

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 15, 2019

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 members of senior staff

Spoke to, attended and/or met with:

- United Way Executive Committee meeting
- Volusia County Elected Officials meeting
- UCF Public Administrators Board meeting
- As requested general discussion with Commissioner Littleton
- Finance audit interview with James Moore representative
- Volusia County TEFRA meeting regarding Antares
- Had TPO transportation issues meeting

Community Development

Planning

- The Historic Landmark Preservation Board will meet on Monday, February 18, 2019 to consider an administrative request to remove the property located at 56 North Beach Street from the Local Historic Landmarks list contained within the Land Development Code.
- Planning staff meet with GAI consultants to review the proposed scope for the Downtown Master plan update.
- The Volusia County Economic Development Quarterly (<http://www.floridabusiness.org/economic-reports/quarterly.shtml>) provided the number of residential and commercial permits in Volusia County. The publication shows the following residential and commercial permits over the last four quarters. Below is a summary of the top six cities for residential and commercial permitting for the last four quarters:

Residential (top 6):

City	Number of permits	Permit value
Daytona Beach	584	\$185,378,298
Deland	467	\$130,866,677
New Smyrna Beach	408	\$135,648,226
Port Orange	299	\$92,926,053
DeBary	148	\$51,532,912
Ormond Beach	66	\$23,854,068

Commercial (top 6):

City	Number of permits	Permit value
Daytona Beach	61	\$108,566,232
Ormond Beach	25	\$43,742,099
Deland	25	\$36,732,146
New Smyrna Beach	16	\$12,668,317
Port Orange	12	\$19,135,370
Orange City	4	\$15,451,027

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 367 inspections performed within the City (34 by Private Provider).
- 101 permits issued within the City, with a valuation of \$1,315,812.

Development Services

- Conducted a final inspection at 495 Sterthaus Drive, For Our Parents.
- Provided a punch list for outstanding items at Granada Pointe.
- Conducted a pre-construction meeting for sewer rehabilitation work at the Granada Plaza.
- Projects under SPRC review include:
 1. Pineland subdivision. Revision to the subdivision under construction. Revisions include the entry signage, the construction of a pool and cabana as the recreational amenity and shop drawing revision.
 2. 1190 North U.S. Highway 1, Edgewell Personal Care Loading Dock addition. 1st submittal. A 1,764 square foot loading dock expansion to the existing facility.
 3. 835 Hull Road, Air One Warehouse. 2nd submittal. Construction of a 9,100 square foot business and storage warehouse.
 4. Wild Olive ROW Vacation. 2nd submittal. Vacation request of an unopened right-of-way.
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	90%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	95%
Cardinal Drive Beach parking	60%
Chase Bank	5%
Cypress Trails subdivision	55%
Davita Dialysis	85%
For Our Parents ALF	95%

Granada Pointe	80%
Huntington Villas	2%
Independence Recycling of Volusia	0%
Lot 2, Airport Business Park	95%
Lucky's Market	20%
Volusia Memorial Mausoleum	5%
Ormond RC, Fitness Center & Building 1C	40%
Pineland	40%
135 Hernandez Lot Split-Utility Connection	0%
Security First	55%
Shoppes on Granada, Phase 2	60%
Starbucks @ Granada Plaza	25%
Thomas & Betts parking improvements (phase 1)	85%

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 100,000 sf 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 continuing with constructing 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 number of economic development initiatives.
 - 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.

- 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 three (3) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 90% of expenses have been submitted to FEMA for obligation review.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - 2017-18 audit is being finalized.
- Completed Projects - Weekly
 - Processed 40 Journal Entry Batches.
 - Approved 24 Purchase Requisitions totaling \$150,689.81.
 - Issued 10 Purchase Orders totaling \$27,524.98.
 - Prepared 134 Accounts Payable checks totaling \$165,828.51 and 34 Accounts Payable EFT payments totaling \$405,624.06.
 - Issued 931 past due notices on utility accounts.
 - Auto-called 186 utility customers regarding receipt of a past due notice.
 - Processed 444 payments through Interactive Voice Response System totaling \$43,473.19.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.0 million dollars.
 - Prepared 375 Direct Deposits totaling \$480,913.07.
 - Transferred IRS 941 payment of \$164,243.86.

Grants/PIO

- Press Releases
 - Open Gym, February 2019 (8, 15, 16, and 22)
 - EDC Volunteers Needed
 - First Solo Cross Country Flight for Local Civil Air Patrol (CAP) Cadet (Shane Fitzgerald)
 - Manatees (2/22)
 - Diamondback Terrapins (2/23)
 - Firefighters Conduct Hydrant Testing (March 1 – May 31)
- 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.
 - Teleconference on Brownfields grant.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Risk Management Projects

- Mayor's Health & Fitness Challenge – managed activities and communication
- Attended Pension Board meeting

- Handled liability claims and subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 1
 - Hazardous: 3
 - EMS: 91
 - Motor Vehicle Accidents: 4
 - Public Assists: 43
 - TOTAL CALLS: 143

