGD).
- Backwashed 7 filters for a total of 320,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 31, 2017 @ 5.713 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 67.5 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 33.46 Million Gallons.
- Influent flows average for week @ 4.78 MGD, plant designed for 8 MGD.
- Produced 18.76 Million Gallons of Reuse.
- Produced 14.70 Million Gallons of Surface Water Discharge.
- Annual Average (Jan 01, 2017 – Dec 31, 2017) for Surface Water Discharge 1.61 MGD. (Permitted Annual Avg. Day @ 6 MGD)
- Hauled 133.78 tons of dewatered residual solids (14%-18% Solids).
- Completed and submitted FDEP Annual Water Quality Summary and Correlation Report.

#### Water Distribution

- Replaced or repaired 3 residential water services, 3 casings installed by contractor.
- Responded to 16 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Repaired 6" water main leak on Sea Harbor Dr.
- Responded to and/or repaired 11 water service leaks.
- Performed valve maintenance on 12 valves during scheduled outages, water main leaks and scheduled maintenance.
- Performed pressure testing on 4 city owned backflow preventers.
- Replaced 4 residential water meters.
- Replaced 9 broken meter boxes.
- Performed an accuracy test on a 2" commercial water meter
- Performed 3 fire hydrants and repaired 1 on Hand Ave due to a MVA.
- Assisted a plumber with shut down of water service at 1614 N. U.S.1
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 126 regular and 4 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 2 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 6 reuse trouble calls.
- Repaired 8" gravity main damaged by boring contractor at Ormond Shores & Riverside Dr.
- Assisted plant operation staff with cleaning out Sludge Holding Tank #1 at WWTP.
- Repaired broken back lid and installed 30" riser at 49 Coquina Ridge Way.
- Installed new PEP system at 43 Foxfield Look. Hit mismarked cables – documented via pictures.
- Modified water distribution flushing system pipe feeds at CP lift station.
- Follow up at 567 N Beach St. after call out, televised line and found additional debris in line. Removed debris - line is clear at this time.
- Located reuse curb stop at 45 Circle Creek Way.
- Repaired reuse main break at 12 Winding Creek Way.
- Raised manhole to grade in roadway at 185 Bosarvey Dr.
- Located reuse service at 114 Royal Dunes Blvd.
- Repaired reuse lateral hit by landscape company at 204 Windward Cir.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 9/10 psi, Ocean Mist Hotel 6/5 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 15 psi, Westland Run 13 psi & Shadow Crossing Blvd. (4 inch) 6 psi.

#### Wastewater Plant – Lift Stations

- Sludge Holding Tanks #1, met with Chief Operator to review mixer start-up activities.
- Aberdeen #3, report of odor, nothing abnormal found, cleaned wet well and applied odor control spray as general procedure, ok.
- Peristaltic Pump #2, TFD fault code, replaced tube, ok.
- 8M3, high run hours at local time clocks, deragged both check valves, ok.
- Training, Lead Operator in general use of MP2 work order program.

- Post Anoxic Basin; repaired reuse wash down system, identified new power source mixer winch.
- 10M – call out follow-up - washed down wet well, amp draw nominal, pressures nominal, watched station pump down and cycle through alternation, ok
- Digester Tank #1, WARF #4, assist contractors as needed with tank draining and installation of repaired mixer.
- 10M, underground water service break, assist Water Distribution as needed.
- Saddlers Run, repaired check valve, install modified swing arm and spring assembly, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: nothing to report. 10M, high level, pumps clogged at volute, pulled both pumps to clear blockages, watched station pump wet well down and cycle through alternation, will follow up during regular working hours, ok; 4M1, high level, found pump tripped at motor starter, pulled both pumps to clear blockages at each volute, pulled mix/flush valve to deragg, ok.
- SCADA monitor/response: 10M, Pine Trail, no starts #1, reset motor starter, ok; Shadow Crossings, no starts #1, high starts #2, reset motor starter and cleaned probe, ok; Arroyo Parkway, high starts, cleaned probe, ok.
- SCADA technician activities: Attended ICS410 ICS/SCADA Security Essentials SANS course.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Poly Blend Unit #1;
- Annual Plant PM's Clarifier #2; Post Anoxic Submersible Mixer #3.
- Lift Station PM's: 22 monthly performed and 5 annual.

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

- Sodium Hypochlorite Tank 1, repaired leaking valve, ok.
- Westfalia centrifuge, speed differential not operating, faulty speed sensor relay noted, installed replacement, awaiting programming.
- Well 17D, repaired outside lights, ok.
- Reuse High Service, pump #1, leak at pump shaft, made adjustments, ok.
- WTP High Service pump #4, excessive motor noise noted, thermal image and amp check shows ok, will monitor, have spare backup when needed.
- Lime Sludge Pump No.1, Installed factory repaired pump and returned to service, ok.
- Well 19SR, Install replacement flow meter and return to service.
- Operational Checks: Rima wells; Shadow Crossing reuse
- Monthly PM's: All High Service pumps; Aerator pumps and motors.

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

- Annual Cross Connection Control (CCC) Report – Staff is working with the City's CCC data management contractor to receive assistance in preparing 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. Additionally, staff met with the City's data management contractor to discuss the current contract and future needs.
- Volusia County Health Department – Staff is in communication with the VCHD regarding lead and copper data which was submitted the Department. Clarification was necessary to ensure completeness. Also, staff submitted a revision to the Total Coliform (TC) sampling plan. The revision updated the TC sampling locations utilized by City staff.
- Industrial Pretreatment Program – Staff is preparing the Annual Industrial Pretreatment report for submittal to the FDEP. The report provides insight into the activities of the program for the 2017 calendar year.
- Florida Tier II Chemical Inventory Report – Staff has begun compiling the information to submit the Chemical Inventory Report to the FDEP. The report provides information to first responders in case of an emergency at one of the City's facilities which contain hazardous materials and chemical.

**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 on February 20, 2018
- Staff attended and provided support for February 20, 2018, City Commission Workshop (Strategic Issues and Plan Update) and City Commission Meeting