

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: February 22, 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 various members of senior staff
- Prep work for Strategic Planning Session

Spoke to, attended and/or met with:

- General discussion with Ed Noseworthy and Kelly Ferguson Advent Health
- Individual agenda review meetings with Commissioner Persis and Commissioner Littleton
- City Commission Workshop
- City Commission Meeting
- Team Volusia Finance Committee meeting conference call
- Team Volusia Board Meeting

Community Development

Planning

- The Historic Landmark Preservation Board met 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 and recommended approval. The item is scheduled to be heard by the Planning Board on March 14, 2019.
- Planning staff has been coordinating with representatives of Lucky's Market. Lucky's Market desires to have outdoor sales of fruit outside under the canopy overhang. The application is similar to Perrine's produce. The outdoor sales requires a Special Exception and it is anticipated that the application would be presented at the March 14, 2019 Planning Board meeting.
- There are no variance applications this month and the March 6, 2019 Board of Adjustment and Appeals meeting has been canceled.
- Planning staff attended the Ormond MainStreet Board meeting.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 345 inspections performed within the City (17 by Private Provider).
- 97 permits issued within the City, with a valuation of \$3,522,000.

Development Services

- The Site Plan Review Committee (SPRC) conducted a final inspection at 20 West Tower Circle, Concentrated Aloe.
- There was no SPRC meeting this week.
- 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. Pineland Trail Extension. 1st submittal. Relocation of the roadway for a portion of Pineland Trail in the vicinity of the Security First project.
 5. 711 South Atlantic Avenue, Home-2, 1st submittal. Complete renovation of the interior and exterior of the existing hotel. The site work includes parking lot alterations and sea turtle lighting.
- 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	10%
Cypress Trails subdivision	55%
Davita Dialysis	90%
For Our Parents ALF	98%
Granada Pointe	90%
Huntington Villas	2%
Independence Recycling of Volusia	0%
Lot 2, Airport Business Park	98%
Lucky's Market	30%
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.
 - Continue 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 participated in the Ormond Chamber Economic Prosperity Hour and provided the business community an update on recent economic development activity.
 - Staff participated in an Industry Focus Group hosted by CareerSource Flagler/Volusia focused on understanding workforce development challenges and opportunities in Volusia County.
 - Staff, as member of the VMA, sits on and participated in the monthly Volusia Manufacturing Association's Education Committee meeting.

- 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 was finalized and presented to the City Commission.
- Completed Projects - Weekly
 - Processed 28 Journal Entry Batches.
 - Approved 19 Purchase Requisitions totaling \$197,761.96.
 - Issued 31 Purchase Orders totaling \$1,428,915.62.
 - Prepared 120 Accounts Payable checks totaling \$569,262.15 and 31 Accounts Payable EFT payments totaling \$898,868.10.
 - Issued 625 past due notices on utility accounts.
 - Auto-called 286 utility customers regarding receipt of a past due notice.
 - Processed 428 payments through Interactive Voice Response System totaling \$41,986.15.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.0 million dollars.

Grants/PIO

- Press Releases
 - Robin Bain Appointed Utilities Manager
 - Movies on the Halifax (3/1, 6:30 p.m., Christopher Robin, PG)
 - Walking with the Manager (3/1, 8:00 a.m., The Casements)
 - Half Cent Sales Tax Resident Survey
- 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.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Risk Management Projects

- Mayor's Health & Fitness Challenge program management
- Attended webinar on employment laws
- Attended Growth Award meeting
- Final preparations for first responder training on Worker' Compensation law

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 6
 - Hazardous: 1
 - EMS: 88
 - Motor Vehicle Accidents: 6
 - Public Assists: 51
 - TOTAL CALLS: 152
- Aid provided to other agencies: 15 Calls – Daytona Beach (9), Flagler County (1), Holly Hill (1), Volusia County (4)
- Total staff hours provided to other agencies: 21
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 73
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 82

