

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 11, 2018

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with various department directors
- Staff meeting
- Agenda review
- Agenda packet prep for May 15 commission workshop
- Reviewed Economic Development Director candidate interviews with HR staff

Spoke to, attended and/or met with:

- Ormond Beach to Go at The Falls subdivision
- United Way Foundation Herbert M. Davidson Award dinner
- CANDO2 meeting
- Planning Board meeting
- Held Walk with the Manager, guest walker was Public Works Director Gabe Menendez
- Conference call with Engineering staff and Maryam Ghyabi on transportation
- Interviewed by Girls State student on City government

Community Development

Planning

- Planning staff attended the Volusia Resiliency Action Plan Workshop held by the East Central Florida Regional Planning Council at the Volusia Emergency Management Operations Center. The session was a discussion on building economic and social resilience. Business stakeholders were in attendance from the Volusia County area. Questions regarding what could be done to improve resiliency efforts and teamwork among local and regional governments were discussed.
- Planning and Building attended the OB2Go! at The Falls. Floodplain brochures, disaster preparedness leaflets and information on obtaining a licensed contractor were distributed.
- The property owner at 7 Palmetto Dunes Court has submitted for a variance to allow a driveway to be setback 1.5' from the side property line, requiring a 1.5' side yard variance. The variance is scheduled to be heard by the Board of Adjustment and Appeals on June 6, 2018.
- The Planning Board reviewed a Special Exception at the proposed address of 1246 West Granada Boulevard to allow a restaurant type "C" within the Shoppes on Granada, Phase II project. The restaurant includes a drive through and has been identified as PDQ (People Dedicated to Quality). The Planning Board recommended approval of the Special Exception. One resident along Mirror Lake expressed existing drainage concerns and City staff and the applicant shall meet with the resident to discuss these concerns. The Planning Board also reviewed the Preliminary Plats for Pineland phases 2&3 and phases 4&5 and recommended approval of these two items.

Building Inspections, Permitting & Licensing

- 9 new business tax receipts issued.
- 394 inspections performed within the City (13 by a private provider).

- 142 permits issued within the City, with a valuation of \$2,540,667.

Development Services

- The Site Plan Review Committee (SPRC) discussed the following conceptual plans:
 1. 393 West Granada Boulevard, Fletcher's Irish Pub for outdoor seating.
 2. 1211 West Granada Boulevard, vacant parcel. The project engineer and property owner discussed the uses allowed in the B-10 zoning district, landscape buffers, stormwater and site access. The conceptual site plan showed a 4,000 square foot bank and 13,000 square foot school academy.
 3. 600 West Granada Boulevard, Granada Pointe, Unit 2. The project engineer and property owner discussed a conceptual site plan that shows three units (Unit 1 of 4,800 square feet – identified as a restaurant, Unit 2 of 12,500 square feet- identified as retail, and Unit 3 of 2,800 square feet – identified as a restaurant).
- The SPRC has approved handicapped improvements at the Bank of America at 902 South Atlantic Avenue.

Project	% Complete
589 South Yonge Street	60%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
Edgewell site work	90%
For Our Parents ALF	40%
Granada Pointe	20%
Hamlin	70%
Launch FCU	85%
Lot 2, Airport Business Park	25%
Ormond Beach Medical Office Building	85%
Pet Street Veterinary Care center	70%
Prince of Peace, Like New addition	15%
Prince of Peace, office addition	0%
Security First	20%
Thomas & Betts parking improvements (phase 1)	50%
YMCA Dog Park	60%
YMCA Parking Expansion	40%
Zaxby's	0%
Plantation Oaks, utility connection	88%
Cypress Trails subdivision	10%

Economic Development/Airport

Economic Development

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

- Airport Business Park
 - Concentrated Aloe is continuing with the constructing their 40,000sf manufacturing plant on Lot 2.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the "Doing Business in Ormond Beach" resource guide.
 - Staff met with the Ormond Main Street Economic Restructuring Committee to discuss ongoing economic development projects and programs.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working an incentive package for a tenant (code name Project Simba) at 101 East Granada Blvd. The Growth Assistance Program application will be processed upon receipt by the Economic Development Department. An agenda item will be prepared for a commission meeting once the economic analysis is completed and an incentive agreement is completed.

Airport Operation and Development

- The Airport Obstruction Mitigation project continued this week, again focusing on the runway approach areas for Runway 8 and Runway 35. Work has also begun on the approach to Runway 26. The City's environmental consultant for this project, Zev Cohen and Associates, remains on site with City staff to ensure compliance with environmental guidelines and the project objectives.
- Staff participated in the Florida Airports Council Legal Committee teleconference. Topics of discussion included changes in the aviation fuel tax, airport negotiated contracts, unmanned aerial vehicle (drone) regulations, service animals in commercial air transit, airport-related state legislative review, federal regulatory updates, Turo vehicle sharing services, public record requests, and airport property tax issues.
- Staff worked internally to develop procedures to guarantee that the airport will receive sufficient notice when construction cranes are to be used anywhere within the Airport Traffic Area.
- Staff is working to address minor soil erosion issues in the southeast quadrant of the airport, near the storm water retention area adjacent to Runway 26 and FBO Area 2.
- Staff responded to questions from potential bidders on ITB 2018-28, the Ormond Beach Municipal Airport Airfield Improvements Project. Bid submittals are due on May 22.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for hurricane Matthew. To-date the City has received \$5.8 million dollars for Hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
 - Preparations for Phase 3, Utility Billing are underway.
 - Training for ESS is on-going. Payroll has completed training at the Police Department and training sessions for Leisure Services has been scheduled.

