

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 1, 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:

- General discussions with various senior staff members
- Staff meeting
- Agenda packet review

Spoke to, attended and/or met with:

- Senior staff, Bill Ternent of AARP, and Kathy Black, USF regarding livable communities
- Senior staff, Mayor Partington, Maryam Ghyabi and County Chair Kelley on transportation
- FDOT annual retreat
- City Managers meeting
- Special City Commission Meeting
- City Commission Strategic Planning Session
- Quarterly meeting with senior staff and FHCP representatives
- Claims Committee meeting
- Held Walk with the Manager

Community Development

Planning

- The Lucky's Market at 101 East Granada Boulevard has applied for a Special Exception to authorize an outdoor activity use. Outdoor activity is permitted only by the issuance of a Special Exception. The request seeks to allow daily outdoor display and sales of produce and a cart corral under certain conditions at the proposed Lucky's Market grocery store. The item is scheduled to be heard by the Planning Board on March 14, 2019 and the City Commission on April 16, 2019. The public notice signs for the Special Exception have been posted
- The Planning Board shall consider on March 14, 2019, a Land Development Code (LDC) amendment to remove 56 North Beach Street from the Historic Landmarks List. The Historic Landmark Preservation Board reviewed the LDC amendment at their February 18, 2019 meeting and recommended approval of the removal of 56 North Beach Street from the Historic Landmarks List.
- Based on the incorrect advertising, the second reading for the below ordinances before the City Commission shall be moved to **Thursday, March 21, 2019 starting at 7:00 p.m. in the City Commission chambers.**
 - Ordinance 2019-2, Capital Improvement Element update.
 - Ordinance 2019-3, Extended Stay America rezoning.
 - Ordinance 2019-4, Extended Stay America issuance of the development order.
 - Ordinance 2019-5, Granada Pointe amendments, PBD Amendment.

Other Planning items scheduled for the Thursday, March 21, 2019 City Commission meeting include:

1. 221 Vining Court, Salty Church Special Exception.

2. Land Development Code amendment: Original artwork murals in the Downtown Overlay District.
 3. Land Development Code amendment: Animated wall signs in the Downtown Overlay District.
- There will be a Neighborhood Meeting on Tuesday, March 12, at the Ormond Beach Senior Center Art Room, located at 351 Andrews Street, starting at 6:00 p.m. for the property at 1345 North U.S. Highway 1. The project is a phased development for the northeast intersection of U.S. 1 and Southland Road, with Phase 1 proposed as RV and boat storage and Phase 2 (Total Comfort) is proposed as a 26,514+ square foot building, along with two 30,000 gallon gas storage tanks. The subject property is zoned as I-1 (Light Industrial).
 - There are no variance applications this month and the March 6, 2019 Board of Adjustment and Appeals meeting has been canceled.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 348 inspections performed within the City 20 by Private Provider).
- 122 permits issued within the City, with a valuation of \$2,256,886.

Development Services

- The project at 495 Sterthaus Drive, For Our parents, has been issued a Certificate of Occupancy.
- The project at 20 West Tower Circle, Concentrated Aloe, has been issued a Certificate of Occupancy.
- A final inspection was conducted for the Granada Pointe project (south side of Granada Boulevard) and it is expected a Certificate of Completion shall be issued within the next 5 to 10 business days..
- The Site Plan Review Committee (SPRC) met with:
 1. 88 South Atlantic Avenue, Ocean Club. The site plan comments were discussed and the process for approval was also discussed (neighborhood meeting, Planning Board, and City Commission).
 2. 8 Coolidge Avenue, Coolidge Avenue office/warehouse. Conducted a pre-construction meeting.
- Projects under SPRC review include:
 1. 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	95%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	95%
Cardinal Drive Beach parking	65%
Chase Bank	10%
Cypress Trails subdivision	95%

Davita Dialysis	85%
For Our Parents ALF	100%
Granada Pointe	90%
Huntington Villas	5%
Independence Recycling of Volusia	5%
Lot 2, Airport Business Park	99%
Lucky's Market	30%
Volusia Memorial Mausoleum	30%
Ormond RC, Fitness Center & Building 1C	45%
Pineland	45%
135 Hernandez Lot Split-Utility Connection	0%
Security First	60%
Shoppes on Granada, Phase 2	65%
Starbucks @ Granada Plaza	35%
Thomas & Betts parking improvements (phase 1)	88%
8 Coolidge Avenue Warehouse	0%