- Training Hours
 - NFPA 1001: Firefighting 104
 - NFPA 1002: Driver 15
 - NFPA 1021: Officer 6
 - NFPA 1500: Safety/Equipment 41
 - NFPA 1620: Preplanning 15
 - EMT/Paramedic 25
 - TOTAL TRAINING HOURS: 206

- Station Activities
 - Updated 6 pre-fire plans
 - Conducted 4 fire inspections

- Significant Incidents
 - 2/18/19, 2:58 PM: Airport Rd. / Hunters Ridge Blvd. – Motor Vehicle Accident – Upon arrival located accident on dirt road north of Airport Rd. – found one vehicle head-on collision into large concrete power line pole – 5 total patients transported – 2 of the patients air lifted.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Maintenance Worker I (Senior Center/Leisure Services)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Summer Camp Counselors (Leisure Services)
 - Treatment Plant Operator C, B, or A (Wastewater Treatment Plant/Public Works)

 - Applications Under Review
 - Account Clerk II (Utility Billing/Finance)
 - Maintenance Worker III (Streets/Public Works)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution/Public Works)
 - Tradesworker (Building Maintenance/Leisure Services)

 - Interviews Scheduled
 - Administrative Assistant (Human Resources)
 - Chief Treatment Plant Operator (Wastewater Treatment Plant/Public Works)
 - Engineering Inspector (Engineering)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)

 - Background/Reference Checks/Job Offers
 - Evidence/Crime Scene Supervisor (Police)
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Streets/Public Works)
 - Meter Reader (Finance)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Police Officer (Police)

 - Separations
 - Firefighter/EMT (Fire)

- 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
 - ICMA representative meets with employees 3-27-19
 - Nationwide representative meets with employees 4-2-19

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: 15
 - Completed: 50
 - In progress: 26
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 58,161
 - Inbound E-Mails Blocked: 38,518
 - Delivered Inbound E-Mails: 19,643
 - Quarantined Messages: 1,859
 - Percentage Good Email: 33.8%
 - Virus E-Mails Blocked: 35
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 1
 - 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: 0 : 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
- The new Building Maintenance Supervisor started
- Attended Volusia County Recreational Directors Association Meeting
- Growth Award 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: 251
- Tours were given as needed on Saturday and Tuesday through Friday
- City staff and Halifax River Audubon presented the Great Backyard Bird Count event at the EDC on Saturday from 10 am – 2 pm. Staff and volunteers assisted with set up, event activities, and break down.
- The Community Gardens held a makeup business meeting and social on Sunday from 1 pm - 2 pm
- Twelve kindergarten and first grade students from UBIC Academy took a Sensory Explorations field trip at the EDC on Tuesday from 11 am to 1:30 pm
- Debbie Wingfield held a manatees program in the EDC Classroom on Friday from 10 am to 11 am

Athletics

- Seabreeze High School Boys Soccer Practices, Monday, 6:30pm, Sports Complex, Soccer Field 6
- OBYBA Basketball Games, Nova Gym, Monday – Wednesday, 5:30 pm – 9:30 pm
- Lady Renegades & Golden Spikes Practices, Nova & Sports Complex Quad, Monday - Thursday, 6 pm
- Seabreeze High School Softball Practices, Monday, Tuesday & Thursday, 3:30 pm, Sports Complex, Quad 3
- Seabreeze High School Softball Game, Wednesday, 5:30 pm, Sports Complex, Quad 2
- Seabreeze High School Baseball Practices, Monday – Friday, 3:30 pm and 4:30 pm, Sports Complex, Wendelstedt Fields 2 & 3
- Seabreeze High School Baseball Jamboree, Tuesday & Wednesday, 4 pm & 7 pm, Sports Complex, Wendelstedt Fields 1 & 2
- Calvary Christian Academy Softball Game, Friday, 4 pm, Sports Complex, Quad 1
- Calvary Christian Academy Baseball Practices, Tuesday, Thursday & Friday, 4 pm, Sports Complex, Kiwanis Field
- Perfect Game Youth Florida Baseball Tournament, Saturday & Sunday, Sports Complex, Wendelstedt & Kiwanis Fields, 8:30 am