- Completed Projects - Weekly
 - Processed 72 Journal Entry Batches.
 - Approved 17 Purchase Requisitions totaling \$75,231.76.
 - Issued 15 Purchase Orders totaling \$448,034.69.
 - Prepared 139 Accounts Payable checks totaling \$928,815.23 and 37 Accounts Payable EFT payments totaling \$387,927.58.
 - Prepared 351 Direct Deposits totaling \$463,546.34.
 - Transferred IRS 941 payment of \$150,704.98.
 - Issued 517 past due notices on utility accounts.
 - Auto-called 111 utility customers regarding receipt of a past due notice.
 - Processed 519 payments through Interactive Voice Response System totaling \$54,403.55.
 - Grant money fiscal year-to-date total received, \$6,360,380.12 dollars.

Grants/PIO

- Public Information
 - Press Releases

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - CodeRED notifications and website postings for Fire Hydrant flow testing locations for the week of May 14-18.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended communications planning meeting.
 - Coordinated and attended Ormond Beach 2 Go! at The Falls.
 - Attended EDA Disaster Supplemental Notice of Funding Webinar

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

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 1
 - Hazardous: 2
 - EMS: 77
 - Motor Vehicle Accidents: 8
 - Public Assists: 49

- TOTAL CALLS: 141
- Aid provided to other agencies: 8 Calls – Daytona Beach (3), Volusia County (5)
- Total staff hours provided to other agencies: 5
- # of overlapping calls: 23
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 63
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 159
- Training Hours
 - NFPA 1001: Firefighting 13
 - NFPA 1021: Officer 5
 - NFPA 1500: Safety/Equipment 8
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 36
- Station Activities
 - Updated 12 pre-fire plans
 - Conducted 4 fire inspections

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - City Clerk (Support Services) open 4-17-18 until 5-18-18. Advertised on City web site, governmentjobs.com, FL League of Cities, FL Association of City Clerks, FL City and County Management Association, Indeed, and internally.
 - Evidence/Crime Scene Custodian open 5-4-18 until 5-18-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Recreation Leader (Gymnastics/Leisure Services) open 4-25-18 until 5-18-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Seasonal Part Time Maintenance Worker II (Parks/Leisure Services) re-advertised 4-23-18 until 6-1-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Summer Camp Counselors (Leisure Services) open 3-1-18 until 5-18-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
- Applications Under Review
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works)
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
- Interviews Scheduled
 - Economic Development Director
 - Fire Chief (Fire)
 - Summer Camp Counselors (Leisure Services)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Mechanic III (Fleet/Public Works)
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Streets/Public Works)
 - Summer Camp Counselors (Leisure Services)
- Separations
 - Police Corporal (Police)

- Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works)
- Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
 - Munis Employee Self Services (ESS) time being introduced to various departments
 - A Nationwide representative will be here to meet with employees 5-3-18
 - An ICMA representative will be here to meet with employees 5-24-18
 - Blood Drive at City Hall to be held 5-14-18
 - J.D. Williams' training for supervisors to be held 6-6-18
- Risk Management Projects
 - Attended worker's compensation and liability claims handling education seminar
 - Processed subrogation claims
 - Updated property schedule

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: 20
 - Completed: 58
 - In progress: 43
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 88,991
 - Inbound E-Mails Blocked: 65,645
 - Delivered Inbound E-Mails: 23,346
 - Quarantined Messages: 211
 - Percentage Good Email: 26.2%
 - Virus E-Mails Blocked: 1
 - Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 10
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 19
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 3: Total in system = 1,628

- Meters GPS Located this week: 0: Total in system = 23,677; 22,891 potable, 775 Irrigation, 11 Effluent
- Notable Events: None

Leisure Services

Administration

- Public Works meeting
- City Manager's meeting
- Supervisory staff meeting
- Assistant City Manager's meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Art in the Park
- Budget preparations

Contract Manager – Grounds and Athletic Maintenance

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

Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- EDC Coordinator and Community Gardens volunteers prepared throughout the week for the Community Gardens Open House on Saturday, May 12.
- The Volunteer Community Gardens Board met at the EDC on Wednesday from 3 pm to 4:30 pm.
- The EDC volunteers held their monthly meeting at the EDC on Thursday from 4 pm to 5:30 pm.
- The EDC Volunteer Outreach Committee met at the EDC on Friday from 1 pm to 2:30 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.
- OBYBSA/OBGS Recreational Baseball/Softball are playing games/practicing this week at Nova Fields and also at the Sports Complex Softball Quad and T-Ball Fields.
- OBSC Soccer Program completed their spring season and are hosting a tournament May 18-20.
- MEAC Championships for softball were held this week at the Sports Complex on the Softball Quad. Practices were held on Tuesday with games Wednesday through Saturday.
- Seabreeze High School football hosted their Red/White scrimmage game on Friday night at the Sports Complex on Championship Field 7 at 7pm.
- Staff prepared for T-Ball games on Saturday morning at the Sports Complex.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned skateboard park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging 18 infields daily at Sports Complex/Nova Fields
- Blew out all dugouts, hitting mats, batting cages, sidewalks, etc.