 - Aid provided to other agencies: 9 calls – Daytona Beach (3), Volusia County (6)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 26
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
 - Total EMS patients treated: 70
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 60
-
- Training Hours
 - NFPA 1001: Firefighting 116
 - NFPA 1002: Driver 22
 - NFPA 1021: Officer 8
 - NFPA 1500: Safety/Equipment 61
 - EMT/Paramedic 13
 - TOTAL TRAINING HOURS: 220
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- Station Activities
 - Updated 5 pre-fire plans
 - Visited 75 children at Little Blessings Pre-school for a fire safety presentation
 - Completed Emergency Medical inspection with the State of Florida Department of Health and Emergency Medical Services. In all categories, the fire department received “no deficiencies”.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II (Utility Billing/Finance)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker III (Streets/Public Works)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution/Public Works)
 - Part Time Maintenance Worker I (Senior Center/Leisure Services)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Treatment Plant Operator C, B, or A (Wastewater Treatment Plant/Public Works)

- Applications Under Review
 - Administrative Assistant (Human Resources)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Tradesworker (Building Maintenance/Leisure Services)

- Interviews Scheduled
 - Chief Treatment Plant Operator (Wastewater Treatment Plant/Public Works)
 - Engineering Inspector (Engineering)
 - Meter Reader (Finance)
 - Part Time Events Leader (Events/Leisure Services)

- Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
- Background/Reference Checks/Job Offers
 - Building Maintenance Supervisor (Building Maintenance/Leisure Services)
 - Evidence/Crime Scene Supervisor (Police)
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker IV (Streets/Public Works)
 - Police Officer (Police)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Treatment Plant Operator C, B, or A (Wastewater Plant/Public Works)
 - Utilities Manager (Public Works)
- Separations
 - Firefighter/EMT (Fire)
 - Part Time Maintenance Worker I (Senior Center/Leisure Services)
- Employee Events
 - Wellness Plan HSA contribution opportunities:
 - Personal Health Assessment events 2-20-19 and 2-21-19
 - Non-tobacco use affidavits accepted through 12-31-19
 - Skin cancer screenings offered through 12-31-19
 - Lunch & Learn events held through 12-31-19
 - Blood Drive at City Hall 2-25-19

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project Kick-off meeting with vendor project management and implementation team.
 - 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: 44
 - In progress: 24
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 60,223
 - Inbound E-Mails Blocked: 40,494
 - Delivered Inbound E-Mails: 19,729
 - Quarantined Messages: 1,802
 - Percentage Good Email: 32.8%
 - Virus E-Mails Blocked: 6
 - Notable Events: Successfully moved the five wireless access points on the water tower to new permanent location on the tower before the refurbishing work starts on the tower.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 10
 - Changes: 60
 - Corrections: 0
 - Map/Information Requests: 8
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,548
 - Meters GPS Located this week: -3 : Total in system = 23,577; 22,787 potable, 779 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Public Works Staff meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Weekly Supervisory Staff meeting
- Leisure Services Advisory Board Meeting

Contract Manager – Grounds and Athletic Maintenance

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

Environmental Discovery Center

- Social media updates
- City website updates
- City calendar updates
- EDC attendance last week: 177
- Tours were given as needed Saturday, and Tuesday through Friday
- The EDC Coordinator & an EDC volunteer worked an exhibitor's booth at Lyonia Environmental Center's Wildlife Exhibit on Saturday from 8:30 am to 5:00 pm
- ECHO Rangers took an EDC facility & grounds tour and completed a scavenger hunt on Saturday from 9:30 am to 10:30 am
- EDC staff & EDC volunteers held a Kids' Valentine's Day Crafts program in the EDC Classroom on Saturday from 2:00 pm to 3:00 pm
- The Community Gardens held a business meeting and social on Sunday from 1:00 pm to 2:00 pm
- Joan Tague led a Wake Up Walk through Central Park that began and ended in the EDC parking lot on Wednesday from 8:00 am to 10:00 am
- 34 fifth grade students from Calvary Christian Academy took a Habitat Comparisons field trip at the EDC on Thursday from 10:00 am to 12:30 pm
- Ormond Beach Regional Library held a children's storytime in the EDC Classroom on Friday from 11:00 am to 12:00 pm
- Throughout the week staff, EDC volunteers, and Halifax River Audubon members prepared for Saturday's Backyard Bird Count Event

Athletics

- Seabreeze High School Boys & Girls Soccer Practices were held Monday - Friday, 4:30 pm & 6:30 pm, Sports Complex, Soccer Fields 4 & 5
- Seabreeze High School Boys Regional Finals Soccer Game was played Wednesday, 7:00 pm, Sports Complex Championship Field 7
- OBYBA Basketball Games, Nova & SONC Gyms, were held Monday - Friday, 5:30 pm – 9:30 pm; Saturday 9:00 am – 2:00 pm
- Lady Renegades & Golden Spikes Practices, Nova & Sports Complex Quad, Monday - Thursday, 6:00 pm
- Seabreeze High School Softball Practices were held Monday – Friday, 3:30 pm, Sports Complex, Quad 3
- Seabreeze High School Baseball Practices, Monday - Friday, 3:30 pm, Sports Complex and Wendelstedt Fields 2 & 3
- Calvary Christian Academy Softball Practices, Monday, Tuesday, Thursday & Friday, 4:00 pm, Sports Complex, Quad