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.
 - James Moore Presented 2017-18 audit findings to the City Commission on 2/19/2019.
- Completed Projects - Weekly
 - Processed 86 Journal Entry Batches.
 - Approved 18 Purchase Requisitions totaling \$116,501.44.
 - Issued 19 Purchase Orders totaling \$159,936.
 - Prepared 142 Accounts Payable checks totaling \$270,170.64 and 40 Accounts Payable EFT payments totaling \$438,654.43.
 - Issued 625 past due notices on utility accounts.
 - Auto-called 156 utility customers regarding receipt of a past due notice.
 - Processed 325 payments through Interactive Voice Response System totaling \$32,584.51.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.1 million dollars.
 - Prepared 375 Direct Deposits totaling \$480,048.68.
 - Transferred IRS 941 payment of \$158,138.56.

Grants/PIO

- Press Releases
 - Andy Romano Beachfront Park Parking Lot Closure (Portions, M/T, March 4 and 5)
 - Archaeology Works: Animals (3/7, 11AM-12PM)
 - Little Learners: Mammals (3/8, 10-11AM)
 - Urban Tree Care (3/9, 10-11AM)
 - Half Cent Sales Tax Resident Survey Deadline Extended (to March 15, 5:00 PM)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.

- Attended Sales Tax Campaign meeting.
- Attended City Commission Strategic Planning workshop.
- Completed Employee Newsletter for March 2019.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Ormond Beach Housing Authority pre-bid meeting for CDBG funded roofing project for 400, 402, 404, and 406 Flormond Avenue; 165 Hand Avenue and 100 New Britain Avenue.
 - Met with engineering staff on possible CDBG FY 2019-2020 capital projects with the proposed new CDBG Priority Area map.
 - Attended pre-bid meeting for CDBG funded Ames Park parking improvements.
 - Submitted online application for VOCA FY 2019-2020 funding for the Victim Advocate position within the Police Department. If awarded, this will be the City's 19th consecutive year.

Risk Management Projects

- Continued overseeing Mayor's Health & Fitness Challenge
- PTSD training for first responders
- Leadership planning meeting
- Attended webinar
- Attended Claims Committee meeting

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 4
 - Hazardous: 1
 - EMS: 83
 - Motor Vehicle Accidents: 6
 - Public Assists: 41
 - TOTAL CALLS: 138

- Aid provided to other agencies: 16 Calls – Daytona Beach (9), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 27
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 63
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 156

- Training Hours
 - NFPA 1001: Firefighting 115
 - NFPA 1002: Driver 14
 - NFPA 1021: Officer 37
 - NFPA 1500: Safety/Equipment 54
 - NFPA 1620: Preplanning 17
 - EMT/Paramedic 5
 - TOTAL TRAINING HOURS: 242

- Station Activities
 - Updated 10 pre-fire plans
 - Conducted 4 fire inspections
 - Participated in Volusia County Vehicle Day at Pine Trail Elementary and Ormond Beach Elementary
 - Visited children at Pathways Elementary for the Color Fun Run event

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Part Time Maintenance Worker I (Senior Center/Leisure Services)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)
 - Police Officer (Police) open until filled
 - 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
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker III (Streets/Public Works)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Tradesworker (Building Maintenance/Leisure Services)
 - Interviews Scheduled
 - Administrative Assistant
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution/Public Works)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Background/Reference Checks/Job Offers
 - Account Clerk II (Utility Billing/Finance)
 - Chief Treatment Plant Operator (Wastewater Treatment Plant/Public Works)
 - 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
 - Part Time Recreation Leader (Gymnastics/Leisure Services)
 - Permit Technician (Planning)
 - Fire Captain/Paramedic
 - Employee Events
 - Wellness Plan HSA contribution opportunity: Personal Health Assessment make-up day 3-21-19
 - Wellness Plan HSA contribution opportunity: Non-tobacco use affidavits accepted through 12-31-19
 - Wellness Plan HSA contribution opportunity: Skin cancer screenings offered through 12-31-19
 - Wellness Plan HSA contribution opportunity: Lunch & Learn events held through 12-31-19
 - ICMA representative meets with employees 3-27-19
 - Nationwide representative meets with employees 5-2-19

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project 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: 28
 - Completed: 54
 - In progress: 35