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
- 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
- Painting all soccer fields to be prepared for upcoming OBSC practices/games
- Prepped fields for Weekend Baseball Tourney at Wendelstedt & Kiwanis Fields
- Painted foul poles at Wendelstedt & Nova Fields
- Constructed "L" Screens
- Dragged & sprayed weeds at South Ormond
- Field Work on Nova #5 & T-Ball #2 Fields, adding clay & surface.
- Putting nets on Soccer Goals

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:
 - Ormond MainStreet presents Mairead Nesbitt, Friday, 7:30 pm - 9:30 pm
 - Bill Bailey Concerts presents Gold City and The Kingsmen, Saturday, 6 pm - 9:30 pm
 - Orlando Transit Authority-Chicago and Blood, Sweat, & Tears Tribute, Sunday, 2:30 pm – 5 pm

South Ormond Neighborhood Center

- Splash pad closed until March 15
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- PAL tutoring Tuesday-Thursday from 3 pm-6 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended one on one meeting
- Attended staff meeting
- Attended Economic Prosperity Hour meeting
- Planning of 2019 events in the months of February through May
 - Art in the Park, May 4 & 5, including application tracking and input mail out of food vendor applications, and entertainment contracts
 - Memorial Day Remembrance Service, May 27

Gymnastics

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

Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.

- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- Lunch Bunch met on Wednesday from 10 am – 1 pm
- Explore the Arts continued on Wednesday from 4 pm – 5 pm
- OBYBA Basketball League continued with their playoffs and had their All-Star Games on Saturday.
- Funky Fitness continued on Tuesday, 5 pm – 6 pm

The Casements

- Guild tours were given on Saturday at 9:30 am and 10:30 am
- A wedding ceremony and reception was held at The Casements on Saturday from 12 pm – 10 pm
- Missing Peace met at Bailey Riverbridge from 10:30 am – 12 pm on Sunday
- Florida Women's Art Association exhibit remains on display through the month of February
- Staff continued preparing for Enviro Camp this week
- Staff reset the first floor from weekend rentals
- Greek Cooking class took place on Tuesday night from 4:30 pm - 8:30 pm
- River Oaks Homeowner Association met at Bailey Riverbridge on Tuesday from 7 pm – 9 pm
- Parallon Business Group held a meeting at The Casements on Thursday from 2 pm – 6 pm
- A piano rehearsal took place on Thursday from 2 pm – 4 pm in preparation for Sunday's concert
- Greek Cooking Class took place at The Casements on Thursday from 4:30 pm - 8:30 pm
- The Casements Coordinator had a wedding consultation on Friday from 9:30 am - 10 am
- Set up for the flower show rental took place on Friday from 10 am - 5 pm
- Yonkers Large Group tour took place at The Casements on Friday from 2 pm – 3 pm
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am - 9:30 am
- Yoga took place on Tuesday and Thursday from 10 am - 11:30 am

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Interviews were held for seasonal help at Andy Romano Beachfront Park
- New shed was built at the Environmental Discovery Center
- Weekly blow-off of trails in parks

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

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Department hosted Police Department Fitness Assessment
- Staff is attending G-300 Incident Command training
- Staff is working on modification of the Dog Tethering Ordinance
- Staff hosted Coffee with a Cop
- Staff is conducting a Vehicle Compound audit

Community Outreach

Youth Director Council (YDC)

- Six (6) YDC members went to the Seabreeze High School basketball game on Monday, February 11 to support YDC members on the team. Twelve (12) YDC members will be attending the State of Florida Association of Police Athletic Leagues Regional YDC Training Saturday, February 23 in Cocoa Beach, Florida.

OBPAL Basketball

- Tryouts for the boys and girls basketball teams for the OBPAL basketball program were held on Saturday. Twenty-one (21) boys ages 9 to 14 attended and sixteen (16) girls ages 12 – 17 attended tryouts. A make-up day for those who could not attend will be held this week. 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, 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, eighteen (18) 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 schools.
- *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. 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. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at. For more information and sponsorship opportunities please call (386) 676-3505, or visit <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>.