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
- Prepped Championship Field 7 for Seabreeze High School regional finals soccer games
- Prepped fields for Weekend Baseball Tournament at Nova Fields 2 & 5
- Painted foul poles at Wendelstedt & Nova Fields
- Constructed “L” Screens
- Dragged & sprayed weeds at South Ormond

Senior Center

- Granada Squares Dance was held on Tuesday from 6:00 pm to 9:00 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT held regular classes Monday through Friday
 - Follies held regular classes Monday through Thursday
 - Kopy Kats held regular classes
- The Performing Arts Center is preparing to host the following event:
 - The Stars from The Temptations, The Coasters, and The Drifters Salute, Thursday, 7:00 pm - 9:00 pm

South Ormond Neighborhood Center

- Splash pad closed until March 15
- Open park and playground sunrise to 11:00pm daily
- Fitness room
- Open gym
- Youth Basketball Monday – Friday, 5:30 pm – 8:30 pm
- PAL tutoring Monday-Thursday from 3:00 pm-6:00 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended one on one meeting
- Attended staff meeting
- Attended Senior Games Committee Meeting
- Attended Memorial Day Committee meeting
- Planning of 2019 events in the months of February through May
 - Reel in the Fun, February 16
 - Art in the Park, May 4 & 5
 - Memorial Day Remembrance Service, May 27

Gymnastics

- Registration is open for February session
- February session in progress
- Open gym Friday 6:00 pm – 8:00 pm

Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- Youth Basketball League continue their games from 6:00 pm-8:00 pm throughout the week
- Lunch Bunch met on Wednesday from 10:00 am - 1:00 pm
- Explore the Arts continued on Wednesday from 4:00 pm - 5:00 pm
- Funky Fitness began on Tuesday
- SPARC Valentine's party will take place on Friday from 6:00 pm - 8:00 pm

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am to 3:00 pm. Saturday tours were given at 9:30 am and 10:30 am
- The Casements was a stop for the ECHO Rangers on Saturday from 11:00 am - 12:00 pm
- The Guild held their Wine & More Party at The Casements on Saturday from 6:00 pm - 10:00 pm
- Missing Peace met at Bailey Riverbridge on Sunday from 10:00 am - 12:00 pm
- Staff prepared for a memorial service on Monday morning at 8:00 am
- A Guild board meeting took place on Monday at The Casements from 9:30 am - 12:00 pm
- A Memorial Service was held at The Casements on Monday from 11:00 am - 3:00 pm
- Once Upon a Storytime was held on The Casements North Lawn, Tuesday from 10:00 - 11:00 am
- Mary Maggio held an Italian cooking class at The Casements on Tuesday from 5:30 - 8:30 pm
- A Gala meeting was held at The Casements on Wednesday at 10:00 - 11:30 am
- A Casements Guild tea meeting was held at The Casements on Wednesday at 11:30 am - 12:30 pm
- Pilates took place on Monday, Wednesday, and Friday from 8:30 - 9:30 am
- Yoga took place on Tuesday and Thursday from 10:00 - 11:30 am

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Repaired the yellow canopy at Limitless Playground
- Repaired the loose bricks on the barbeque grill at Sanchez Park
- Built and installed a new memorial park bench at Riviera Park
- Filled in a low spot by the seawall with dirt at Riviera 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
- Checked electronic gates city wide
- Repaired the stair carpet at the PAC
- Met FPL regarding meter concerns at airport sports complex
- Replaced a high bay gym light at Nova
- Repaired the stairwell light at the airport tower
- Assembled sculpture and mounted it at the art museum.
- Repaired light bulbs in records at the PD
- Repaired the sign lights at Casements
- Installed a new a/c thermostat at Station 92
- Repaired the tower swing gate at the Airport
- Replaced the light box at Wendelstedt
- Checked the controller for gate 13 at the Airport
- Checked water filter for ice machine at Station 91
- Repaired the outside toilet at the EDC

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff hosted an Open House for new hire candidates
- Staff attended a National Night Out meeting
- Chief is out of town
- Staff attended funeral for volunteer
- Staff attended Daytona State College Law Enforcement Graduation
- Staff attended CM Staff Meeting
- Staff hosted National Night Out planning meeting

Community Outreach

- Youth Director Council (YDC)
The Annual YDC Blanket and Coat concluded February 8th. Approximately 100 items were collected for Family Renew and Hope Place. YDC members will be attending regional training with the State of Florida Association of Police Athletic Leagues on Saturday February 23 in Cocoa Beach, Florida.
- OBPAL Basketball
The first tournament of the season will be The State of Florida Association of Police Athletic Leagues Annual Tournament in Jacksonville, Florida March 22 – 24. Girls interested in joining the OBPAL basketball program met with PAL volunteer coaches on Saturday to review applications and goals for the program.
- OBPAL Educational Programs
Tutors R Us began Monday, February 4 at the South Ormond Neighborhood Center. Currently, twenty-five students are registered for the program. *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 began Tuesday, February 5 at Ormond Beach Elementary School. Classes are offered Tuesday and Thursday after school for children in grades 3, 4 and 5. The 12 week program concludes with an exhibition of books created by students in the program. Currently, there are 20 students in the program.