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 58,699
 - Inbound E-Mails Blocked: 39,350
 - Delivered Inbound E-Mails: 19,349
 - Quarantined Messages: 1,991
 - Percentage Good Email: 33.0%
 - Virus E-Mails Blocked: 5
 - Notable Events: None.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 8
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 6 : Total in system = 2,554
 - Meters GPS Located this week: 15 : Total in system = 23,592; 22,797 potable, 784 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
- Met with representatives from AARP
- City Manager's staff meeting
- Movies on the Halifax
- One-on-One Coordinator, Manager and Supervisor meetings
- Met with YMCA representatives
- Attended City Commission Strategic Planning Workshop
- Recreation Specialist completed Certified Park and Recreational Professional Certification
- Recreation Specialist completed 2019 Gold Medal Award Application
- Attended Mayor's Health and Fitness Challenge 2020 Planning 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
- EDC attendance last week: 142
- Tours were given as needed on Saturday and Tuesday through Friday.
- Annie Otto held a Diamondback Terrapins program in the EDC Classroom on Saturday from 10 am - 11 am
- Two EDC volunteers trained two new volunteers on Saturday from 10 am – 12 pm
- Joan Tague led a Wake Up Walk through Central Park that began and ended in the EDC parking lot on Wednesday from 8 am – 10 am
- The EDC Coordinator updated the exhibit area and classroom with spring display materials on Thursday and Friday
- Master Gardener Vivian Bowden held a Square Foot Gardening program in the EDC Classroom on Friday from 10 am – 11 am
- EDC staff trained a new volunteer on Friday from 10:30 am - 11:30 am

Athletics

- Lady Renegades and Golden Spikes practices, Monday - Thursday, 6 pm, Nova and Sports Complex Quad,
- Seabreeze High School Softball practices, Monday, Wednesday and Thursday, 3:30 pm, Sports Complex, Quad 3
- Seabreeze High School Softball game, Thursday, 5:30 pm, Sports Complex, Quad 2
- Seabreeze High School Baseball practices, Monday and Thursday, 3:30 pm, Sports Complex, Wendelstedt Fields 2 and 3
- Calvary Christian Academy Softball practices, Monday and Thursday, 4 pm, Sports Complex, Softball Quad
- Calvary Christian Academy Baseball practice, Monday, 4 pm, Sports Complex, Kiwanis Field
- OBYBSA Baseball, Softball and T-Ball practices, Monday - Friday, 5:30 pm and 6 pm, Nova Fields and Sports Complex
- OBSC Soccer Practices, Monday - Friday, 5:30 pm, Sports Complex Soccer Fields
- City Youth Volleyball, Tuesday and Thursday, 6 pm, Nova Gym
- USSSA Baseball Tournament, Saturday and Sunday, 8 am, Sports Complex, Wendelstedt Fields

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 and Nova Fields
- Continued edging infields (18) weekly at Sports Complex and Nova Fields
- Prepped fields for weekend baseball tournament at Wendelstedt and Nova Fields
- Dragged and repaired home plate at South Ormond
- Put out soccer goals, toters, and benches for soccer season

Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm – 9 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 their regular classes on Wednesday
- The Performing Arts Center is preparing to host the following events:
 - Nader-Mara's Doo Wop Extravaganza with The Crests and The NYCE Guys, Friday 7:30 pm - 9:30 pm
 - Buddy, Roy, and Fats Tribute, 2:30 pm - 4:30 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 Basketball practices, Monday and Wednesday, 6 pm – 8 pm
- PAL tutoring Monday - Thursday from 3 pm – 6 pm
- South Ormond Sports Club Basketball tryouts, Saturday, 11 am – 2 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Assisting with City Commission workshop meal
- Attended Walk with the Manager
- Planning of 2019 events in the months of February through May
 - Art in the Park, May 4 and 5, including application tracking and input, mailing of food vendor applications, and entertainment contracts
 - Memorial Day Remembrance Service, May 27

Gymnastics

- Registration is open for March/April session
- February/March session in progress

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
- Funky Fitness continued on Tuesday from 5 pm – 6 pm
- Explore the Arts continued on Wednesday from 4 pm – 5 pm
- The Police Department hosted their Guard-Up event on Wednesday from 6 pm – 8 pm
- Coed Volleyball League started on Tuesday from 6 pm – 8 pm
- Jazzercise continued on Saturday from 9 am – 10 am
- Open Play continued on Saturday from 9 am – 9 pm and on Sunday from 1 pm - 5:30 pm

