

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: April 12, 2019

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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
- General discussion meetings with various members of senior staff
- State of the City meeting

Spoke to, attended and/or met with:

- Volusia County Elected Officials meeting
- Publix renovation project neighborhood meeting
- Ormond Beach Chamber focus group meeting
- Team Volusia Executive Committee meeting
- FDOT public hearing on proposed plans for SR40 at Interchange Boulevard
- Held a Half Cent Sales Tax public meeting at the Senior Center, 10 citizens attended
- Tiger Bay Board meeting
- Participated in Chamber's Leadership Day on City Government
- Attended Planning Board meeting
- Held Walk with the Manager
- Met with Elysha Petschauer, James Lampe, and Bonda Garrison of the Historical Society, general discussion on the Historical Society, MacDonald House and Anderson-Price Building.

**Community Development**

**Planning**

- Downtown Steering Committee. The next meeting is scheduled on April 17, 2019, with the Downtown Steering Committee meeting at 11 a.m. in Room 103 of City Hall and a public meeting at 6 p.m. at the Anderson-Price building at 42 North Beach Street.
- The Planning Board approved (1) Special Exception for Total Comfort, (2) DRI amendment for Hunter's Ridge, and (3) provided input on the Food Truck Land Development Code amendment.
- Staff attended the neighborhood meeting regarding the proposed demolition and re-construction of the existing Publix Supermarket at 220 North Nova Road within the Trails Shopping Center. The project is a permitted use in the zoning district and is not seeking any waivers and shall be reviewed and approved by the Site Plan Review Committee.
- The final plats for phase 1, 2, and 3 of the Pineland subdivision are scheduled for the April 16, 2019, and May 7, 2019, City Commission meetings.
- The Board of Adjustment and Appeals has two cases for the May 1, 2019, meeting:
  1. 20C Oriole Circle: Rear and side yard variances to construct a screen room destroyed by Hurricane Irma within the Ocean Village Villas development.
  2. 274 North Ridgewood Avenue: A front yard variance to construct a carport and convert a garage to living area.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 356 inspections performed within the City (41 by Private Provider).
- 91 permits issued within the City, with a valuation of \$1,464,250.

Development Services

- There were no applicants to meet with the Site Plan Review Committee.
- The WaWa site and building construction commenced this week.
- Dr. Salzburg has relocated to a new building within the Shoppes of Granada, Phase 2. The existing building is in process of being demolished. This area is shown as a drive thru restaurant which still requires a Special Exception. The project representatives indicate that they will be seeking to appear before the Planning Board in June for the Special Exception.
- Projects under SPRC review include:
  1. 160 North Nova Road, SunTrust Bank Renovations. Revision to approve site plan. Revision to add ATM to existing SunTrust bank including drive aisle modifications.
  2. 69 Apian Way, easement release. 1<sup>st</sup> submittal. A request to release the drainage easement along the rear of a lot within the Tuscany subdivision.
- Below is the construction status of projects under construction:

Project	% Complete
8 Coolidge Avenue Warehouse	2%
135 Hernandez Lot Split-Utility Connection	95%
589 South Yonge Street	98%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
Cardinal Drive Beach parking	75%
Chase Bank	20%
Cypress Trails subdivision	70%
Granada Pointe	98%
Huntington Green	10%
Huntington Villas	20%
Independence Recycling of Volusia	90%
Lucky's Market	50%
Ormond Beach Surf Style	5%
Ormond RC, Building 1C	50%
Pineland	50%
Security First	70%

Shoppes on Granada, Phase 2	75%
Starbucks @ Granada Plaza	50%
Thomas & Betts parking improvements	90%
Volusia Memorial Mausoleum	60%
WaWa	2%

**Economic Development**

- Ormond Crossings
  - Security First Managers continues the construction of their office building.
  - Installation of off-site utility work along Broadway Ave. continues.
  - Security First Managers 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 100,000sf permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
  
- Airport Business Park
  - Concentrated Aloe is completing construction on their 40,000sf manufacturing plant on Lot 2.
  - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
  - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.
  
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is working with the Ormond Beach Chamber on a business retention and expansion survey that will be used to take the pulse of targeted industry in Ormond Beach.
  - Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
  - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  - Staff continues involvement in the Ormond Main Street marketing and branding initiative.
  - Staff gave a presentation on Economic Development Activity to the Daytona Beach Kiwanis Club.
  - Staff attended the “Start-Up Grind” event at La’s Bistro, an interactive event series with featured guests who share their journey of building great companies.
  - Staff attended the Ormond Beach Chamber Annual Business After Hours Expo at Destination Daytona.
  - Staff attended a public meeting hosted by Volusia County Economic Development Division on the findings of an Industry Supplier and Demand Characterization report completed to support business attraction and expansion in the region.
  
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 28 companies have been visited.

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

**Finance**

- On-going Projects
  - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheet for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
  - Preparations for the Munis Phase 3, Utility Billing system are underway.
  - Preparations for Munis Phase 3, General Billing are underway.
  - Preparations for the FY 2019-20 Capital Improvement Plan are underway.
  - Upgrade to Tyler Munis version Tyler 2018.1 was started.
- Completed Projects - Weekly
  - Issued 18 Purchase Orders totaling \$615,981.
  - Issued 984 past due notices on utility accounts.
  - Auto-called 144 utility customers regarding receipt of a past due notice.
  - Processed 509 payments through Interactive Voice Response System totaling \$36,795.02.
  - Grant money 2018-19 fiscal year-to-date total received, \$2.15 million dollars.