- 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: 51
- Animal Reports: 5
- Trap Neuter Release: 2
- Animal Bites: 1
- Animals to Halifax: 5
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 42
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 6
- Inactive: 5
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 23
- Grand Theft: 3
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 3
- Robbery: 0
- Assaults: 0
- Police Information:
- Suspicious Incident: 1
- Assist Outside Agency: 1

Records

- Walk - Ins / Window: 88
- Phone Calls: 126
- Arrest / NTA'S: 16
- Reports Generated: 152
- Reports Entered: 75
- Citations Issued: 60
- Citations Entered: 60
- Warnings Entered: 27
- Trespass Warnings: 23
- CORF Entered: 62
- Mail / Faxes / Request: 18

Patrol

- Total Calls: 1,301
- Total Traffic Stops: 158

Operations

- Crime Opportunity Report Forms: 62

02/06/2019

- Assault, West Granada Boulevard at North Yonge Street. There was a road rage incident between two (2) subjects that know each other. Neither party wanted to press charges.
- Burglary Residence Arrest, 2245 Lipizzan Trail. Ex-spouse broke into the victim's home and was found a short time later. The subject also had a warrant for burglarizing the same home.
- Larceny, 353 West Granada Boulevard (Winn Dixie). Subjects stole \$1,000 in gift cards.
- Larceny, 1318 Overbrook Drive. Known subject stole rings and credit cards from the home.
- Larceny, 23 Laurel Oaks Circle. A package was stolen from the front porch.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in a purse and attempted to leave.
- Carbreak, 440 North Nova Road (Rainbow Park). Two (2) subjects broke a car window and stole items.
- Battery Domestic Violence Arrest, 487 Bryant Street. Subject pulled the hair of the victim during an argument.

02/07/2019

- Arson Arrest, 855 South Nova Road # 7. Subject poured gas on an occupied trailer and lit it on fire. The victim was able to get out. The subject was found in Daytona Beach.
- Larceny, 1310 West Granada Boulevard (Panera Bread). Victim had a purse hanging on a chair and an unknown subject stole the purse then spent over \$5,000 at Best Buy.
- Larceny, 730 Airport Road (Riverbend Golf Course). Wallet was stolen from the location.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in a purse and attempted to leave.
- Carbreak, 745 Alcazar Avenue. Unlocked vehicle was entered overnight. Nothing was stolen.
- Burglary Residence, 2 Aston Circle. Victim returned from vacation and found a window in the back was broken. Nothing was stolen.
- Larceny, 570 Sterthaus Drive. Registration sticker was stolen off a tag.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items and attempted to leave the store.
- Battery Arrest, 104 Cypress Grove Lane. Subject battered a taxi driver then refused to pay the fare.

02/08/2019

- Carbreak, 333 West Granada Boulevard (Golds Gym). Entry was made by forced entry. Items were stolen.
- Carbreak, 333 West Granada Boulevard (Golds Gym). Entry was made by forced entry. Wallet was stolen.
- Carbreak, 44 South Halifax Drive (St James). Entry was made by forced entry. Purse was stolen.
- Carbreak, 142 Magnolia Drive. Unlocked vehicle was entered. Purse was stolen.

02/09/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.

02/10/2019

- Shoplifting, 1458 West Granada Boulevard (Bealls). Subject concealed items and left the store without paying.
- Carbreak, 138 Deer Lake Circle. Unlocked vehicle was entered overnight. Cosmetics were stolen.
- Carbreak, 121 Deer Lake Circle. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 123 Deer Lake Circle. Unlocked vehicle was entered overnight. Cash was stolen.
- Carbreak, 119 Deer Lake Circle. Unlocked vehicle was entered overnight. Wallet was stolen.

- Carbreak, 1506 San Marco Drive #103. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 1505 San Marco Drive #108. Unlocked vehicle was entered overnight. Work ID was stolen.
- Carbreak, 1506 San Marco Drive #108. Unlocked vehicle was entered overnight. Shoes were stolen.
- Carbreak, 1505 San Marco Drive #203. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 1509 San Marco Drive #101. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 1513 San Marco Drive #303. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 1501 San Marco Drive #304. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 540 Morning Sun Drive #937. Unlocked vehicle was entered overnight. Phone charger was stolen.
- Carbreak, 503 Crowne Sunset Drive #1312. Unlocked vehicle was entered overnight. Watch and cash were stolen.
- Robbery Arrest, 132 Highland Avenue. Victim was punched in the face and purse was stolen. Subject found in Holly Hill.
- Traffic Arrest, South Atlantic Avenue at East Granada Boulevard. Subject crashed into a vehicle. Investigation found the at-fault driver was impaired. Subject also had a warrant for DUI and the vehicle was stolen from Daytona Beach.