The Casements

- The Casements was closed for tours on Saturday morning in preparation for the Ormond Beach Garden Club Flower Show. The Flower Show was held on Saturday from 1 pm - 3:30 pm.
- A wedding ceremony took place at Ormond Memorial Gardens on Saturday from 3 pm – 4 pm
- Sophie's Circle held a bridge walk event on Saturday from 5 pm – 9 pm

- Missing Peace met at Bailey Riverbridge on Sunday from 10:30 am – 12 pm
- Jane Solose's piano recital took place at The Casements on Sunday from 2 pm – 5 pm
- Florida Women's Art Association Exhibit was on display throughout February. The Arts Association had their artwork strike on Tuesday morning at 8:30 am
- Staff continued planning for Enviro Camp during this week
- The Casements Camera Club received photographs on Monday night from 4 pm – 6 pm. They hung their gallery display on Tuesday at 12:30 pm and held their Gallery judging on Thursday at 10 am.
- A Guild General Meeting and Pot Luck Luncheon took place in The Casements Gallery on Wednesday from 10 am – 12 pm
- The Casements Camera Club held their meeting at The Casements on Thursday from 7 pm – 9 pm
- A large group toured The Casements on Friday at 1:30 pm
- A wedding rehearsal took place at Ormond Memorial Gardens on Friday from 2:30 pm - 3:30 pm
- Movies on the Halifax featuring "Christopher Robin" will take place tonight from 6:30 pm - 8:30 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
- Trimmed palms along sidewalk path at Central Park I
- Delivered new picnic tables and benches to Andy Romano Beachfront Park for contractor to install
- Set up orange barrels and orange fencing around splash pad at Andy Romano Beachfront Park for painting contractor
- 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
- Checked electronic gates throughout the City
- Move hutch and hung pictures for Public Works
- Cupola roof repair at Fortunato Park
- Repaired toilet at Fortunato Park
- Repaired water fountain at Fortunato Park
- Checked and repaired water fountain noise at City Hall
- Replaced lights in City Hall parking lot
- Identified and repaired City Hall roof leak
- Identified and repaired Nova Community Center roof leak
- Repaired lights at Senior Center, Fortunato Park and Nova tennis courts
- AirVac repaired at Fire Station #93

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff conducted Police Applicant interviews
- Staff held a Special Response Team meeting
- Staff attended ICS training
- Staff attended CJIS training
- Staff hosted Coffee With A Cop at Mia Donas

Community Outreach

- Youth Director Council (YDC)
Eleven (11) YDC members attended the State of Florida Association of Police Athletic Leagues Regional YDC Training Saturday, February 23 in Cocoa Beach, Florida. Members attended leaderships training classes and voted for members of all attending chapters to join the Youth Advisory Committee. OBPAL's Keyona Rivera was elected Secretary of the Youth Advisory Committee and Amarri Davis was elected to the position of Trustee. Jordan Glenn is a member of the Youth Conference Committee and will assist in organizing the 2019 YDC Conference.
- OBPAL Basketball
Practice was held for the boys and girls teams on Tuesday and Thursday last week. Fifteen (15) boys attended practice and eleven (11) girls attended practice at the South Ormond Neighborhood Center. The boys 12U and 14U will attend the first tournament of the season hosted by the State of Florida Association of Police Athletic Leagues 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 twenty (20) students attended the program each day. *Tutors R Us* provides one-on-one and small group tutoring for school aged children in elementary and middle school.
 - *R.E.A.D., Reading, Exploration, Adventure and Discovery* program continues at Ormond Beach Elementary School. Classes are offered Tuesday and Thursday afterschool 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 21 students in the program. Students have increased their vocabulary skills through verb charades, adverb charades, noun Pictionary and small in-class presentations of readers' theater plays.
- 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. For more information and sponsorship opportunities please call (386) 676-3505. <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal calls responded to : 45
- Bites: 1
- Reports: 6
- Animals to Halifax Humane: 7
- Injured Wildlife: 2
- Staff attended the Rainbow Bridge Walk
- Staff held the Fitness Test for all Police Shifts

Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 5
- Inactive: 7
- Fraud: 2
- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 15
- Grand Theft: 2
- Auto Theft: 0

- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 4
- Suspicious Incident: 0
- Baker Act: 1