- Continued edging 18 infields weekly at Sports Complex/Nova Fields
- Painted 18 soccer fields and added corner flags to each for weekend games
- Painted soccer parking lot
- Painted six soccer fields at SONC for YMCA Program
- Dragged Osceola and South Ormond fields
- Filled holes on west side of fence at Championship Field 7
- Added crimson stone to washed out areas on Wendelstedt warning tracks
- Took down soft toss nets, batting cage and corkboard at Quad
- Added home plates to practice fields at Quad for MEAC Tournament
- Marked and painted Quad for MEAC tournament games daily Wednesday-Saturday
- Painted football field for SHS Red/White Game

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Chelsea Place HOA meeting was held on Wednesday from 7 pm to 8:30 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday.
 - Kopy Kats held regular classes on Monday and Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts Center hosted the following events:
 - Dancing Dogs Spring Show, Wednesday, 7 pm to 9 pm
- The Performing Arts Center is preparing to host the following events:
 - Little Feet Preschool Graduation, Friday, 6 pm to 9 pm

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11 pm daily
- Open gym
- Jazzercise on Monday
- PAL basketball practice Monday/Wednesday
- YMCA soccer practices Monday/Tuesday/Friday
- Sports Club basketball Tuesday/Thursday
- Renegades softball practices Wednesday/Thursday
- Summer camp interviews
- Planning for summer camp
- Pavilion rental Saturday
- Sports Club basketball tournament in Jupiter Saturday/Sunday

Community Events

- Weekly administrative tasks, office work, and activities
- Art in the Park Saturday/Sunday
- Attended Senior Games meeting
- Assisted with Walk with the Manager
- Attended Memorial Day Committee meeting
- Assisting with Senior Games tasks
- Planning of 2018 events through July:
 - Memorial Day Remembrance Service, May 28
 - Reel in the Fun Fishing Tournament, June 16
 - Independence Day Celebration, July 4

- Summer Sounds Concert Series, July 13, 20 & 27

Gymnastics

- Registration is open for May session
- May session in progress
- Open Gym Friday, May 11, 6-8 pm

Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Action classes continued at various times throughout the week.
- Lunch Bunch Club continued on Wednesday.
- Preparations for Camp T-Rec continue.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am to 3:00 pm.
- Art in the Park took place on Saturday from 10 am-5 pm and on Sunday from 10 am-3 pm.
- A renewal of vows took place at Ames Park on Saturday from 5 pm-6 pm.
- Missing Peace took place at Bailey Riverbridge on Sunday from 10:30 am-12 pm.
- The Astor Garden Club tour took place at The Casements on Tuesday from 11 am-12 pm.
- Little Rock Tour took place at The Casements on Tuesday from 1:30 pm-2:30 pm.
- A Memorial Day meeting took place at The Casements on Wednesday from 11:30 am-1 pm.
- A wedding rehearsal took place on Thursday on the Rockefeller Gardens stage from 5 pm-6 pm.
- A wedding ceremony took place on Friday on the Rockefeller Gardens stage from 3 pm-7 pm.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am-11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Nova Community Park: Secure tennis fence
- Cassen Boat Ramp Pier: Painted boards "safety yellow" with grit
- Cassen Park: Add concrete to slab and reinstall bench
- Environmental Discovery Center: Installed 4x4 post for camera for bee hive
- SONC: Remove deteriorated grill and install new one
- McDonald House/Tennis Center: Delivered coquina wall pieces with assistance from Stormwater crew for rebuilding wall damaged from motor vehicle accident

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly inspection of DOT and facility lighting at various City locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Repaired restroom downspouts and gutters at Fortunato Park
- Repaired outside restroom deadbolt at The Casements
- Changed toilet fill valve 2nd floor restroom at Ames
- Repaired loose deck boards at the Ormond Art Museum Cottage
- Repaired SW bay door at Fleet
- Replaced ceiling tiles in the ceramic room at SONC
- Replaced the light in the weight room at SONC
- Reset the outside restroom mag lock timer SONC

- Maintenance work on ice machines at various city facilities
- Repaired the handicap button at City Hall
- Cleaned the air filters at Fire Station 91
- Replaced two lights in the gym at Nova
- Repaired the emergency light at Ames
- Repaired the breakroom cabinet door at Public Works
- Installed a new basketball scoreboard at Nova