**Grants/PIO**

- Press Releases
  - Road Closure of North St. Andrews Drive (4/9)
  - Everyday is Drug Take Back Day at the Ormond Beach Police Department
  - Youth Service Heroes (4/20)
  - Easter Crafts (4/20)
  - Honey Bees (4/27)
  - Breakaway Trails Reuse Storage Tanks and Pump Station Ground Breaking Ceremony (4/18, 12 pm)
  - Earth Day 2019 - UPDATE
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly events calendar ad for Ormond Observer.
  - Attended weekly staff meeting.
  - Attended the Victims' Rights Breakfast and Awards Ceremony
  - Attended State of the City Meeting
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended webinar on the Division of Historical Resources Small Matching Grant Program.

**Risk Management Projects**

- Chamber of Commerce Leadership program – Government Day
- Mayor's Health & Fitness Challenge activities
- Claim investigations

**Fire Department**

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 5
  - Hazardous: 4
  - EMS: 89
  - Motor Vehicle Accidents: 7

- Public Assists: 53
- TOTAL CALLS: 159
  
- Aid provided to other agencies: 19 Calls – Daytona Beach (3), Holly Hill (3), Volusia County (13)
- Total staff hours provided to other agencies: 15
- # of overlapping calls: 46
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 60
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 300
  
- Training Hours
  - NFPA 1001: Firefighting 46
  - NFPA 1002: Driver 33
  - NFPA 1500: Safety/Equipment 62
  - NFPA 1620: Preplanning 16
  - EMT/Paramedic 14
  - TOTAL TRAINING HOURS: 171
  
- Station Activities
  - Updated 13 pre-fire plans
  - Conducted 3 fire inspections
  - Provided a tour of Station 91 for group of children and parents
  
- Significant Incidents
  - 4/6/19, 7:56 AM: Clyde Morris Blvd. / Hand Ave. – Brush Fire – Responded to a small brush fire at rear area of new housing development – 750 gallons of water and 1,000 gallons of foam used to extinguish.
  - 4/6/19, 7:37 PM: S. Nova Rd. / Hand Ave – Motor Vehicle Accident – Responded to a two vehicle T-bone collision – one patient transported as a trauma alert.

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Firefighter/EMT (Fire)
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
    - Part Time Recreation Leader (Gymnastics/Leisure Services)
    - Police Officer (Police)
    - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
    - Summer Camp Counselors (Leisure Services)
    - Tradesworker (Building Maintenance/Leisure Services)
    - Treatment Plant Operator C, B, or A (Wastewater Plant/Public Works)
    - Utilities Engineer (Public Works)
    -
  - Applications Under Review
    - Maintenance Worker II (Streets/Public Works)
  - Interviews Scheduled
    - Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works)
    - Maintenance Worker III (Wastewater Collection/Reuse Distribution/Public Works)
    - Public Information Officer

- Background/Reference Checks/Job Offers
  - Chief Treatment Plant Operator (Wastewater Treatment Plant/Public Works)
  - Office Manager (Planning)
  - Part Time Maintenance Worker I (Senior Center/Leisure Services)
  - Part Time Maintenance Worker II (Parks/Leisure Services)
  - Police Officer (Police)
  - Summer Camp Counselors (Leisure Services)
- Separations
  - Fire Driver/Engineer/Paramedic (Fire)
  - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
  - Accounting Technician (Finance)
- Employee Events
  - Wellness Plan HSA contribution opportunities:
    - Non-tobacco use affidavits accepted through 12-31-19
    - Skin cancer screenings offered through 12-31-19
    - Wellness Action Team activities offered through 12-31-19
  - Nationwide representative meets with employees 5-2-19

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 3 – Utility Billing – Project on schedule: working on mapping and configuring the new system conversion.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
    - IT Strategic Plan – Draft documentation review.
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 16
    - Completed: 49
    - In progress: 26
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 66,022
    - Inbound E-Mails Blocked: 46,721
    - Delivered Inbound E-Mails: 19,301
    - Quarantined Messages: 2,661
    - Percentage Good Email: 29.2%
    - Virus E-Mails Blocked: 0
  - Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 2
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 14

- Information Requests from External Organizations: 9
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0 : Total in system = 2,554
- Meters GPS Located this week: 59 : Total in system = 23,682; 22,873 potable, 798 irrigation, 11 Effluent
- Notable Events: None

## **Leisure Services**

### Administration

- Supervisory Staff meeting
- Public Works meeting
- City Manager's staff meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Reviewed plans for quarterly staff meeting
- Met to discuss plans for adding beach sand to Andy Romano ramp
- Swing Into Spring Concert Series #2
- CIP Meeting
- Meeting regarding food truck vendors

### 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

- Social media updates
- Geraldine McNamara from Seaside Herb Society gave a Spring Herb Gardening program in the EDC classroom on Saturday from 10 am to 11:30 am.
- EDC staff and EDC Volunteers held an Elementary Explorers Earth Day program for children in grades K-5 on Saturday from 2 pm to 3 pm.
- EDC volunteers met to for field trip training on Tuesday from 10:30 am to 11:30 am.
- On Wednesday, Joan Tague held a Spring Bird Walk through Central Park from 8 am to 10 am, a Migratory Spring Bird Class in the EDC classroom from 10 am to 11:30 am and a guided nature walk for EDC volunteers from 2 pm to 4 pm.
- Fifteen Navigator USA scouts took a Sensory Explorations field trip at the EDC on Thursday from 10 am to 12 pm.
- EDC staff and EDC volunteers held a Little Learners Earth Day program for children aged three to five on Friday from 10 am to 11 am.