Records

- Walk - Ins / Window: 96
- Phone Calls: 97
- Arrest / NTA'S: 20
- Reports Generated: 155
- Reports Entered: 141
- Citations Issued: 69
- Citations Entered: 40
- Warnings Entered: 66
- Trespass Warnings: 12
- CORF Entered: 156
- Mail / Faxes / Request: 18

Patrol

- Total Calls: 1,334
- Total Traffic Stops: 156

Operations

- Crime Opportunity Report Forms: 156

02/20/2019

- Carbreak, 419 Oak Park Circle. Known subject entered an unlocked vehicle and stole several items.
- Carbreak, 5 Southern Pines Trail. Unlocked vehicle was entered overnight. Nothing was stolen. Suspects were seen fleeing the area in a stolen vehicle.
- Carbreak, 14 Southern Pines Trail. Unlocked vehicle was entered overnight. Nothing was stolen. Suspects were seen fleeing the area in a stolen vehicle.
- Armed Robbery Arrest, 170 North Nova Road (7-11). Two (2) subjects entered the store and demanded money at gun point. The escape vehicle fled from officers but was disabled by Flagler Sheriff's Office in Bunnell and the subjects were caught.
- Warrant Arrest, 1614 North United States Highway One (Econo Lodge). Subject with a warrant was located at this location.

02/21/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject returned stolen items for a refund.
- Carbreak, 122 Sawtooth Lane. Unlocked vehicle was entered overnight. A purse was stolen.
- Carbreak, 100 Corbin Avenue (Ormond Beach Elementary School). Unlocked vehicle was entered. Purse was stolen.

02/22/2019

- Burglary, 1455 North United States Highway One (Storage Unit). Forced entry was made and items were stolen.
- Larceny Arrest, North Tymber Creek Road at Pineland Trail. Railroad parts were stolen. The subjects were caught in the act.

- Carbreak, 206 Forest Hills Boulevard. Unlocked vehicle was entered overnight. A duffle bag was stolen.
- Warrant Arrest, 200 Block Destination Lane. Subject with a warrant was contacted.
- Warrant Arrest, 300 Block Collins Street. Subject with a warrant was contacted.

02/23/2019

- Burglary Business, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects entered the store and broke into an electronics cabinet. The subjects stole over \$16,000 in Apple and Fitbit products.
- Shoplifting Arrest, 274 West Granada Boulevard (Dollar Tree). Subject concealed items and attempted to leave the store.
- Warrant Arrest, 418 Pine Road #8. Subject with a warrant was contacted during a disturbance.

02/24/2019

- Battery/Domestic Violence, 100 Block North Beach Street. Victim reported a domestic violence situation but would not give officers enough information to find the suspect.
- Carbreak, 739 South Nova Road. Unlocked vehicle was entered. Nothing was stolen.

02/25/2019

- Carbreak, 1521 West Granada Boulevard (Wal-Mart). Unlocked vehicle was entered. A vape device was stolen.
- Violation of Injunction/Battery/Domestic Violence Arrest, 223 Pine Cone Trail. Subject returned to the home against a court order and battered a loved one.
- Violation of Probation Arrest, 10 Fox Hollow Drive. Subject is on probation and was found with items that are against the probation guidelines.
- Warrant Arrest, 1009 Ocean Shore Boulevard. Subject with a warrant was contacted at this location.

02/26/2019

- Larceny, 260 North United States Highway One (Ormond Lanes). Victim took a ring off while bowling and it was stolen by an unknown subject.
- Carbreak, 22 South Beach Street (City Hall). Unlocked vehicle was entered and a firearm was stolen.
- Robbery, 646 Hand Avenue. Subject broke into the house and struck the victim with a firearm. Subject attempted to gain access to a safe then fled the area.
- Narcotics Arrest, 1 John Anderson Drive (Fortunato Park). Subject was found with cocaine.
- Battery/Domestic Violence Arrest, 138 Rockefeller Drive. Subject battered a loved one and was arrested.
- Alcohol Arrest, 215 Williamson Boulevard (Regal Theater). Subject was causing a disturbance while being intoxicated and was arrested.
- Narcotics Arrest, 19 North Yonge Street #14. Narcotics were found on a subject during a traffic stop.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 57
 - Number of Uniform Traffic Citations Issued: 49
 - Number of Written Warnings Issued: 50
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 6
 - 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: 6 Cases initiated
- Zone 3: 9 Cases initiated
- Zone 4: 1 Case initiated
- 4 signs have either been removed or sign cases created.
- 13 tree removal permit requests
- Administrative staff assisted with two (2) walk-ins and eighty-five (85) telephonic inquiries.