Police Department

Administrative Services

- Staff attended the Weekly Staff Meeting
- Staff attended the DARE graduation at Tomoka Elementary
- Staff hosted the Annual Awards Banquet
- Staff attended the Emergency Operations Center Exercise
- Staff attended the DARE graduation at Calvary
- Staff attended the DARE graduation at St. Brendans
- Staff is attending the Police Unity Tour

Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program for 3rd, 4th, and 5th grades continues at Ormond Beach Elementary School. Twenty-eight youths are participating in the program. Students in grades 3rd, 4th and 5th grades are finishing their short stories and adding final illustrations to complete their books. The R.E.A.D. exhibition is May 22 at Ormond Beach Elementary from 3:30 pm – 5:30 pm in the library. Our young authors will celebrate their success at an ice cream social before the opening reception.
- The last Reading with a Cop for the school year was held Wednesday, May 2 at the Ormond Beach Library. Captain Roos read Franklin's Helmet to an audience of 17 parents and children. He talked about summer safety and the role of a police officer in the community. Community Service Officers Justin Sword and Shannon Champion fitted 22 children with helmets.
- One hundred and fifty-two runners participated in the Second Annual Donut Dash 5K. Runners of all levels enjoyed a scenic course through The Trails and Tomoka Oaks neighborhoods. Krispy Kreme donuts were featured. Awards for Top Male and Top Female as well as 1st, 2nd and 3rd in each division were given at the conclusion of the race.
- Six (6) members of YDC assisted with the Second Annual Donut Dash 5K with set-up, registration t-shirts, the breakfast station and breakdown of the event. The next YDC program is the Annual YDC Conference to be held at Disney World this summer.

Community Services & Animal Control

- Animal Calls responded to: 51
- Animal Reports: 3
- Trap Neuter Release: 6
- Animal Bites: 3
- Vaccination Clinic: 0

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 2
- Inactive: 5
- Fraud: 8
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 3
- Grand Theft: 4
- Auto Theft: 2

- Sex Offense/Rape: 1
- Police Information: 1
- Death Undetermined: 0

Records

- Walk - Ins / Window: 76
- Phone Calls: 80
- Arrest / NTA'S: 23
- Citations Issued: 73
- Citations Entered: 112
- Reports Generated: 133
- Reports Entered: 120
- Mail/Faxes/Requests: 22

Patrol

- Total Calls: 1,297
- Total Traffic Stops: 168

Operations

Crime Opportunity Report Forms: 34

- 05/02/2018
 - Narcotics Arrest, 2000 block West Granada Boulevard. Officers responded to 2000 block W. Granada Blvd in reference to a woman slumped over the wheel. After the female declined medical assistance, K9 was brought around the vehicle and gave an alert to the presence of narcotics.
 - Aggravated Assault-Domestic Violence, 40 Bear Creek Path. The suspect was pulling out of the Bear Creek Subdivision when his father was pulling into the subdivision. Father advised that his son pulled out a pellet handgun and fired the handgun at the windshield of the fathers' vehicle while he was driving. Pellets struck the windshield twice.
 - Grand Theft, 240 Williamson Boulevard (Launch Federal Credit Union). An irrigation control timer stolen from the outside of the business.
 - Carbreak, 595 South Yonge Street (Home Design Furniture). Padlock cut from a bay door to a delivery truck. Approximately \$3,600 in new furniture stolen.
 - Trespass Arrest, 555 West Granada Blvd (Business Park). Officers responded to a report of a transient female on the property that had previously been trespassed.
 - Warrant Arrest, 1400 Hand Avenue #O (Care Point Pharmacy). DEA served a search warrant on the pharmacy and seized medications and evidence.
 - Warrant Arrest, 86 Ivanhoe Drive. Contact was made with a subject after she called in a suspicious person walking through backyards asking for help.
- 05/03/2018
 - Stolen Vehicle, 1517 San Marco Drive #206 (San Marco Apartments). Victim allowed her son to stay at the residence and discovered her son had stolen her 2004 Ford Escape.
 - Retail Theft Arrest, 1521 West Granada Boulevard (Walmart). A suspect tried to exit the business without paying for beer and candy and produced an old receipt for the same items.
 - Larceny Carbreak, 120 Shady Branch Trail. The victim advised his car was broken into. The car doors were left unlocked and no damage occurred.
- 05/04/2018
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject obtained an item from inside the store and proceeded to the customer service desk for a refund.
- 05/05/2018
 - Traffic Arrest, 1000 Block of West Granada. Suspect was observed driving while license suspended.
 - Traffic Arrest, South Beach/Ellsworth. Subject contacted during a traffic stop and found to be driving while their license was suspended.