Community Services & Animal Control

- Animal Calls responded to: 42
- Animal Reports: 4
- Trap Neuter Release: 0
- Animal Bites: 1
- Animals to Halifax: 7
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 8
- Inactive: 2
- Fraud: 3
- Burglary Business: 2
- Burglary Residential: 0
- Larceny Car break: 5
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 0
- Vandalism: 2

- Stalking: 1
- Disturbance: 1
- Baker Act: 1

Records

- Walk - Ins / Window: 38
- Phone Calls: 119
- Arrest / NTA'S: 26
- Reports Generated: 112
- Reports Entered: 90
- Citations Issued: 68
- Citations Entered: 68
- Warnings Entered: 231
- Trespass Warnings: 8
- CORF Entered: 91
- Mail / Faxes / Request: 15

Patrol

- Total Calls: 1,310
- Total Traffic Stops: 163

Operations

- Crime Opportunity Report Forms: 91

02/13/2019

- Burglary Residence, 661 South Nova Road. Several lawn ordainments were stolen.
- Burglary Business, 1571 North United States Highway One (Horizon). A computer and radios were stolen.
- Fraud Arrest, 699 South Nova Road (Bank of America). Subject was using stolen checks and fake identifications. When officers arrived, the subject ran on foot and a Taser was deployed.
- Battery Arrest, 9 Fernery Trail. Subject battered a roommate. When officers arrived, the subject resisted and started to fight and a Taser was deployed.
- Child Abuse Arrest, 57 Benjamin Drive. Subject battered a loved one and when their 8 year old tried to help, the subject shoved the 8 year old to the ground.

02/14/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Trespass Arrest, 100 South Nova Road (Rivergate Plaza). Subject returned to the property after being issued trespass warning.
- Carbreak, 854 Buena Vista Avenue. Unlocked vehicle was entered overnight.

02/15/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects failed to scan all the items in the self-checkout line.
- Disturbance, 910 South Atlantic Avenue (Planet Fitness). A report of a fight with 100 students came out. Officers arrived on-scene and found blood on the ground. Follow ups are being conducted.
- Trespass Arrest, 1450 West Granada Boulevard (Ormond Towne Square). Subject returned to the property after being issued a trespass warning.
- Traffic Arrest, 100 Block South Atlantic Avenue. The driver of a single vehicle crash was found intoxicated and arrested.
- Traffic Arrest, 300 Block South Nova Road. The driver of a vehicle was that was stopped for a traffic violation was found to be intoxicated.

02/16/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject ran out of the store with shoes and fled the area but was found a few blocks away.
- Carbreak, 220 North Nova Road (Trails Shopping Center). Unlocked vehicle was entered while in the parking lot.
- Carbreak, 321 Hand Avenue. Unlocked vehicle was entered and tools were stolen.
- Battery Arrest, 123 North Orchard Street. Two (2) subjects were in a physical disturbance and the aggressor was arrested.
- Traffic Arrest, 100 Block West Granada Boulevard. Subject that was stopped for a traffic violation was found to be intoxicated.
- Traffic Arrest, 1000 Block West Granada Boulevard. The driver of a single vehicle crash was found intoxicated and arrested.
- Traffic Arrest, 200 Block North Yonge Street. Subject was stopped for a traffic violation and found to have a suspended license.
- Narcotics Arrest, 900 Block Riverside Drive. Subject was stopped for a traffic violation and marijuana, LSD, hash oil, and alcohol were found in the vehicle.

02/17/2019

- Armed Robbery, 442 South Atlantic Avenue (Rockefeller off-beach parking). Victim was carrying money and a subject approached, stabbed the victim, took the money, and ran off.
- Battery, 450 Tomoka Avenue (Tomoka Garden Apartments). Victim stated that they were sexually battered by a known subject.
- Pre Trial Violation Arrest, 487 Bryant Street. Subject returned to the property and was in violation of a court order.
- Warrant Arrest, 103 Ellicott Drive. Subject with an open warrant was contacted.
- Warrant Arrest, 1622 North United States Highway One. Subject with a warrant was contacted.