Public Works

Airport Operation and Development

- Installation of additional sod adjacent to the approach end of Runway 27 was completed this week. The new sod is the final step required to restore the area where a temporary bypass taxiway had been in place to provide access to Runway 17 during construction of the project to rehabilitate the pavement and electrical systems of Runway 9/27.
- Survey work was performed this week as part of the effort to grade a portion of the air traffic control tower site where old asphalt surface will be replaced with sod to improve storm water drainage. Additional survey work was performed as part of the project to design the extensions of Runway 9 and Taxiway Alpha.
- Staff continues to work with the Federal Aviation Administration (FAA) and technicians from the Harris Corporation to increase the bandwidth of the mission support/LAN/internet service at the air traffic control tower. The FAA's Mission Support Program Office is acting on an initiative to upgrade certain outdated circuits to Ethernet at many FAA facilities across the country. The data rate for the Ormond Beach control tower's Mission Support Service is expected to increase from the current 1.54 Mbps to 10 Mbps.
- Staff is working to assist the Rocketry Laboratory at the Embry Riddle Aeronautical University by teaming with the Ormond Beach Civil Air Patrol to locate a suitable, permanent launch facility for the university. The facility previously used by the University is no longer available, which has delayed research by faculty and students in the University's Astronautics Program.
- Staff is working to repair or replace FAA required lights atop certain poles in the sports complex. These lights are intended to make the poles more visible at night to pilots inbound for landing at the airport.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining –The work on Ormond Parkway was completed February 27.
 - Ormond Crossings Utility Extensions – Hydrant testing was performed and all four fire hydrants along the property line exceeded the minimum fire flow demand. The water main loop project that is starting construction will further increase flows such that all fire hydrants at Security first should meet minimum flows once that construction is complete mid-May.
 - Forest Hills Connector Trail – The Contractor is 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.
 - 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 is underway.
 - 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 was held on 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, a Pre-Bid meeting was held on February 20, and bids are due March 13.
 - Fleming Avenue Stormwater Pump Station – The contract for design services is on the March 21 CC meeting agenda.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – The WM project will be combined with the FM improvements project along US1. As such, the WM 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 FM 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 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 has approved the project.
 - 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 approved the plans. Consultant proposals for CEI Services have been submitted to FDOT for review and approval.
 - Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Staff continues to work with FDOT to proceed with design.
 - Nova Community Park Underground Electric Utilities – The Consultant has received staff comments for 100% plans. Plans are currently being modified by the Consultant.
 - The Casements North Side Improvements – Design is in process.
 - Stormwater Master Plan Update - 2019 – Proposals were scored and staff began negotiating a scope and fee for the proposed work.
 - 2019 Communication Infrastructure – Engineering staff has prepared 60% drawings for the extension of fiber optic facilities from Division Avenue to Fire Station 92.
 - Nova Landfill Lining Repair – 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 permits for 405 West Granada Blvd. and Hull Road directional bores, per AT&T request.
- Reviewed plans and created approved Work-in-the-Right-of-Way permits for 20 Brookside and 12 Fox Run Trail directional bores, per FPL request.
- Reviewed plans and approved final SWMP Submittal for 333 Pine Street.
- Updated Roadway Resurfacing maps, per Project Manager's comments.
- Started creating base map for Nova Road for possible future project, per Project Manager's request.
- Started creating base map for potential US1 sidewalk project, from Airport Road to Broadway, per Project Manager's request.
- Started research and began creating plan for Pineland Trail reconstruction.
- Researched old files to verify swale construction at 763 North Beach Street for Neighborhood Improvement Division complaint request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Prepped & poured concrete – 500 block S Atlantic Ave
- Formed up & prepped – 300 block W Granada Blvd
- Prepped, formed up, & concrete pour – Northbrook Dr.
- Ground sidewalk – N Yonge St
- Pulled forms, cones, & cleaned up – 300 block W Granada Blvd, & North Brook Dr.
- Picked up pavers & cleaned up – W Granada Blvd
- 8x6 asphalt patch for Waste Water – John Anderson Dr.
- 6x10 asphalt patch – 200 block S Yonge St.
- Asphalt patch – John Anderson Dr.
- Finished prep for concrete, & formed up – 300 block W Granada Blvd

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming over splash pad & fence – South Ormond Neighborhood Center
- Removed 2 deceased trees at City Hall and 1 deceased tree at Putnam & Yonge St

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Debris pickup – US 1 from Wilmette to Hull Rd and US 1 to Flagler Rd
- Built up road to Ormond Parkway Park

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

- Met with the County about Pineland Tr.