- Driving Under the Influence Arrest, North United States Highway 1/North Nova Rd. An anonymous caller advised there was a reckless driver traveling northbound in the southbound lanes of North United States Highway 1 from the area of Wilmette Avenue. A short time later, the caller advised the vehicle just struck a southbound car head on just north of North Nova Rd. Several officers arrived on scene and made contact with suspect still in the driver's seat of the vehicle and four other parties in the southbound vehicle.
- Concealed Firearm Arrest, 530 South Atlantic Avenue. A call came in as a disturbance at this address. When officers arrived on scene, the parties responsible for the disturbance had already left. As officers were leaving the scene, the suspect vehicle pulled back into the parking lot. A traffic stop was conducted on the vehicle and K9 was deployed. K9 alerted on the vehicle and a probable cause search was conducted. A loaded firearm was located on the front seat of the vehicle. The firearm was concealed by a folding center console piece and was not in any type of case or holster.
- 05/06/2018
 - Shoplifting/ Warrant Arrest, 1458 West Granada Boulevard (Beall's). A suspect shoplifted a hat and was confronted by officers while leaving the store. The suspect was also found to have an open warrant for arrest in reference to grand theft.
 - Warrant Arrest, 136 Kenilworth Avenue. Subject contacted and found to have an open warrant.
 - Shoplifting Arrest, 1458 West Granada Boulevard, (Beall's). A suspect was confronted by officers after putting a new pair of shoes on her infant child's feet and leaving the store without paying.
 - Carbreak, 1 South Beach Street, (Cassen Park). A victim reported that an unknown suspect smashed out her vehicle window and stole a purse, wallet and tablet from the vehicle.
 - Narcotics Arrest, 1 South Beach Street, (Cassen Park). Officers made contact with occupants of a suspicious vehicle in the park. Several items of narcotics and paraphernalia were located in the vehicle after a K9 search.
- 05/07/2018
 - Stolen Vehicle, 1637 North United States Highway One (Rossmeyer Harley Davidson). Motorcycle open trailer was stolen from the business property.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). The suspect was at the self-checkout lane and scanned reduced price tags for more expensive items and was seen leaving the business without paying for the difference.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). The suspect gathered several items within the store and tried to exit without paying for the items displaying an older receipt for similar items.
 - Driving Under the Influence Arrest, Sauls Street & Fleming Avenue. An officer stopped a vehicle operated by a suspect driving on the wrong side of the road and could smell consumed alcohol.
 - Traffic Arrest, North United States Highway One & Wilmette Avenue. An officer conducted a traffic stop on a vehicle. The subject was found to be Driving While License Suspended 3rd or subsequent offense and was arrested.
- 05/08/2018
 - Burglary Residential, 91 South Capri Drive. Officers responded to a burglary in progress at 91 S. Capri Dr. after a neighbor observed two males enter the car port and remove two bicycles. One bicycle had flat tires and was abandoned next door and the other was taken. Two suspects were located with the bicycle.
 - Stolen Vehicle, 5 Cantilever Court. RP advised that his 2015 Jeep Grand Cherokee was taken from the driveway overnight.
 - Narcotics Arrest, 330 West Granada Boulevard. Officers responded to the area in reference to a reckless driver with a note that the driver was observed smoking a crack pipe. Officers located a vehicle matching the description and made contact with the driver. A subsequent K9 sniff of the vehicle resulted in a search. Crack cocaine and paraphernalia were recovered.
 - Burglary- Residence, 122 Timberline Trail. Entry made through unsecured back garage door. Bicycle, tools, and miscellaneous property were taken from the garage.

- Grand Theft, 99 Dianne Drive. Victim is in the process of moving from the residence and discovered 2 diamond rings missing. One valued at \$8,000 and one \$2,000. Victim had a moving company at the residence during the time element of when the rings went missing.
- Traffic Enforcement Stats:
 - Number of Traffic Stops: 38
 - Number of Uniform Traffic Citations Issued: 30
 - Number of Written Warnings Issued: 24
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 1 Case initiated
- 79 signs have either been removed or sign cases created.
- 7 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and sixty-two (62) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – Final restoration activities are being completed, a final inspection with the City and engineer will occur upon submittal of as-built surveys. Resident notices have been mailed detailing the City's incentive program to encourage reuse connection.
 - Ph III 2-Inch Water Main Replacement – Peninsula – A final inspection was held and the contractor is completing punch-list items and finishing as-built drawings.
 - Ph III 2-Inch Water Main Replacement – Mainland – Final tie-ins and restoration on East River Oak Drive and Woodbourne Lane are underway.
 - CDBG (canoe kayak launches) – Central Park is 90% complete.
 - North US1 Landscaping Ph II – Contractor is installing irrigation mainline and conduit between median openings. The work is 40% complete.
 - Effluent Outfall Replacement – The contractor has begun exploratory digs on the upland leaks in advance of performing the repairs.
 - Storm and Sewer Lining – The Notice to Proceed was issued for May 1. Field work is expected to begin in June.
 - Deer Creek Reclaimed Water – Contracts were received back from the contractor. The contractor will start work after school is over in June to minimize conflicts with students along Airport Road.
 - Ormond Crossings Utility Extensions – The contractor has scheduled the bore and jack for the utility crossings at the railroad for next week.
 - Downtown Light Replacement – Materials have been ordered and shop drawings are being prepared for review and approval.
 - CDBG – Cassen Park Fire Hydrant – Staff is finalizing the purchase order and a pre-construction meeting is being scheduled.
 - 2018 Road Rehabilitation – Microsurfacing – A pre-construction meeting was held on May 9. Work is anticipated to begin by the end of July.