02/18/2019

- Battery/Domestic Violence Arrest, 110 Fiesta Drive. Victim was battered by a loved one.
- Larceny, 1105 North United States Highway One (Beaver Bar). Cellphone was stolen from this location.
- Larceny, 875 Wilmette Avenue. Bicycle was stolen from this location overnight.
- Narcotics Arrest, 900 Block North United States Highway One. Subject was stopped for a traffic violation and narcotics were found.

02/19/2019

- Aggravated Assault on Law Enforcement Arrest, 390 Muddy Creek Lane. Officers responded for a well-being check on children. Upon arrival, officers were met with a subject with a large German Shepard and the subject was telling the dog to attack the officers. One (1) officer was bit and went to the hospital.
- Carbreak, 52 Mayfield Terrace. Unlocked vehicle was entered overnight. A gun was stolen.
- Carbreak, 44 Mayfield Terrace. Unlocked vehicle was entered overnight. A wallet was stolen.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject with a warrant was contacted at this location.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Traffic Arrest, 200 Block West Granada Boulevard. Subject was stopped for a traffic violation and was found to be driving with a suspended license.
- Warrant Arrest, 200 Block West Granada Boulevard. Subject with a warrant was contacted in this area.
- Warrant Arrest, 1500 Block North United States Highway One. Subject with a warrant was contacted in this area.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 28
 - Number of Uniform Traffic Citations Issued: 29
 - Number of Written Warnings Issued: 18
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 5
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 15 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 12 Cases initiated
- 6 signs have either been removed or sign cases created.
- 16 tree removal permit requests
- Administrative staff assisted with four (4) walk-ins and seventy-four (74) telephonic inquiries.

Public Works

Airport Operation and Development

- Construction activity on the project to improve the public use heliport has been completed. Construction crews completed work to mark the new access road, taxiway connection, and helipad surface. The heliport is now open for normal operations.
- Construction activity on the project to rehabilitate the pavement and electrical systems of Runway 8/26 has been completed. The contractor completed the application of all required runway markings, and also all survey work needed for the production of as-built drawings for the project. As planned, Runway 8/26 has been re-designated as Runway 9/27 and is now 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.
- Technicians from the Federal Aviation Administration visited the control tower this week to prepare for the installation of upgraded communications services for the control tower.
- Staff participated in a meeting of the East Central Metro Area CFASPP Steering Committee this week. The Continuing Florida Aviation Systems Planning Process (CFASPP) was established by the Federal Aviation Administration and the Florida Department of Transportation in response to the need for a method to help maintain a viable statewide aviation environment. The objective of FAA, FDOT and CFASPP is to maintain and enhance the Florida aviation system. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) current by periodically updating the FASP in response to regulatory, environmental, and industry changes.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining –The remaining work on Ormond Parkway is scheduled for February 25.
 - 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 Contractor is continuing work on the handrail on Midway Street, work has begun to prepare the grade and form the sidewalk on the connection to Military Blvd.
- 2018 Road Rehabilitation-Resurfacing – Paving and striping is complete.
- Laurel Creek Stream Gauges – City crews are completing the configuration of units, Engineering has scheduled to survey lake levels for calibration.
- 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 80% complete, decking is 80% complete.
- US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contractor has started clearing and the directional drill contractor is mobilizing on-site.
- Coquina Court Drainage – Construction commenced this 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 on site. 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 has scheduled for the bid award at the March 21 CC meeting.
 - WWTP Sludge Dewatering Improvements – The bid award is scheduled for the March 5 CC meeting.
 - Water Plant Upgrades – The bid award is scheduled for the March 21 CC meeting.
 - Force Main Repairs – The bid award is scheduled for the March 21 CC meeting.
 - Breakaway Trails Storage and Pumping Improvements – Bid award is scheduled for the March 21 CC meeting.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – The project was advertised on February 10, a pre-bid meeting is scheduled for February 26, and bids are due on March 12.
 - HVAC Replacements – City Hall, SONC, The Casements – The disposition item was approved at the February 5 City Commission meeting, the Pre-Bid meeting was held on February 20.