Stormwater Maintenance

- Locates, basin inspect, & clean - citywide
- Outfall inspect – North & South Beach St
- Gates & Pumps - citywide
- Basin inspect & clean – W Granada Blvd
- Yard Project (Pad) – Public Works Complex
- Reach-out, & ditch mowing – US 1
- Locates & Beachside basin inspect, & clean – Zones 1&2

Vactor

- Vac-con, Basin cleaning – Hand, Division, & Old Kings
- Vac-con maintenance – Public Works Complex
- Vac-con Buffle box inspection – Division & S Beach St

Street Sweeping/Streetsweeper (5 Days)

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

Fleet

- Mileage traveled by all departments for the week: 23,102
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 7,812 gallons unleaded, 9,515 gallons diesel
 - Fuel used in one week: 2,537 gallons of unleaded and 899 gallons of diesel.
 - Fleet completed 42 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – The bid award is scheduled for the March 19 City Commission meeting. .
 - Breakaway Trails Yard Electrical and Pump Upgrades – Progress meeting #3 was held on February 22. Transformer installation will be scheduled when FPL receives the easement agreement.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Reviewing 90% plans.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Additional work authorization to include Lift Station Tomoka Meadows (TM) is under review for City Commission approval at the March 5 City Commission meeting.
 - SCADA Integration Services RFP – Integrator gathered SCADA system information and is preparing detailed design #1 for review by City staff.
 - Shadow Crossings Reuse Pump Facility Upgrades – Field visit is scheduled for February 28.
 - WTP Elevated Water Tank Rehabilitation – Calculations for the balcony and access entrance cover were approved. Construction progress meeting was held on February 27. A revised schedule was requested. Customer notification letters of upcoming rehabilitation work were distributed.
 - WTP LPRO Membrane Replacement – Conformed contract documents are being prepared.
 - WWTP Influent Pumps VFD Replacement – VFDs are being fabricated, delivery scheduled for April 15.

- WWTP Operating Permit Renewal – A permit review meeting will be scheduled.

SPRC Projects (Utilities Review)

- Coolidge Office Warehouse, 8 Coolidge Avenue – Plans were approved and a preconstruction meeting was held.
- Granada Plaza Sewer Rehabilitation, 125 East Granada Boulevard – Reviewed plans and provided comments.
- Granada Pointe – Punch list inspection performed.
- Home 2, 711 South Atlantic Avenue – Plans were reviewed, utilities not affected.
- Latitude Beach Club – Wastewater Collections System Permit was received.
- Lot 2-20 W Tower Circle – Reviewed revised as-built plans. Corrections are required.
- Oceanside Country Club outside seating, 75 N. Halifax Drive – Received plans for review.
- Security First Pineland Trail Expansion – Reviewed and approved plans.
- Shoppes on Granada – Received revised water and wastewater as-built plans for review.
- US 1 Business Park – Received conceptual plans.

Water Treatment

- Delivered 43.01 million gallons for the week ending February 22, 2019 (6.14 MGD).
- Backwashed 11 filters for a total of 628,000 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 34.65 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.95 MGD.
- Produced 33.94 Million Gallons of Reuse.
- Produced 0.710 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (February 01, 2018 – January 31, 2019): Influent 4.82 MGD (Permit 8 MGD); Surface Water Discharge 1.61 MGD (Permit 6 MGD); Reuse 3.66 MGD (Permit 10 MGD)
- Hauled 171.78 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 13 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to and/or repaired 12 water service leaks.
- Replaced 3 residential water meters per Finance work orders.
- Replaced 12 broken meter boxes.
- Replaced 3 water services due to low pressure or leak concerns. 2 casings were installed for water service replacements under roads.
- Performed maintenance activities on 5 fire hydrants on the beachside.
- Installed 1 new water service and meter at a residential property.
- Performed leak repairs on a 2" GSP water main on Pine Look Pass.
- Completed accuracy testing of 3-3" commercial water meters.
- Replaced an aged fire hydrant located at 445 S. Atlantic Ave.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 157 regular and 4 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 1 reuse trouble call.