- Bidding
 - CDBG – Streetlight Replacement – Bid was awarded at the May 1 City Commission meeting.
 - City Hall/SONC HVAC Repairs – Bids were received on February 21 and due to an error in the bid of the apparent low bidder, the City was contacted and informed that they are unable to perform the work for the bid price submitted. The City's Legal Department is involved in resolving the issue with the surety for the contractor. Staff intends to reject the bids and plans to rebid the project next fiscal year. As the pre-design cost estimates were low staff will increase the funding in next year's budget.
 - 2018 Road Rehabilitation-Resurfacing – Bid for this project were opened on May 8 and are under review.
 - Forest Hills Connector Trail – The bid opening was extended to May 17 to accommodate FDOT review process.
 - Water Plant Upgrades – Staff has received the revised proposal and will be preparing an agenda item for commission approval.
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once financing has been secured for the necessary bond funding.
 - Rockefeller Gardens Stage Shade Cover – Agenda item scheduled for GMP award to Hall Construction at the May 15 City Commission meeting.
- Design Projects:
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends along north US1 to the City Limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossings which will provide a redundant loop for US1 along the length, and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. Phase 2 will extend a new 12-inch water main from Airport Road South along US1 to “double barrel” the existing single 12-inch water main. Staff applied to the State for an economic development grant that did not receive funding for this cycle, therefore the application is now in for the next year funding cycle, if approved, the grant will pay for the construction cost for the water main improvements (\$2.05 million).
 - Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension –The FIND Agreement was approved at the January 2 CC meeting along with the work authorization for the design for the fishing pier repairs along the south side of the bridge and expanding the breakwater proposed with the public dock project. The consultant has submitted and received a permit exemption from FDEP for the fishing pier repairs. Survey and geotechnical borings are underway.
 - WWTP Sludge Dewatering Improvements – Consultant is preparing final plans.
 - Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
 - Fleming Ave Stormdrain Improvements – A FEMA HMGP Phase I design/engineering grant is fully executed. The consultant is preparing a scope of work for the final design. This project was identified for design in FY 2018-19 in the 5 year CIP.
 - Wilmette Avenue Pumping – A FEMA HMGP Phase I engineering/design grant has been approved for this project and is under review by Staff.
 - Laurel Creek Stream Gauges – OptiRTC has provided a proposal to the City for additional stream level monitoring. Staff is reviewing the proposal that would allow the OPTI desktop to monitor these additional level gauges alongside the level at the Bennett Lane pump station.
 - Cassen Park Improvements (Paving and Restroom Replacement) – The consultant is nearing 60% design drawings for staff review and comment.

- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – The County approved the ECHO grant funding.
- OBSC Improvements – Championship Field 7 – The City did not receive funding from the Daytona Beach Racing and Recreational Facilities Authority for the project.
- Secondary Raw Water Main – The consultant is re-routing the proposed main due to negative feedback from residents on providing an easement to the City along Old Tomoka Road.
- Police Department Roof – Working with construction manager to determine the final scope GMP proposals.
- MacDonald House – Working with construction manager to solicit proposals to complete Phase I repairs of the report.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Base map has been prepared and staff is finalizing conceptual planting plan for design Consultant.
- Nova Community Park Tennis Court Lighting – Staff will submit a FRDAP grant application to help offset the cost to construct the project.
- Police Department Access Control – This project is on hold until construction funds become available next fiscal year.
- A1A Force Main Repair – Survey work is nearly complete, design is expected to begin shortly.
- Coquina Court Drainage – The surveyor for the project is on-site this week, design is expected to proceed quickly beginning in the next few weeks.
- Main Trail Bridge Repair – Staff is working with a new construction management firm to perform the required repairs.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – An RFQ for design services was advertised on April 8, a pre-bid meeting was held April 18. Bid opening was held on May 10.
- Departmental Activities
 - Continuing to locate, scan, examine, archive, and prepare for storage non-digitized plans.
 - Reviewed daily engineering permit applications through the ProjectDOX system.
 - Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits for 4-6 Lakebluff Drive and 711-751 Calle Grande, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Ormond Parkway/A1A intersection, per AT&T request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Domicillio Avenue, per FPL request.
 - Reviewed plans and created approved Wetland Protection permit for 866 Riverside Drive dock construction.
 - Researched old files and provided as-built PDF's for utilities along North Oceanshore Blvd. near 1926 North Oceanshore Blvd., per Utilities Division request.
 - Created sketch and legal description of Airport Sports Complex, per Grants Coordinator request.
 - Researched old City files and provided sanitary easement documents for 306 Riverside Drive, for potential buyer per request.
 - Modified drawing for Ames Park parking improvements project.
 - Modified permit set for 1289 John Anderson Drive water service replacement.
 - Modified permit set for 15 Sunset Blvd water service replacement.
 - Created a permit set for 1926 Ocean Shore Blvd force main repair.
 - Prepared mailing for the reclaim water project to approximately 750 residents
 - Located a tree at 1302 Northside Drive, per Neighborhood Improvement Division request.
 - Took elevation shots at Sanchez Park, per project manager's request.