### Athletics

- USSSA Baseball tournament at the Nova Fields and Wendelstedt Fields on Saturday and Sunday.
- OBSC Soccer games and T-ball games were held on Saturday.
- 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 daily.
- Golden Spikes and Lady Renegades continued practices this week Monday through Thursday at 6 pm on the Nova Fields and the Softball Quad at the Sports Complex.

- SHS Softball and Baseball continued practices this week on the Softball Quad and Wendelstedt Field 2 and 3 at 3:30 pm and 4:30 pm. Softball games were on the road this week. Baseball games were on Tuesday, and Wednesday at 4 pm and 7 pm.
- Calvary Christian Academy Softball had practice on Monday and Thursday and a game on Friday at 4 pm this week.
- Calvary Christian Academy Baseball had practice on Monday and a game on Friday at 4 pm this week.
- The City's Youth Volleyball Program continued training this week with 75+ participants at the Nova Community Center gym.
- Ormond Beach Soccer Club continued practices this week nightly, Monday through Friday. Games are on Saturday morning beginning at 8:30 am.
- OBYBSA Rec Baseball/Softball games this week, Monday through Friday, at both the Nova Fields and the Softball Quad at the Sports Complex.
- SHS Flag Football hosted home games at the Sports Complex on Championship Field 7 on Thursday at 5 pm and 6 pm.
- Halifax Academy Baseball hosted their second home game on Thursday night at 5 pm at the Sports Complex on Wendelstedt Field 2.
- Coed Adult Softball held games Monday, Tuesday and Wednesday at 6:20 pm, 7:30 pm, and 8:40 pm.
- Staff prepared the fields for OBSC soccer games and T-Ball games to be held on Saturday.

#### Athletics 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 infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Painted soccer grass parking lot
- Painted all soccer fields to be prepared for upcoming OBSC practices/games
- Prepped fields for weekend softball tournament at Softball Quad
- Prepped/painted Championship Field 7 for SHS Flag Football
- Prepped fields for high school baseball and softball games
- Added turface to Nova Fields 3, 4, and 5
- Dragged Osceola Elementary and South Ormond Softball Field
- Picked up bleacher from Central Park II

#### Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 9 pm
- Ormond Church was held on Sunday from 8:30 am to 12:30 pm

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - CMT held regular classes Monday through Friday
  - Kopy Kats held regular classes on Monday, Wednesday and Thursday
- The Performing Arts Center is preparing to host the following events:
  - A Taste of Broadway, Saturday, 2:30 pm to 4:30 pm and 7 pm to 9 pm

#### South Ormond Neighborhood Center

- Splash pad open March 15 through November 30
- Open park and playground sunrise to 11 pm daily
- Open gym
- Staff is preparing for summer camp



- Staff is working on spring cleaning
- PAL tutoring, Monday through Thursday, 3 pm to 6 pm
- PAL basketball practice, Monday and Wednesday, 6 pm to 8 pm
- South Ormond Sports Club basketball practice Wednesday, 6 pm to 8 pm and Saturday, 11 am to 12:30 pm

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Attended Senior Games Board meeting
- Attended Memorial Day Remembrance Committee meeting
- Assisted with half-cent sales tax public meeting
- Assisted with Walk with the Manager
- Preliminary planning of 2019 events through July:
  - Breakaway Trails Water Tank Groundbreaking, April 18
  - Art in the Park, May 4 and 5
  - Memorial Day Remembrance Service, May 27
  - Reel in the Fun Fishing Tournament June 15
  - Independence Day Celebration, July 4
  - Summer Sounds Concert Series, July 12, 19, 26

#### Gymnastics

- Registration is open for April/May session
- April session in progress
- Team girls are preparing for State Competition in May

#### Nova Community Center and Special Populations

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

#### The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10 am and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 5 pm to 6 pm.
- National Poetry Day event took place at The Casements on Sunday from 12 pm to 5 pm.
- The Ormond Beach Art Guild Art exhibit remains on display in The Casements Gallery throughout the month of April.
- A Guild Executive Board meeting took place on Monday at 9:30 am.
- A Guild Administrative Board meeting took place on Monday from 10 am to 12 pm.
- Staff continued planning for Enviro Camp.
- Staff continued preparing for the Annual Guild Luncheon.
- Staff continued preparing for the next Once Upon a Storytime event.
- A large group tour from W.I.S.E private school toured The Casements on Tuesday at 10 am.
- Cherry Laurel Garden Club held a meeting in The Casements Gallery on Wednesday from 8 am to 12 pm.
- A Memorial Day Remembrance Committee meeting took place on Wednesday from 11 am to 1pm.
- A Casements Guild Gala meeting took place in The Casements Art Room on Thursday from 10 am to 12 pm.