02/11/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in clothing and attempted to leave the store.
- Carbreak, 178 Laurelwood Lane. Unlocked vehicle was entered. Sunglasses were stolen.
- Carbreak, 436 South Nova Road #17 (Camelot). Unlocked vehicle was entered. Nothing was stolen.
- Carbreak, 436 South Nova Road #9 (Camelot). Unlocked vehicle was entered. Nothing was stolen.
- Battery/Domestic Violence Arrest, 361 West Granada Boulevard (Taco Bell). Subject battered an ex by punching them in the fence.
- Burglary Residence, 441 Riverside Drive. Subject stole a chair off the front porch.
- Traffic, 200 Block West Granada Boulevard. Subject was stopped for a traffic violation, exited the car and walked towards the officer concealing their hands in the pants pockets. The officer pointed his firearm at the subject and the subject ran back to their own vehicle and fled the scene. The driver was identified and a charging affidavit was completed.
- Battery/Domestic Violence Arrest, 600 Block South Nova Road. Subject battered another.

02/12/2019

- Stolen Vehicle Arrest, 1521 West Granada Boulevard (Wal-Mart). A stolen vehicle was found at Wal-Mart and the person that parked it was seen driving it. That person was found and arrested with the keys to the car on their person.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Larceny, 145 South Atlantic Avenue (The Cove). Subject stole a mountain bike from the location.
- Carbreak, 530 South Atlantic Avenue. Unlocked vehicle was entered overnight. A firearm was stolen.
- Narcotics Arrest, 100 Block South Yonge Street. A traffic stop found narcotic paraphernalia.
- Traffic Arrest, 600 Block North Yonge Street. A traffic stop found the driver to be under the influence of alcohol.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 84
 - Number of Uniform Traffic Citations Issued: 71
 - Number of Written Warnings Issued: 32
- Number of parking tickets issued: 0
 - Traffic Crash Reports:
 - Number of Crashes without Injuries: 23
 - Number of Crashes with Injuries: 4
 - Number of Crashes with serious bodily injuries: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 32 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 8 Cases initiated
- Zone 4: 3 Cases initiated
- 2 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and eighty-four (84) telephonic inquiries.

Public Works

Airport Operation and Development

- Construction activity on the project to improve the public use heliport was largely completed this week. Construction crews completed work to install sod and pressure clean and mark the surface of the helipad, as well as mark the new access road and taxiway connection.
- Construction activity on the project to rehabilitate the pavement and electrical systems of Runway 8/26 continued this week. The contractor is working to complete the runway markings and conduct survey work. Runway 8/26 is closed for the duration of the construction phase of this project. Runway 17/35 was briefly closed so that marking and surveying of the runway intersection could be accomplished, but is otherwise open for normal operations.
- Construction activity on the project to rehabilitate the parking lot for the air traffic control tower is largely complete. Crews will return to grade the portion of the tower site where old asphalt surface will be replaced with sod to improve storm water drainage.
- Work to make repairs to the automobile access gate at the air traffic control tower has been completed. The gate has been raised to accommodate the rehabilitated pavement surface, and the worn hinge mechanisms have been replaced.
- The annual Airport Improvement Program (AIP) review meeting with the FAA was conducted this week. Staff met with representatives from the Orlando Airports District Office of the FAA to review the current five year AIP for the airport.
- Staff compiled and supplied certain airport data to the City's Finance Department as part of the ongoing audit process.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining –The remaining work on Ormond Parkway is scheduled for the end of February.
 - Ormond Crossings Utility Extensions – Hydrant testing was performed and two of the four fire hydrants 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 full length of 10 foot wide path has been constructed along Misner's Branch. Installation of light poles has commenced, construction of handrails

in the ramped sections is in process. The final concrete section, to Military Drive, is being installed this week.

- Laurel Creek Stream Gauges – City crews are completing the configuration of units, Engineering has scheduled to survey lake levels for calibration.
- MacDonald House – Staff met with Construction Manager to discuss the budget scale-up to make modifications to the entire structure. Staff is working on completion of the report of findings.
- Fishing Pier Repair – All of the new piles have been installed. Framing is 60% complete, decking is 60% complete.
- US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contracts have been prepared and a preconstruction meeting was held. The Notice to Proceed was issued for January 14. Survey work has started. The directional drill contractor is mobilizing on-site.
- Coquina Court Drainage – A pre-construction meeting was held, work is anticipated to begin after Race Week.
- Storm and Sewer Lining – Phase 2 – Year 2 work was approved, a Notice to Proceed will be issued once the Year 1 work is complete.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Conduit is being installed onsite. Poles have been ordered and will be delivered March 18.

- Bidding:
 - Cassen Park Public Dock and Breakwater – The project bids were opened. Eight bids were received. The apparent low bidder was Brance Diversified, Jacksonville, FL. Staff will be reviewing the bids and qualifications prior to recommending award.
 - WWTP Sludge Dewatering Improvements – The bid award is scheduled for the March 5 CC meeting.
 - Water Plant Upgrades – Bids are under review, and expected to be on the March 19 Commission meeting for approval.
 - Force Main Repairs – Bids were opened and are under review.
 - Breakaway Trails Storage and Pumping Improvements – Bids were opened on February 14 and are under review.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – The disposition item was approved at the February 5 City Commission meeting, the project will be advertised for bidding on February 10.
 - HVAC Replacements – City Hall, SONC, The Casements – The disposition item was approved at the February 5 City Commission meeting, the project will be advertised for bidding on February 10.