Environment Management

Street Maintenance - Asphalt/Concrete

- 20x16 concrete pour at transfer station

- 5x5 pour on Flamingo Dr
- Asphalt prep on S Arbor Dr.

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/transfer station
- Ground stumps citywide
- Trimming ROW & street lights on Spring Meadows Dr; ROW at Oak Forest & Rio Ave
- Removed tree limbs at Nova Rec; dead pine tree at Sanchez Park; hanging limb on Oak Forest Dr & Rio Ave; dead pine tree on Cameo
- Staged message boards on SR40
- Picked up tree debris in Sanchez Park

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
- Installed welcome banners on Granada Bridge

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightened or replaced signs citywide

Stormwater Maintenance

- FDOT ditch mowing on SR40, Woodland Trl
- Training at Public Works
- Training in Daytona
- Fleet Maintenance
- Reachout mower/ditch mowing on Wilmette & Sanchez; Airport Rd
- Pipe inspection in Ormond Green
- Locates citywide
- Pump station maintenance on Bennett Ln
- Pipe repair on Airport Rd

Vactor

- Vac-con/pipe cleaning in Ormond Green
- S Arbor Dr

Street Sweeping/Streetsweeper

- 155 miles of road cleaned
- 32 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,196

- PM Services completed for the week
 - Emergency Vehicles and Equipment: 3
 - Non-Emergency Vehicles and Equipment: 10
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 15,581 gallons unleaded, 4,496 gallons diesel
 - Fuel used in one week: 2,043 gallons of unleaded and 938 gallons of diesel.
 - Fleet completed 45 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Yard Electrical and Pump Upgrades – The 90% plans and specifications are being revised by the design engineer to incorporate comments.
 - Leeway Tank – City Commission agenda item scheduled for May 15 meeting for execution of work authorization for design services to Mead & Hunt.
 - Lift Station Improvements 2018 – Plans are 35% complete.
 - Lift Station 8M1 – Easement and easement vacation documents are under review.
 - Lift Station 10M & 12M Improvements – The preliminary start-up was performed on Lift Station 10M. Electrical improvements are installed at LS 12M. The inspection was performed and FPL is scheduled to connect the 12M lift station meter 5/8/18.
 - Security First Off-Site Water Main Improvements – Design review comments are being addressed by the engineer.
 - WTP LPRO Membrane Replacement – Prepared City Commission memo recommending work authorization to McKim & Creed for design services for consideration June 5 meeting.
 - WWTP Sodium Bisulfite Tank Replacement – Tank replacement started 5/7/18.
 - Utility Location Services – Addendum 3 was distributed changing basis of payment to amount of specific utility system locates required per ticket.
 - Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) activities – Breakaway Trails tank needs some repairs. A third quote was received. A proposal for lead testing of the paint is being prepared for all tanks.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Selection and award recommendation to City Commission meeting pending. Awaiting review of vendor provided agreement language. In-house team meeting held to review draft RFP documents for integrator services.
 - 1926 Ocean Shore Blvd. – Prepared plans for FDOT permit
 - 15 Sunset Drive – Volusia County Use Permit application was submitted to the county for processing.
 - 1289 John Anderson - Volusia County Use Permit application was submitted to the county for processing.
 - SPRC Projects (Utilities Review)
 - 85 South Tymber Creek Road – Oasis Church: Discussed requirements to install the proposed water service line in a sleeve.
 - Fletcher's Irish Pub – Met to discuss requirements to add outdoor seating. An irrigation service line may need to be installed.
 - Pineland Subdivision – Received Preliminary Plat Phases 2 to 5 for review.
 - YMCA Parking Lot Expansion – Field checked as-built drawings and provided comments.

Water Treatment

- Delivered 39.63 million gallons for the week ending May 4, 2018 (5.66 MGD).
- Backwashed 12 filters for a total of 642,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 30, 2018 @ 6.057 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 54 tons of dewatered sludge (65 - 70% solids).

- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 31.44 million gallons.
- Influent flow rate average daily flow (ADF) for weekly period @ 4.49 MGD.
- Produced 30.33 million gallons of reuse.
- Produced 1.11 million gallons of surface water discharge.
- Most recent annual period ADF rates (April 1, 2017 – March 31, 2018): Influent 4.68 MGD (permit 8 MGD); Surface Water Discharge 1.91 MGD (Permit 6 MGD); Reuse 3.22 MGD (permit 10 MGD)
- Hauled 127.65 tons of dewatered residual solids (14%-18% solids).