- Swing into Spring Concert Series held their second concert on Thursday night from 7 pm to 8:30 pm featuring Matt Burke.
- Setup for Celtic Festival took place on Friday from 8 am to 5 pm.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Installed boundary signs and cut bolts on sewer cover at Huguenot Park
- Repaired door on community garden message board at Central Park I
- Repaired message board at community garden Central Park III
- Grounds keeping litter clean up at the South Ormond Neighborhood Center
- Installed repaired turtle swing at Magic Forest
- Cleaned graffiti tagging at Central Park II restroom
- Shut off sprinklers running at wrong time in front of Andy Romano Beachfront Park

#### Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired directional signs at airport
- Repaired scoreboard at Sports Complex
- Installed outlet on west wall at South Ormond Neighborhood Center
- Repaired parking lot lights at the Police Department
- Installed new handicap button at City Hall south entrance
- Repaired all exit signage at South Ormond Neighborhood Center Gym
- Relocated data wiring for printers in Building Maintenance
- Located water usage issue at the Police Department
- Reset concession breaker at Andy Romano Beachfront Park
- Replaced A/C pump motor fan at the Police Station
- Checked A/C and replaced filters at Ames House
- Checked all old A/C units for replacement recommendations
- Repaired water fountain at Bailey Riverbridge
- Replaced outdoor carpet and repaired roof top light at Performing Arts Center
- Replaced basketball hoop nets at South Ormond Neighborhood Center
- Motion sensor replaced in south classroom at South Ormond Neighborhood Center
- Repaired door handle locks from registration side of box office at Performing Arts Center
- Nova concession window repaired

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Chief participated in a charity bicycle ride
- Staff attended Keiser Advisory Board
- Staff is attending Daytona State College Law Enforcement graduation
- Staff is conducting quarterly audits
- Staff participated in Reading with a Cop
- Staff attended verbal de-escalation training

#### Community Outreach

- Youth Director Council (YDC)  
Eight (8) members of the YDC met to review upcoming community service projects.
- OBPAL Basketball  
Practice was held for the boys' basketball teams on Monday and Friday last week. Twenty-three (23) boys attended practice at the South Ormond Neighborhood Center. On Wednesday fifteen (15) girls attended practice at the South Ormond Neighborhood Center. The next tournament for the boys' and girls' basketball teams is the Super Six in Orlando April 12, 13 and 14, 2019.
- OBPAL Educational Programs
  - *Tutors R Us* continues at the South Ormond Neighborhood Center. Tutoring is offered Monday through Thursday from 3:00 pm – 6:00 pm. Last week seventeen (17) students attended the program each day. *Tutors R Us* provides one-on-one and small group tutoring for school aged children in elementary and middle school.
  - *R.E.A.D., Reading, Exploration, Adventure and Discovery* program continues at Ormond Beach Elementary School. Classes are offered Tuesday and Thursday after school for children in grades 3, 4 and 5, and 21 students are in the program. Nine (9) applications have been received for the second grade R.E.A.D. program. The second grade program will be held after school at Ormond Beach Elementary from April 10 through May 8, 2019.
- OBPAL Third Annual Donut Dash 5K  
The Third Annual OBPAL Donut Dash 5K is scheduled for the morning of Saturday, April 27, 2019. The event will begin and end at the back of the Trails Shopping Center. Registration will begin at 7:00 am with a race start at 8:00 am. For more information and sponsorship opportunities please call (386) 676-3505. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

#### Community Services & Animal Control

- Animal Calls responded to: 58
- Animal Reports: 7
- Trap Neuter Release: 1
- Animal Bites: 0
- Animals to Halifax: 10
- Wildlife Calls: 0
- Found Property Reports: 1

#### Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 11
- Inactive: 8
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 11
- Grand Theft: 5
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 2
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 2
- Police Information: 1

- Harassing Calls: 1
- Baker Act: 1

#### Records

- Walk - Ins / Window: 63
- Phone Calls: 102
- Arrest / NTA'S: 18
- Reports Generated: 125
- Reports Entered: 110
- Citations Issued: 87
- Citations Entered: 87
- Warnings Entered: 52
- Trespass Warnings: 11
- CORF Entered: 61
- Mail / Faxes / Request: 28

#### Patrol

- Total Calls: 1,202
- Total Traffic Stops: 115

#### Operations

- Crime Opportunity Report Forms: 61

#### 04/03/2019

- Larceny, 100 Pinion Circle. Subject removed a decal from a tag overnight.
- Carbreak, 12 Park Place. Unlocked vehicle was entered overnight and a firearm was stolen.
- Shoplifting Arrest, 1478 West Granada Boulevard (Bealls). Subject concealed items and fled the store but was caught at the other end of the plaza by law enforcement.
- Carbreak, 305 Fir Street. Unlocked vehicle was entered overnight. Tools were stolen.
- Carbreak, 260 Fir Street. Unlocked vehicle was entered overnight. Change was stolen.

#### 04/04/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Carbreak, 311 South Center Street. Unlocked vehicle was entered overnight.
- Carbreak, 37 Laurel Oaks Circle. Unlocked vehicle was entered overnight. A wallet was stolen.
- Carbreak, 32 Laurel Oaks Circle. Unlocked vehicle was entered overnight. CDs were stolen.
- Battery/Domestic Violence Arrest X2, 53 Ivanhoe Drive. Two (2) subjects were arrested for battering the victim.
- Battery/Domestic Violence Arrest, 5 Larisa Terrace. Subject was arrested for battering the victim.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items and attempted to leave the store.
- Narcotics Arrest, 1227 Fernway Drive. Two (2) siblings were stopped as suspicious persons and were found with Oxycodone pills.

#### 04/05/2019

- Carbreak, 759 South Atlantic Avenue (Georgian Inn). Unlocked vehicle was entered overnight. A wallet was stolen.
- Fatal Accident, 1340 West Granada Boulevard (Lowe's). A pedestrian was struck by a semi-truck.
- Battery/Domestic Violence Arrest, 45 Kenilworth Avenue. Subject was arrested for battering the victim by strangulation.
- Carbreak, 327 Fir Street. Unlocked vehicle was entered overnight.
- Battery/Domestic Violence Arrest, 34 Byron Ellinor Drive. Subject was arrested for battering the victim.