- Design Projects:
 - North US1 Water Main and Force Main Improvements – This project will be combined to be bid with the proposed FM improvements along US1. As such, this project 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 February/March.
 - Fleming Ave Stormdrain Improvements – The Consultant has submitted 60% design plans. Staff is reviewing them.
 - Wilmette Avenue Pumping – Design documents have been finalized and submitted to FEMA for review.
 - Cassen Park Improvements (Paving and Restroom Replacement) – SJRWMD permit has been issued. SPRC comments are being addressed.
 - OBSC Improvements – Championship Field 7 – An ECHO grant application was submitted to Volusia County. If awarded, the grant will provide funding in June 2019.
 - Secondary Raw Water Main – The Consultant is working on plan revisions.

- Granada Median Landscape Improvements (Orchard Street to I-95) – FDOT has signed off on the plans. Consultant proposals for CEI Services have been submitted to FDOT for review and approval.
- Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – Staff continues to work with FDOT to proceed with design.
- Fleming Avenue Stormwater Pump Station – Staff is working with the selected Consultant on the scope of work and negotiating the design fee.
- Nova Community Park Underground Electric Utilities – The Consultant has submitted 100% plans. Plans are currently being reviewed by staff.
- The Casements North Side Improvements – The Consultant has received Work Authorization to begin design.
- Stormwater Master Plan Update - 2019 – Proposals were opened and are under review. A Scoring Committee meeting is scheduled for February 27.
- 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 – The Consultant is preparing a proposal for the lining repair.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed 333 Pine Street SWMP to determine compliance regarding compensating storage for adding fill to a special flood zone property.
 - Reviewed plans and approved permit for 910 John Anderson Drive dock repair.
 - Created PowerPoint presentation and various maps for the proposed purchase of 385 South Old Kings Road.
 - Researched the City's Code of Ordinances and LDC for landscape median maintenance responsibilities, per Streets Division request.
 - Researched old files and provided John Anderson Drive as-builts to City Clerk for public records request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Asphalt patch – Cypress & Rockefeller Dr.
- Concrete prep – Cypress & Rockefeller Dr.
- Basin & gutter, concrete pour – Cypress & Rockefeller Dr.
- Prep for concrete – S Ridgewood & Fairview
- Recycled concrete & asphalt – Public Works
- Pulled forms & cleaned up, backfilled with dirt – Cypress & Rockefeller Dr.
- Ripped out & prepped for concrete – Wilmette
- Finished prep & added lime rock – Fairview & S Ridgewood Ave
- Ground sidewalks – Spring Meadows

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
- Remove dead pine – Pointview Ln
- Trimming – The Trails subdivision, Ormond Beach P.D. Front parking lot
- Removed 4 dead trees – Memorial Gardens
- Trimmed tree hanging over road – Mayfield Terr

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
- Edged & cleaned walk – N Center St between Wilmette & Sterthaus Dr.
- Debris pickup – Wilmette, Orchard, US 1 to Hull Rd
- Trim bushes on R.O.W. & cleanup road – Groover Ave
- Loaded recycle concrete – Public Works Complex
- Trimmed for view of signs – Hand Ave by US 1

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
- Checked for various sign installation & met about signs – Tomoka Elementary

Stormwater Maintenance

- Reach out mowing – Airport Rd, Pineland Trl, & Hill Rd
- Pipe repair – Cypress Cir
- Locates & hot spots - Citywide
- Laying sod – Mayfield Cir, Cypress Cir
- Basin inspection, locates, clean – Citywide
- Ditch Mowing – Pineland Trl & West side
- Swale maintenance – Shadow Crossing Blvd
- Pond & ditch maintenance – Citywide
- Gates & Pumps - Citywide