- 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. The Consultant is drafting a proposal for design.
 - 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. A review meeting is scheduled for February 22.
 - 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 plans and created approved Work-in-the-Right-of-Way permit for 20 Brookside Drive, per FPL request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 19 Tomoka Ridge Way. per Spectrum Networks request.
 - Met with Contractor regarding 94 North Beach Street building permit.
 - Meeting with Builder regarding SWMP requirements for proposed home at 333 Pine Street.
 - Began topographic survey along Country Club Drive for the upcoming Storm Pipe Replacement CIP project.
 - Began construction plan set for 2019 Storm Water Repair CIP project.
 - Completed property line stakeouts at 267 Laws Lane and 5 Creeks Bridge Court, per Neighborhood Improvement Division request.
 - Researched and provided PDF construction plan drawings for water main and fire hydrant replacement at Cassen Park, and as-built utility information at the former Hawaiian Tropic site, per Utilities Division request.
 - Researched old files and provided Right-of-Way verification for 226 East Granada Blvd., per Neighborhood Improvement Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete pour – S Ridgewood, Fairview, Wilmette Ave
- Ground sidewalks – Spring Meadows
- Shop Maintenance – Public Works
- Pulled forms/cones, stress cuts, cleaned up – Fairview & S Ridgewood Ave
- Cut concrete for sign – Hull Rd
- Pulled forms & cleaned up – Wilmette Ave
- Asphalt patch – Harvard Ave, Midway, Oak Dr., & Big Buck Trl
- Picked up cones – Vining Ct
- Asphalt patch – Lincoln Ave
- Asphalt patch – State Road 40

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed dead bay trees – Memorial Gardens
- Recycled scrap metal from behind Maintenance Building – Airport Sports

- Removed dead oak – Pebble Beach

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 piles of debris – Hull Rd entrance to Sports Complex
- Fill dirt & sod area – Riverside & Ormond Pkwy

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
- Checking various emails for citizens' concerns – Public Works Complex
- Installing 2 new School Zone End signs – Tomoka Elementary
- Installing Pedestrian Crossing sign – Airport Tower
- Project checking for signs & placement – Pineland Trl

Stormwater Maintenance

- Reach out maintenance – Public Works Complex
- Locates, basin inspection, clean, gates & pumps - Citywide
- Outfall cleaning – Ormond Pkwy
- Remove scrap metal – Hull Rd: Ballfield
- Reach-out – Hull Rd Ballfields
- Basin inspection & clean – Citywide
- Manhole repairs – Us 1 & Melrose
- Open throat cleaning – US 1, Hand, Division, Old Kings

Vactor

- Vac – Con – pipe cleaning – Ormond Pkwy
- Van – Con – ditch cleaning – US 1

Street Sweeping/Streetsweeper (2 Days)

- 66 miles of road cleaned
- 20 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,897
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 5
 - Non-Emergency Vehicles and Equipment: 12
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 10,349 gallons unleaded, 10,414 gallons diesel
 - Fuel used in one week: 2,273 gallons of unleaded and 717 gallons of diesel.