- Larceny, 1287 West Granada Boulevard (Zaxbys). Victim forgot a wallet on the table and someone stole it.

04/06/2019

- Traffic Arrest, 700 Block South Nova Road. Subject was involved in a crash and was found to be intoxicated.
- Larceny, 1521 West Granada Boulevard (Wal-Mart). Subject left a purse in a shopping cart and someone stole it.

04/07/2019

- Burglary Residence Arrest, 20 Tidewater Drive. Subject broke into a garage and was met by the victim at gunpoint and fled but was found by officers.
- Larceny Arrest, 2 Tidewater Drive. Mail was stolen from this location by the arrested subject from 20 Tidewater Drive.
- Warrant Arrest, 100 Block Williamson Boulevard. A traffic stop found the driver with an open warrant.

04/08/2019

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in a backpack and was stopped by loss prevention. Charging affidavit was completed.
- Burglary Business, 1009 Ocean Shore Boulevard (Coral Sands Inn). Known subject broke into the housekeeping room and ate broccoli. Charging affidavit completed.
- Battery/Domestic Violence, 3 Parkside Drive. Subject battered the victim. A charging affidavit was completed.
- Battery/Domestic Violence Arrest, 346 Putnam Avenue. Subject battered the victim and was arrested.

04/09/2019

- Warrant Arrest X2, 300 Block Airport Road. Vehicle was stopped for a traffic violation and the driver and the passenger had a warrant.
- Narcotics Arrest, 600 Block South Nova Road. Vehicle was stopped for a traffic violation. The driver had narcotics on their person.
- Narcotics Arrest, 101 Lucky Drive. Subject with narcotics was found in this area.
- Warrant Arrest, 700 Block Hand Avenue. Vehicle was stopped for a traffic violation. The driver had a warrant.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 31
  - Number of Uniform Traffic Citations Issued: 48
  - Number of Written Warnings Issued: 11
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 13
  - Number of Crashes with Injuries: 10
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 1

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases initiated
- Zone 2: 9 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 13 Cases initiated
- 2 signs have either been removed or sign cases created.

- 23 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and fifty-eight (58) telephonic inquiries.

## **Public Works**

### Airport Operation and Development

- The Aviation Advisory Board met on Monday, April 8. In addition to regular business, the board reviewed proposed updates to the capital improvement plan for the airport.
- Bid 2019-23 for the Runway 9/27 and Taxiway Alpha extension construction projects was advertised on April 7 and will be open for thirty days. A pre-bid meeting will be held on April 24. Bids received will be opened on May 7.
- Staff completed work to prepare and submit permit applications to the U.S. Army Corps of Engineers and the St. Johns River Water Management District required for the Runway 9/27 and Taxiway Alpha extension construction projects.
- Technicians from AT&T completed work to install a new fiber optic data cable at the air traffic control tower. This work is part of a project being conducted by the Federal Aviation Administration to increase the bandwidth of the mission support/LAN/internet service at the air traffic control tower. As a result of this project, the data transfer rate for the Ormond Beach control tower's Mission Support Service is expected to increase from the current 1.54 Mbps to 10 Mbps.
- Super Petrel USA, Inc., a provider of light sport amphibian aircraft based at the Ormond Beach airport, was an exhibitor at the 2019 Sun n' Fun International Fly-In Expo at Lakeland Linder Regional Airport in Lakeland, FL. The annual event is the second largest event of its kind in the world and is Florida's largest annual aviation convention. The six-day event on 2,200 acres has been recorded to have a \$64,000,000 direct and indirect economic impact on the I-4 corridor in Central Florida, and media from around the world covered the event that offers jet team performances, aerospace related exhibits, educational forums, aircraft static displays, professional gatherings of aviation and economic development groups, daily and evening airshows, a veterans plaza and women in aviation arenas. Super Petrel USA operates a facility in Ormond Beach for the purpose of conducting an aircraft assembly, sales, distribution and parts support business in North America. The Ormond Beach airport facility is Super Petrel USA's headquarters for aircraft operations supported by their parent company, Scoda Aeronautica.

### Engineering

- Projects Summaries
  - Construction Projects:
    - Ormond Crossings Utility Extensions – Hydrant testing was performed and all four fire hydrants along the property line exceeded the minimum fire flow demand. The water main loop project that is starting construction will further increase flows such that all fire hydrants at Security First should meet minimum flows once that construction is complete mid-May.
    - Forest Hills Connector Trail – The Contractor is finishing up the boardwalk section and lighting as well as addressing punch list items.
    - MacDonald House – Staff is working on completion of the report of findings.
    - Fishing Pier Repair – All of the new piles have been installed. Framing is 98% complete, decking is complete. Contractor is working on electrical for lighting.
    - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contractor has started the clearing and direct bury portion of project for the 12-inch pipe is underway. Contractor has started the directional drill portion of project. Project is 60% complete.
    - Storm and Sewer Lining – Phase 2 – The contractor is expected to begin work in late May.
    - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Poles were installed on Baseball Field 3.
    - Coquina Court Drainage – A **deductive** change order was processed for \$1,758 to close out this project.
    - Water Plant Upgrades – The contracts are being prepared for signing by the contractor.
    - 2019 Roadway Resurfacing – The bid was awarded at the April 2 CC meeting. Contracts are being prepared.