Vactor

- Vac – Con system cleaning – Northbrook Dr & US 1

Street Sweeping/Streetsweeper

- 133 miles of road cleaned
- 36 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,658
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 8
 - Non-Emergency Vehicles and Equipment: 20
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 14,671 gallons unleaded, 11,131 gallons diesel
 - Fuel used in one week: 2,049 gallons of unleaded and 693 gallons of diesel.
 - Fleet completed 57 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Drawing of FPL facilities located on-site provided for construction coordination. The bid opening is scheduled for February 14th.
 - Breakaway Trails Yard Electrical and Pump Upgrades -- FPL easement sketch and legal description is under review for presentation at the February 19th City Commission meeting. Contractor is installing panels and rewinding the first pump for 480 volt operation.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Received 90% plans and specifications for review.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Preconstruction meeting notes were distributed.
 - SCADA Integration Services RFP – Design discovery meeting with relevant water, wastewater and reuse personnel is scheduled for February 20th.
 - Shadow Crossings Reuse Pump Facility Upgrades – A design kick off meeting was held on February 14th.
 - WTP Elevated Water Tank Rehabilitation – Balcony shop drawings were received.
 - Water Tank Inspection and Cleaning Services – Reports were sent to Volusia County Health Department to demonstrate compliance with requirements for a five year inspection.
 - WTP LPRO Membrane Replacement – An award recommendation memo to Aerex is being reviewed through Minute Traq for the February 19th City Commission meeting.
 - WWTP Influent Pumps VFD Replacement – VFDs are being fabricated, delivery scheduled for April 15th.
 - WWTP Operating Permit Renewal – Draft application is being reviewed.
 - 9 Ocean Breeze Circle - Use Permit issued by Volusia County.
 - 38 Seacrest - Use Permit issued by Volusia County.
 - 337 W Granada – FDOT permit plans were received to excavate and repair defective sanitary sewer laterals. Repairs will start next week.

SPRC Projects (Utilities Review)

- Air One Warehouse, 835 Hull Road – Reviewed revised plans and provided comments.
- Coolidge Avenue Office Warehouse, 8 Coolidge Avenue – Received plans for review.
- Edgewell Personal Care Loading Dock Addition, 1190 N. US 1 – Reviewed plans and provided comments.
- For Our Parents, Assisted Living Facility, 495 Sterthaus Drive – As-built plans were field checked. Terminal manhole needs to be raised.
- Granada Plaza, 125 E. Granada Blvd. – WWTP collection system permit was received. A preconstruction meeting was held on February 13.
- Granada Pointe, 600 W Granada – Easements for sanitary sewer and water are being prepared.
- Huntington Green (Flagler County) – Reviewed shop drawings and provided comments.
- Huntington Villas – Reviewed shop drawings. Shop drawings met Utility Division specifications.
- Pineland Subdivision (construction) – Received plans for review.
- Publix Remodel, 220 North Nova Road – Reviewed plans and provided comments.
- Shoppes on Granada – Reviewed as-built drawings and provided comments.
- SVN Property Management, 2270 W Granada – Discussed utility requirements for a 9,000 square foot commercial facility proposed for the site.

Water Treatment

- Delivered 43.49 million gallons for the week ending February 8, 2019 (6.21 MGD).
- Backwashed 11 filters for a total of 557,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 31, 2019 @ 6.271 MGD, SJRWMD 2018 allocation @ 7.556 MGD.
- Produced & hauled 64.8 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.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 36.21 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.17 MGD.
- Produced 35.49 Million Gallons of Reuse.
- Produced 0.72 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2018 – December 31, 2018) (MGD): Influent 4.85 MGD (Permit 8 MGD); Surface Water Discharge 1.79 MGD (Permit 6 MGD); Reuse 3.47 MGD (Permit 10 MGD)
- Hauled 140.12 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 18 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to and/or repaired 19 water service leaks.
- Replaced 8 residential water meters per Finance work orders.
- Performed pressure testing on 3 city owned backflow preventers. One of which needed minor repairs.
- Replaced 13 broken meter boxes.
- Replaced 4 water service due to low pressure or leak concerns. One casing was installed for a water service replacement under a road.
- Performed maintenance activities on 8 fire hydrants on the beachside.
- Installed 7 new water services and meters at residential properties.
- Located 2 water meters due to work orders generated by the Finance Dept.
- Repaired the 12" raw water main on Tram Rd in Rima Ridge well field.
- Performed leak repairs on 2- 2" GSP water mains on S. Ridgewood Ave. & Fleming Ave.
- Checked water pressure & flow at Cassen Park due to low pressure concerns.
- Disconnected the blow off on Hanger Way in the Ormond Airport.
- Performed flushing activities at Hunter's Ridge Blvd, S.R.40, Airport Rd. (Flagler County), Ashford Lakes sub., Briargate sub, Hamlet Trace.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 109 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area. Responded to 2 reuse trouble calls.
- Assisted Professional Piping in pigging of the 8", 10" & 12" force mains from Ocean Grove Dr. to Amsden Rd. Contractor completed job on 2-12-19. Pressures were reading 0 at all points.
- Dressed up lateral repair at 541 Riverside Dr.
- Repaired broken laterals at 1223 Royal Rd. and at 270 Capen St.
- Replaced broken PEP tank and repaired broken 1" reuse line at 9 Bent Stream Way.
- Rewired PEP pump at 33 Winding Creek Way.
- TV'ed sanitary main at 10 Tiffany Cir. due to depression in street. Broken pipe, will schedule for repair.
- Located PEP system for contractor at 17 Black Creek Way. Discovered and repaired broken C/O.
- Rewired and raised J-box for PEP system at 20 Creek Bluff Way.
- Cleaned and televised sanitary laterals and mains in undeveloped portion of Spanish Waters subdivision. Repaired 2 broken laterals.
- Replaced broken reuse box at 43 Forestview Way.
- Located, raised and installed new brass cap on sanitary lateral at 49 N. St. Andrews Dr. per customer request.
- Follow up on trouble call at 748 A Flamingo Dr. Located and raised C/O. City side is clear.