- Fleet completed 48 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Bids were received. McMahan Construction is the apparent low bidder.
 - Breakaway Trails Yard Electrical and Pump Upgrades – FPL easement was approved under Resolution 2019-50. Contractor is installing electrical panels. Progress meeting #3 is scheduled for February 22.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Sent tank report to engineer showing interior coating inspection results.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Received construction plans including Lift Station TM.
 - SCADA Integration Services – Design meeting with relevant water, wastewater and reuse personnel was held on February 20.
 - Shadow Crossings Reuse Pump Facility Upgrades – A design kick off meeting was held on February 14. Pump sizing and operation parameters were finalized. A field visit is being scheduled.
 - WTP Elevated Water Tank Rehabilitation – Calculations for the balcony and access entrance cover were received.
 - WTP LPRO Membrane Replacement – A contract award to Aerex was approved under Resolution 2019-51.
 - WWTP Influent Pumps VFD Replacement – VFDs are being fabricated, delivery scheduled for April 15.
 - WWTP Operating Permit Renewal – Expanded Effluent Data Table was prepared.
 - 337 W Granada – One lateral was repaired. Repairs to the second lateral are being scheduled.
- SPRC Projects (Utilities Review)
 - Deerfield Trace – Utility Retail Service Agreement approved under Resolution 2019-47.
 - For Our Parents, Assisted Living Facility, 495 Sterthaus Drive – As-built plans were field checked. Terminal manhole needs to be raised.
 - Home 2, 711 South Atlantic Avenue – Plans were received for review.
 - Huntington Green (Flagler County) – Responded to contractor questions concerning fittings.
 - Huntington Villas – Developer was contacted concerning access to the irrigation well.
 - Pineland Subdivision (construction) - Received shop drawings for Inserta Valve.
 - Security First Pineland Trail Expansion – Plans were received for review.
 - Shoppes on Granada – Reviewed as-built drawings and provided comments.

Water Treatment

- Delivered 41.46 million gallons for the week ending February 15, 2019 (5.92 MGD).
- Backwashed 12 filters for a total of 623,000 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.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 34.74 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.96 MGD.
- Produced 30.21 Million Gallons of Reuse.
- Produced 4.53 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (February 01, 2018 – January 31, 2019) (MGD): Influent 4.82 MGD (Permit 8 MGD); Surface Water Discharge 1.61 MGD (Permit 6 MGD); Reuse 3.66 MGD (Permit 10 MGD)

- Hauled 156.81 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to and/or repaired 14 water service leaks.
- Replaced 4 residential water meters per Finance work orders.
- Replaced 8 broken meter boxes.
- Replaced 6 water service due to low pressure or leak concerns. 2 casings were installed for a water service replacements under a roads.
- Performed maintenance activities on 7 fire hydrants on the beachside.
- Installed 2 new water services and meters at residential properties.
- Performed leak repairs on 3- 2" GSP water mains on Silk Oaks Dr., Azalea Dr. & 599 S. Atlantic Ave.
- Completed accuracy testing of 2-4" and a 6" commercial water meters.
- Repaired the 2" meter bypass for the water service serving Tomoka Elementary.
- Repaired embankment with 17 yards of fill due to a fire hydrant flushing device creating some erosion at the intersection of S.R. 40 & Hunters Ridge Blvd.
- Performed flushing activities at Tymber Crossings, Saddlers Run & Deer Creek subdivisions.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 169 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. Responded to 2 reuse trouble calls.
- Finished cleaning and TVing all mains and laterals in undeveloped section of Spanish Waters in anticipation of home construction starting soon.
- Responded to a reuse leak call at 38 Laurel Ridge. There is no leak, this is a ground water issue.
- Follow up from PEP alarm at 7 Circle Creek Way. Alarm self-cancelled, no issue found.
- Discovered crushed sanitary lateral in street at 15 N. St. Andrews Dr. Will schedule for repair.
- Responded to request to raise C/O at 86 Mayfield Cir. Customer wanted meter box raised, turned over to Finance meter services.
- Cleaned and TV'ed 521 S Yonge St. Line is clear at this time.
- Cleaned 500' of 10" gravity main behind Mario's south of Hand Ave.
- Rewired PEP pump at 23 Coquina Lake Way
- Replaced and rewired PEP pump at 65 Grey Dapple Way.
- Marked where PEP tank is to be installed at 76 Westland Run. New home construction.
- Flushed PEP tank screens to remove excess grease from tank.
- TV'ed lateral at 165 Ormwood Dr. at customer's request. City side is clear.
- Assisted Stormwater in televising 30" main that is collapsing on Harvard Dr.
- Replaced failing PEP pump (E1) at 33 Black Hickory Way.
- TV'ed 1293" of 8" sanitary main.
- Located C/O at 49 S. St. Andrews at customer's request.
- Flushed and TV'ed lateral at 100 Royal Dunes Blvd. Customer's cast iron pipe is broken causing a depression. Advised customer to contact plumber.
- Located reuse tap at 96 Treasure Ln at customer's request.
- Assisted Water Division in sucking out deep valve at entrance to Hunters Ridge.
- Replaced bad PEP pump and rewired at 45 Grey Dapple Way.
- Resealed PEP tank lid at 57 Westland Run. Lid is ground level and excessive irrigation is causing intermittent PEP alarms.
- Prepped for lateral repair at 337 W Granada Blvd.
- 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) 15 psi, Westland Run 23 psi & Shadow Crossing Blvd. (4 inch) 3 psi.