- Force Main Repairs – The bid was awarded at the March 21 CC meeting. Contractor is working on providing bonds and insurance and contract execution.
- Bidding
  - Cassen Park Public Dock and Breakwater – The bid was awarded at the March 21 CC meeting. Consultant is preparing the contracts.
  - WWTP Sludge Dewatering Improvements – The bid was awarded at the April 2 CC meeting. Consultant is preparing the contracts.
  - Breakaway Trails Storage and Pumping Improvements – Contracts are being executed. A pre-construction meeting was held on April 11, and a groundbreaking ceremony is scheduled for April 18.
  - CDBG Ames Parking Improvements & CDBG Landscape Renovations – The apparent low bidder is Verdego Landscape LLC. Bid award is scheduled for the May 7 CC Meeting.
  - HVAC Replacements – City Hall, SONC, The Casements – Bids were opened and one bid was received from Amsco, Casselberry, FL. The bid is being evaluated.
  - Granada Median Landscape Improvements (Orchard Street to I-95) – A disposition item for approval to bid the project is scheduled for the April 16 CC Meeting.
  - Memorial Gardens Retaining Wall Improvements - A disposition item for approval to bid the project is scheduled for the May 7 CC Meeting.
- Design Projects:
  - North US1 Water Main and Force Main Improvements – A Work Authorization for Force Main design is scheduled for City Commission approval at the April 16 meeting. The Water Main project will be combined with the FM improvements project along US1 and is on hold until the FM project is designed and the combined bid package can be prepared.
  - WTP Sludge Residuals Facility Improvements – The Consultant is designing the modifications to the plans and expects to be complete and ready to bid the project by June.
  - Fleming Ave Stormdrain Improvements – The Consultant has submitted 60% design plans. A review meeting was held on February 22.
  - Wilmette Avenue Pumping – Design documents have been finalized and submitted to FEMA for review.
  - OBSC Improvements – Championship Field 7 – An ECHO grant application was submitted to Volusia County and has been awarded. Staff is awaiting the grant agreement. The grant will provide funding in June 2019.
  - Secondary Raw Water Main – The Consultant met with FDOT regarding the directional drills under I-95 and the Tomoka River and received direction regarding requirements.
  - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – City executed LAP Agreements sent to FDOT for final execution, the design contract was approved at the April 2 City Commission meeting.
  - Nova Community Park Underground Electric Utilities – The Consultant has re-submitted 100% plans, Staff is reviewing. On hold until May 7 Commission meeting.
  - The Casements North Side Improvements and Carriage House – Design is in process for the drainage improvements. The Casements Guild has selected the architect for the carriage house expansion and a Work Authorization was issued on April 10.
  - Stormwater Master Plan Update - 2019 – Staff has begun negotiating a scope and fee for the proposed work.
  - 2019 Communication Infrastructure – Engineering staff has prepared 60% drawings for the extension of fiber optic facilities from Division Avenue to Fire Station 92.
  - Nova Landfill Lining Repair – Staff will be including this work in the upcoming CIP update for inclusion in the budget for next FY.
  - Fleming Avenue Stormwater Pump Station – A project kickoff meeting was held. Preliminary design and modeling are starting.
- Departmental Activities
  - Continued to prepare for storage non-digitized and as-built files.

- Reviewed daily Engineering Permit applications through the ProjectDOX system.
- Reviewed plans and created approved Work-in-the-Right-of-Way permit for Bosarvey Drive directional bore, per AT&T request.
- Reviewed plans and created approved Work-in-the-Right-of-Way permits for 149 South Atlantic Avenue and 7-17 Blockhouse Drive directional bores, per Brighthouse/Spectrum request.
- Created a FDOT permit plan set for 125 East Granada Blvd. water main tap, per Utilities Division request.
- Completed FAA permits for OBSC sports complex lighting project.
- Created an exhibit drawing for the Cassen Park improvements project.
- Completed Tree-in-the-Right-of-Way locate at 1532 Oak Forest Drive, per Neighborhood Improvement Division request.
- Completed 2018 flood protection request documents, per Planning Department request.
- Researched old drawings and provided PDF as-built copies of the 5M Lift Station, per Consultant (Mckim & Creed) request.
- Researched and provided storm water requirement documents for proposed 2441 Lipizzan Trail home, per Builder's request.
- Completed Tree-in-the-Right-of-Way locate at Stratford Place/Hand Avenue intersection, per Neighborhood Improvement Division request.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Pulled forms and cones and clean up on Buckeye Dr
- Concrete pour on Division Ave
- Poured curb and formed up on 400 block of S Atlantic Ave
- Prepped for concrete, formed up on Pierside Dr; pulled cones and forms
- Asphalt patch on Tiffany Cir, Pineland Trl, N Saint Andrews Dr, Buckeye Rd, Peninsula Dr and Loyola 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
- Cleaned back fence area behind ballfield at South Ormond Neighborhood Center
- Trimming Center & Hand Ave; Center St to Fleming Ave; 600 & 700 block of Center St

##### 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
- Picked up debris off grounds & courtyard at City Hall complex
- Assisted Sign Shop installing signs at Pineland Trl
- Assisted Concrete crew on N Saint Andrews Dr

##### 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
- Pineland Trl project; checked on Pineland Trl signage
- Straightened various signs in park at South Ormond Neighborhood Center

#### Stormwater Maintenance

- Reach out mower at Nova Rec, Wilmette Ave, FDOT ponds
- Road repair at Nova Rec
- Pond mowing on Lakebridge, Nova, Arroyo Parkway
- Locates, outfall testing citywide
- Hotspots citywide
- Basins inspected/cleaned Zone 2, 1, & 3
- Gates/pumps citywide
- Pond maintenance FDOT on SR40
- Outfall inspected/cleaned on 1300 block of Oak Forest Ln
- Locates – basins inspected & cleaned beachside
- Ditch inspected & gates/pumps on Sandpiper Ln