Water Distribution

- Responded to 13 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Installed 2 residential water services for new residential construction.
- Replaced 6 broken water meters per Finance Department request.
- Responded to and/or repaired 10 water service leaks.
- Performed pressure testing on 6 city owned backflow preventers.
- Replaced 19 broken meter boxes.
- Performed large meter testing on a 4 commercial water meters. Scheduled 5 more for testing.
- Disconnect the water service for 191 S. Yonge St. as request for the Building Dept. due to demolition.
- Replaced 8 water services due to low volume concerns.
- Continued annual Volusia County fire hydrant maintenance program, 47 completed this week.
- Performed scheduled valve maintenance activities, 16 valves were actuated.
- Installed a 2" permanent flushing device on the dead-end of a 16" water main on Plantation Oaks subdivision.
- Replaced a broken 2" meter valve at 1275 Ocean Shore Blvd. (Indies House Condominiums)
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 175 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 3 reuse trouble calls.
- Prepped for tank replacements at 99 Shadow Creek Way and 28 Huntmaster Ct.
- Rewired PEP system at 9 Highwood Ridge Trail
- Responded to depression at 252 S. Beach St. – televised lateral will schedule for repair.
- Replaced lateral at 50 Putman Ave.
- Assisted reuse system adjustments to support WWTP bioassay sampling activity.
- Disconnected 332 John Anderson Dr. sewer service for house demolition.
- Attempting to locate tap for 51 Ocean Shore, work in progress
- Verified location and position of valves in anticipation of Melrose force main work.
- Repaired force main valve boxes at Fortunato Park.
- Performed j-box maintenance at 195 Black Hickory Way
- Turned off reuse to 126 Putting Green Ln, 427 Triton Rd., and 16 Huntington Place due to irrigation system breaks on customer's side.
- Remarketed backyard main for FPL pole replacement at 950 N. Beach St.
- Televised lateral at 132 Dawn Dr. per customer request. No issue on City side.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 27/27 psi, Ocean Mist Hotel 25/25 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 11 psi, Westland Run 21 psi & Shadow Crossing Blvd. (4 inch) 6 psi.

Wastewater Plant – Lift Stations

- Il Villagio, checked force main pressures.
- Il Villagio, high run hours at local time clocks, deragged both check valves, ok.
- Breakaway Trails, wet well blower not working, began disassembly of unit to replace motor and repair damaged plumbing as needed, new motor on order.
- Breakaway Trails Reuse Tanks, pond water suction, began removal of hardware for upcoming repairs.
- Shadow Crossings, follow up from call out, replaced corroded phase monitor fuse block, ok.
- Carrousel Blower # 3, not operational, VFD will not operate in automatic, Changed VFD parameters to run in manual. Troubleshooting in progress.
- Decanter timer, not functioning, repair blown control transformer fuse, ok.
- Final Tanks, Clarifier #3, fuel Thompson Diesel Bypass Pump and fill all containers, ok.
- Influent Room, oversee transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 4P, phase loss, power restored upon arrival, ok.
- SCADA monitor/response: Southern Pines, uneven starts, SCADA read issue, will monitor; 3M, no starts #2, pulled pump to clear blockage at volute, ok; Walmart, no starts #1, cleared blockage at volute, ok; Breakaway Trails, no starts #2, #2 isolation breaker not functional, replaced with back up stock.
- SCADA technician activities: KVM switch on plant server frozen, restarted, ok; reviewed and prepared comments for SCADA integrator RFP meeting. Gathered quotes for ControlWave micro CPU card repair and for shelf stock.
- 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; Influent Odor Control, Swing Zone Blowers, #1, #2.
- Quarterly Plant PM's: Screw Pumps, #1, #2, #3.
- Annual Plant PM's: Carrousel Surface Aerator #1N; Grit Snail.
- Lift Station PM's: 15 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Clear well #1 overflowing, pumped in manual mode to lower level, reset alarms, returned all three pumps to auto mode. OK
- Reuse high service Orchard, intrusion alarm flashing on operator's reuse screen, value in database on plant SCADA server latched, corrected, ok.
- Sand filter #6, backwash valve not showing opened/closed during operations. Confirmed PLC signal okay in SCADA, cleaned contacts, no change, replacement contacts on order.
- Lime sludge thickener wet well, not keeping up during wash down, changed lead/lag from 7 & 9 feet to 4 & 7.ok.
- Well 29H, SCADA communications wire, lost signal switch signal to spare pair, ok.
- Fluoride feed pump, replaced nonoperational control card and limit switch, ok.
- Well 37R, flow meter out of service, began PO request.
- Hypochlorite pump 7, replaced pressure gauge, ok.
- Operational checks: Riverview, Granada and Tomoka State Park and Nova booster stations; Williamson, Calla Grande interconnects.

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

- Industrial Pretreatment Program – Staff is drafting a restructured Sewer Use Ordinance in order to enhance the protection of the sewer from Fats, Oils and Grease (FOG). FOG are the number one cause of sanitary use overflows according to the FDEP. The ordinance will place greater emphasis and regulatory oversight on commercial sewer customers especially, food establishments.
- Annual Water Quality Report – Staff is compiling the information necessary to complete the entire report. The report will be made available to the City's potable water customers through

- the City's website. Also, a hard copy is made available upon request. The report highlights the laboratory data from potable water samples collected throughout the 2017 calendar year.
- Ormond Beach to Go! - Staff attended the event at The Falls clubhouse.

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
- Staff attended and provided support for May 11, 2018, Pension Board Meeting
- Agenda packet preparation and creation, and distribution for May 15, 2018, Transportation Update Workshop and City Commission Meeting