Wastewater Plant – Lift Stations

- Effluent Transfer Pump #3, Called by Operator on shift, fault code on screen, found bad fuses in control cabinet, replaced bad fuse with new inventory, ok.
- Effluent Transfer Pump #2, correct faulted wiring at thermal overloads, returned unit to service, ok.
- Dewatering Pump #1, found Motor High Temp Lamp lit at Controls, pump is confirmed as working fine, Operations has been notified to ignore this lamp until further notice as it is an unrelated problem in the control cabinet, ok.
- Recycle Room, installed plug valve electric actuator #1, remote wall mounted control switch not functional at this time, in use locally controlled only.
- 9M, Check Valves bypassing, deragg both check valves, ok.
- North Submersible Aerator, modified leg design, began work to install new replacement legs.
- Ormond Mall, Force Main pressures: Static/1 pump/2pump = 0/14/20
- Spanish Waters, Force Main pressures: Static/1 pump/2pump = 0/24/28
- Shop – Lift Station General – Huntington Woods - repaired damaged model #3102 volute, drilled out broken bolts and repaired threads, reassembled pump and placed back in inventory for use.
- 1M, high run hours at local time clocks, deragg both check valves, ok.
- Lift station SCADA server reboot on Wednesday & Friday.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 8P, high level, cleaned probe, ok.
- SCADA monitor/response: 2P, uneven starts, possible SCADA read issue, found station operating fine and alternating correctly, ok; 9M, no starts #1, reset Motor Starter, amp draw normal, 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: Effluent Transfer Pumps, #1, #2, #3.
- Lift Station PM's: 14 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- High Service Pump #3, completed pump rotating assembly install and returned to service.
- Orchard Reuse High Service Station not showing in SCADA, replaced fiber/eEthernet switch in control cabinet, ok.
- LPRO/Water Tower, installed 110v power circuit from LPRO PLC cabinet to radio cabinet at base of water tower, ran new power circuit from LPRO PLC cabinet to breaker panel. Placed Radio UPS on top of PLC cabinet.
- Well 8D, replaced RTU battery.
- 9D, installed VFD and program to control pump flow.
- Well PM's: 8, 9, 10, 11, 12, 16, 17; Breakaway wells 2, 3, 4; Wells SR19 & 20.

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.
- 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.
- Wetlands Monitoring Report – Staff is negotiating with the last environmental engineering firm who performed the field work for the Wetlands Monitoring Report to perform the work again. The report highlights the City's 7 production wells' impact on the wetlands in Rima Ridge.
- 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.
- 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 possibly a local author doing a book reading.
 - Industrial Pretreatment Program – Staff issued a Notice of Violation (NOV) to one permitted industry who had two violations from the last monitoring period. The facility has completed the necessary steps to be considered in compliance by the City's IPP personnel.

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
- Staff attended and provided support for February 19, 2019, Proposed Purchase of 385 South Old Kings Road City Commission Workshop and City Commission Meeting
- Agenda packet preparation, creation, and distribution for February 26, 2019, Special City Commission Meeting
- Agenda packet preparation, creation, and distribution for February 27, 2019, Strategic Planning Workshop