#### Vactor

- Oleeta Ave

#### Street Sweeping/Streetsweeper (4 days)

- 127 miles of road cleaned
- 72 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 22,741
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 2,907 gallons unleaded, 5,181 gallons diesel
  - Fuel used in one week: 2,552 gallons of unleaded and 650 gallons of diesel.
  - Fleet completed 39 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Reuse Storage and Pumping Improvements – Pre construction meeting is scheduled for April 11.
  - Breakaway Trails Yard Electrical and Pump Upgrades – New FP&L utility transformer installation scheduled for May 6. Lift station control panel was delivered and installed. Electrical work is ongoing.
  - Leeway Storage Tank and Pump Station Rehabilitation Project – 95% plans and specs submitted for final review.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Consultant reviewed LS 3M shop drawing revised for 240 volt operation.
  - SCADA Integration Services RFP – Revised schedule submitted by the contractor to phase the implementation based on utility type (remote sites, water, and waste water).
  - Shadow Crossings Reuse Pump Facility Upgrades – 60% plans and specs being developed by the consultant.

- WTP Elevated Water Tank Rehabilitation – Containment curtain is complete. Dollar plate condition is being evaluated by the structural engineer.
- WTP LPRO Membrane Replacement – Pre construction meeting was held on April 8. Contractor to submit schedule based on LPRO membrane delivery dates.
- WTP Lime Slaker and Sodium Hypo Upgrades – The bid was awarded at the April 2 City Commission meeting.
- WTP Sludge Residuals Facility Improvements – The Consultant is designing the modifications to the plans and expects to be complete and ready to bid the project by June.
- WWTP Influent Pumps VFD Replacement – VFD's have been delivered, Influent Pump VFD #2 is being installed and wired.
- WWTP Sludge Dewatering Improvements – The bid was awarded at the April 2 City Commission meeting.
- WWTP Operating Permit Renewal – Permit is being revised to include added reuse acreage.
  
- SPRC Projects (Utilities Review)
  - 69 Apian Way Easement Release – Received plans for review.
  - 160 North Nova Road, SunTrust Bank Renovations – Received plans for review.
  - 680 Riverside Drive, Easement Release – Found no City owned utilities within easement.
  - 125 E Granada, Starbuck's – The 6" water main tap on the north side of the property has been installed. The Granada Blvd 6" water main tap FDOT permit has been submitted and installation is being scheduled by the contractor.
  
- Water Treatment
  - Delivered 42.88 million gallons for the week ending April 5, 2019 (6.13 MGD).
  - Backwashed 13 filters for a total of 564,000 gallons backwash water.
  - Raw water average daily withdrawal rate from all wells through March 31, 2019 @ 6.564 MGD, SJRWMD 2018 allocation @ 7.556 MGD.
  - Produced & hauled 97.2 wet tons of dewatered sludge (65 - 70% solids).
  - Operated north & south plant generators for routine PM.
  - Ongoing: Painting and restoration of plant piping.
  - 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
  - Operators are performing improvements at Standish Pump Station.
  - Contractor working on Plant Elevated Tank.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 32.72 Million Gallons.
  - Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.67 MGD.
  - Produced 32.54 Million Gallons of Reuse.
  - Produced 0.18 Million Gallons of Surface Water Discharge.
  - Most recent annual period ADF Rates (March 01, 2018 – February 28, 2019) (MGD):
    - Influent 4.84 MGD (Permit 8 MGD);
    - Surface Water Discharge 1.43 MGD (Permit 6 MGD);
    - Reuse 3.79 MGD (Permit 10 MGD)
  - Hauled 137.93 tons of dewatered residual solids (14%-18% Solids).
  
- Water Distribution
  - Responded to 14 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
  - Responded to and/or repaired 15 water service leaks.
  - Replaced 3 residential water meters per Finance work orders.
  - Installed a new 2" water service for 695 N. Beach St. A 4" casing was installed to install the service under the road.
  - Installed 3 new residential water services.
  - Replaced 6 broken meter boxes.
  - Completed 2 disconnects of water services due to building demolitions.