- Follow up on trouble call at 9 Lake Ilse Way. Replaced old pump. Discovered screens gone in chamber and pump covered with “flushable wipes.” Installed basket in chamber. Customer has filed a damage claim.
- TV’ed 826’ of sanitary main.
- Cleaned 2,000’ of sanitary main.
- 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) 18 psi, Westland Run 24 psi & Shadow Crossing Blvd. (4 inch) 2 psi.

Wastewater Plant – Lift Stations

- 9M, began rewire and permanently mount duplex control relay.
- Peristaltic Pump #1, leak, replaced bad fitting at peristaltic tube, replaced tube, ok.
- Garden Business Center, uneven run hours at local time clocks, deragged Check Valve #1, ok.
- Ormond Mall lift station, checked operation and cleaned control panel.
- Spanish Waters, checked station and confirmed safe operations during force main pigging.
- Arroyo Parkway, found high run hours at local time clocks, found both check valves bypassing, deragged both check valves, will monitor.
- 6M, found Pump #3 noisy, possible blockage at volute, reversed pump, blockage cleared, found dry well flooded, possible bad sump pump, pulled both sump pumps for repair, ok.
- Effluent Transfer Pumps, replaced burnt contactor and wiring at pump #1, returned to service, pump #2 troubleshoot fault code at soft start.
- Recycle Building, continued wiring connections and installation of valve actuator.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Ormond Mall, phase loss, power restored upon arrival, ok; 13M, phase loss, FPL power up and stable, bad connections at phase alarm fuses, replaced fuse block with new inventory, station now operational, ok; Towne Square, high level, wet well pumped down, no signs of recent high level, #2 Pump tripped at motor starter, reset starter, will monitor station; 8P, high level, wet well was pumped down, found debris on contact probe, cleaned probe, local alarm lamp turned off, watched station pump down in automatic, ok.
- Weekly Plant PM’s: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Influent Room pump transfer; Influent Bypass pump; Final Tanks Bypass pump.
- Monthly Plant PM’s: Sand Filters, #1, #2, #3; Screw Pumps, #1, #2, #3; Grit Snail, Influent Odor Control Unit; Swing Zone Blowers, #1, #2; Carrousel Surface Aerators, #1N, #1S, #2N, #2S; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2.
- Annual Plant PM’s: Swing Zone Blowers, #1, #2; Sludge Holding Tank Blower #1.
- Lift Station PM’s: 14 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- High Service Pump #3, install bottom section of pump case.
- Well 41R, replace failed control transformer with new stock, returned well to operations, ok.
- Installed new controllers for sand filter 1, 2, 3, 4 and backwashed control valve. Flushed flow meter for filters 1, 2, 3, 4 & backwashed.
- Standish booster station, installed new CL17 meter.
- Water tower, gathering parts list for new antenna & ancillary equipment to be installed with refurbishment.
- Lime Softening Scrubbers/Lime Thickener wet well, assisted Collections Crew with leak detection, camera shows rotted 12” gravity line to wet well, repairs will be scheduled.
- Operational Check: Standish, State Park, Riverview Booster Stations; Hudson Wells.
- Well PM’s: Division wells 4, 5, 6, 7, 15.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Florida State Emergency Response Commission Report – Staff is compiling the annual SERC report outlining the hazardous materials located at City owned facilities. The information is uploaded to a national database to assist first responders in case of emergency.

- Unregulated Contaminant Monitoring Rule 4 (UCMR 4) – Staff collected samples for the 2nd and final phase of this US EPA required monitoring. The monitoring is to collect data on possible drinking water contaminants, ones not yet regulated.
- WWTF Permit Renewal – Staff is reviewing the first draft of the WWTF operating permit renewal. City staff produced the draft with information from staff concerning current plant conditions.
- SJRWMD Breakaway Trails Irrigation Report – Staff began organizing the data and information to produce the Breakaway Trails Irrigation report. The report highlights the reuse water utilized by the subdivision in lieu of groundwater. The report is required as part of the Consumptive Use Permit by the SJRWMD.
- Annual Industrial Pretreatment Report – Staff submitted the annual IPP report to the FDEP. The annual data was uploaded through the FDEP EzDMR website. The report is required by the FDEP to provide an updated status of the program.
- Earth Day Event – Staff is organizing several programs for 160 students from Ormond Beach Elementary school to enjoy while attending the City's Earth Day event. The students will participate in activities by the Volusia County Library and the Museum of Arts and Sciences among others.
- Industrial Pretreatment Program – Staff issued a Notice of Violation (NOV) to one permitted industry who had two violations from the last monitoring period. The NOV outlines their required response to rectify the violations. The industry has completed the necessary steps to regain compliance.
- Staff is interviewing industries in the City's Airport Business Park to investigate a complaint concerning nauseous odor suspected of originating from the sewer collection system.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation, creation, and distribution for February 19, 2019, City Commission Proposed Purchase of 385 South Old Kings Road Workshop and City Commission Meeting
- Staff attended and provided support for February 15, 2019, Pension Boards Meeting