- Replaced 5 water services due to low pressure or leaks.
- Performed maintenance activities on 5 fire hydrants on the beachside, 2 of which needed to be repaired due to leaking internal gaskets.
- Performed pressure testing on 7 & repaired 1 city owned BFP devices. BFP test kit had the yearly calibration completed by Instrument Specialties in Sanford.
- Performed accuracy tests on 4-3", a 4" & 6" commercial water meters. All tested accurate. Scheduled 4 commercial meters for testing.
- Repaired a 6" HDPE coupling on Byron Ellinor Dr, replaced 6' of pipe and installed mechanical couplings during this outage.
- Installed a bell joint leak clamp to repair a leaking 12" raw water main in Rima Ridge.
- Repaired fire hydrant meter #12 for Finance Dept. for future use by contractors.
- Installed a 1" tap and service on a 16" water main at the WTP to assist with pressure recording.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 172 regular and 2 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
  - Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area. Responded to 5 reuse trouble calls.
  - Adjusted reuse distribution system in response to low tank levels from high demand.
  - Turned on reuse at 116 Banyan Dr. after customer made repairs.
  - Repaired broken sanitary main at 10 Tiffany Cir.
  - Follow up to PEP alarm at 7 Allenwood Look – Self cancelled - No issue found.
  - Follow up to PEP alarm at 112 Deep Woods Way – Self cancelled - No issue found.
  - Located, marked and turned off reuse service at 2 Mystic Lake Way.
  - Responded to odor complaint at 90 Tomoka Ridge Way. PEP system working fine. Left tag.
  - Installed ¾" curb stop at 76 Westland Run.
  - Located customers reuse tap at 1 Double Branch Way and 43 Old Bridge Way.
  - Follow up on PEP alarms at 18 Foxfords Chase and 35 Carriage Creek Way – self cancelled – No issue found.
  - Replaced 18' of crushed 6" gravity lateral at 15 N. St Andrews Dr.
  - Located and verified that reuse service was on at 11 Carriage Creek Way. Spoke with neighbor.
  - Located and marked PEP tank at 24 Foxfield Look at customers request.
  - Located sanitary service at 400 Military Dr. No C/O, installed on 4-10-19.
  - Adjusted C/O at 14 Indian Springs Dr. after final grade on new construction.
  - Follow up on PEP alarm at 17 Foxhunter Flat. – Self cancelled. No issue found, heavy rain night before.
  - Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 0 psi, Ocean Mist Hotel 0 psi, Ormond Mall 0 psi.
  - Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 16 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 5 psi.
- Wastewater Plant – Lift Stations
  - Influent Room - Called by Operator on shift, Influent #3 not keeping up with flow, Influent #1 appears to have check valve bypassing issues, placed Influent #1 as lead pump, and Influent #3 as lag pump, wet well now maintaining properly, will follow up during regular working hours to inspect Check Valve #1 and deragg Influent #3.
  - Influent follow up, found automatic air release valve defective, replaced with new inventory and primed. Pump operating fine and now in lead position in rotation.
  - Poly Blend #1, noisy operations, found blockage at polymer line and pump, cleared blockage as needed, ok.
  - Breakaway Trails, progress meeting for electrical upgrade.
  - Charleston Square, high run hours at local time clocks, deragged both check valves, ok.

- Centrifuge #2, installed new replacement speed sensor, finished installation of remaining belt shrouds, tested, returned to Operations to place back online for use as needed.
  - 1P, 2P, 7P, changed filters, cleaned domes & probes.
  - McDonalds, weekly odor control and wet well cleaning, ok.
  - WIN911 monitor/response: None to report.
  - SCADA monitor/response: 4M1, Laurel Oaks, high starts, cleaned probe, ok.
  - Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Influent Bypass pump; Final Tanks Bypass pump; Submersible Aerator #1 South.
  - Monthly Plant PM's: Poly Blend Units, #1, #2;
  - Quarterly Plant PM's: Grit Snail.
  - Annual Plant PM's: Centrifuge, #1, #2.
  - Lift Station PM's: 26 monthly performed and 2 annual.
- Water Plant – Well Fields – Booster Stations – Reuse System
    - Division Wells, Called locksmith for entry into exterior fiber optics J-boxes.
    - Scrubber Building, replaced power terminal box on control panel, ok.
    - Well 15D and 4D, added phase monitors for SCADA reporting.
    - Well 15D, troubleshoot and repaired chattering control relay, ok.
    - Well 4D, water leak at backflow valve, tightened packing nut, ok.
    - Breakaway reuse, adjusted storage tank levels.
    - Remove ammonia injector in preparation for new replacement.
    - Lime Sludge Tanks, fabricated 3 inch X 100 foot hose for tanker truck fill.
    - Melrose Reuse, repaired flow meter mounting bracket, replaced GFCI receptacle, pumped out standing water.
    - High Service pump #4, prepared actuator mounting bracket for plug valve replacement.
    - RO clear well transfer pump #4, pump high pressure safety tripped, pressure switch failed, and new switch is on order.
    - Back wash wet well, secured level contact probe and adjusted level.
    - Granada Booster Station, installed new data cable for fiber optics connection.
    - Lime Slurry pumps 1 & 2, lubricated as needed.
    - Operational check: Breakaway reuse; Leeway Tank; Well 24H generator.
    - PM's: All Division wells; Wells SR19, 20, 21.
- Utilities Regulatory Activities
    - WWTP Permit Renewal – Staff met with consultant to review comments City provided on the draft WWTP permit renewal due in June 2019 to FDEP. Consultant will make revisions and send another draft for City staff to review.
    - Fats, Oils, and Grease (FOG) Program – Staff is compiling information to begin building an operational FOG program for the City. The FOG program is designed to assist in the elimination of sanitary sewer overflows due to clogs.
    - Earth Day Event – Staff confirmed 104 students from Ormond Beach Elementary school are attending the City's Earth Day event. The students will participate in activities by the Volusia County Library, the Museum of Arts and Sciences, and a local author doing a book reading.
    - Sewer Contributions Evaluation – Staff reviewed the analytical data report submitted by the City's contract laboratory. Staff concluded from the report that none of the City's Industrial Users discharge any materials that exceed the City's Local Limits.
    - Cross Connection Control Annual Report – Staff submitted the CCC annual report to the Volusia County Health Dept. The report highlights the backflow device testing compliance of the City.
    - Cross Connection Control – Staff is continually reviewing the data received from the backflow data management contractor in order to provide the most accurate compliance rate. The data is constantly updated with information from the commercial backflow owners.
    - Reviewing Contract Laboratory Data.

**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 City Manager staff meeting
- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation, creation, and distribution for April 16, 2019, City Commission Meeting
- Distribution of April 18, 2019, Neighborhood Improvement Advisory Board meeting packet.