- Repaired broken sanitary lateral at 337 W. Granada Blvd.
- Located and TV'ed sanitary lateral at 15 Pine Valley Cir. at customer's request.
- Located PEP system at 10 Black Hickory Way.
- Replaced and rewired PEP pump at 49 Coquina Ridge Way.
- Determined that leak at 4 Pine Look Pass was not reuse. Turned over to Water Distribution.
- Cleaning main lines at Airport Business Park.
- Located and TV'ed sanitary lateral at 113 Riverview Dr. Blockage was on customer's side.
- Repaired second sanitary lateral at 337 W. Granada Blvd.
- Flushed sanitary lateral at 100 Royal Dunes Cir after customer had repairs done on their side.
- Installed new 1" reuse tap at 199 River Beach Dr.
- Installed 2" reuse tap at 488 John Anderson Dr.
- Replaced PEP pump at 8 Foxfords Chase.
- Replaced and rewired PEP pump at 49 Shadow Creek Way.
- Installed new meter box for reuse service at 38 Laurel Ridge Way.
- Replaced broken reuse meter box lid at 210 Valencia Ave.
- Turned reuse off at 56 Circle Creek Way per customer's request.
- Located PEP system and reuse service for contractor at 3 Fawn Look Pass.
- Breaker for PEP system at 38 Laurel Ridge Way continuously tripping. Rewired PEP system.
- Discovered stoppage at 6 Pine Look Pass. Problem was in "T" at PEP tank. Line cleared.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 2 psi, Ocean Mist Hotel 0 psi, Ormond Mall 2 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 18 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 4 psi.
- Performed cleaning and smoke test along Aviator Way as part of staff's investigation of sulfur odor complaints primarily in front of Manton Group (on both sides of the road).

Wastewater Plant – Lift Stations

- Peristaltic Pump #1, leaking, replaced bad fitting.
- North Submersible Aerator, all legs installed, job suspended due to crane anchor damage, repairs being scheduled.
- 8M2, high run hours at local time clocks, deragged both check valves.
- Post Anoxic Basin, repaired wash down line, and replaced rusted main valve and bad service valve.
- Shadow Crossings, replaced contact probe with MPE pump controller & pressure transducer. Lead @ 6ft, Lag @ 7ft, High level @ 8ft. Replaced alarm 8 pin relay, verified alarm light on panel works, installed new audible alarm, also radio reboot, found radio not communicating with SCADA when installing new pump controller.
- 2M, secured SCADA antenna cable to fiberglass pole, installed new audible alarm, replaced batteries.
- SR, replaced two floats and replaced contact probe with MPE pressure transducer. Station troubleshooting in progress.
- McDonalds, weekly odor control and wet well.
- WIN911 monitor/response: 8P, high level, found Wet Well pumped down upon arrival, found #1 Pump tripped at motor starter, reset #1 motor starter, ok; Towne Square 2 separate calls, high level, high level not witnessed appears to be a general alarm for high winding temperature, motor scheduled for replacement.
- SCADA monitor/response: Saddlers Run, no starts #2, reset motor starter; Laurel Oaks, Airport Industrial Park, Ormond Lakes #4, 4M1, high starts, cleaned probe.
- 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; deragged Submersible Aerator #1 South.
- Monthly Plant PM's: Poly Blends, #1, #2.
- Quarterly Plant PM's: Decant Pump.
- Lift Station PM's: 28 monthly performed and 2 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 9D & Well 27H, added limit switches on check valves and connected to VFD's for pump safety.
- Sand filters #1 through #4, installed new utility light.
- Turbidity Rack meter station, water supply valve to meter #3 failed, replaced new valves for all 4 meters, replaced non-working overhead work light.
- Ammonia manifold, assisted Operations with cleaning and inspecting of manifold components, new yokes and vacuum heads will be ordered.
- Lime Slurry Pump 2 & 3, replaced worn feed tubes, and trained team members on maintenance procedures.
- Polyphosphate pump, flushed debris from bottom of check valve, replaced teflon seals.
- Operational check: Lime Slacker #2, Shadow Crossings and Breakaway trails Re-use pumping; Riverview, Granada, Tomoka State Park.
- Well PM's: All Hudson wells (except 33 & 34 not accessible).

SCADA - OTHER

- SCADA lift station not reporting, reboot.
- SCADA, system discovery meeting with Star Controls.
- Shadow Crossings, provided RTU I/O list to Utilities engineering staff for upcoming project.
- Contacted CEC controls to request a rate quote.
- Training with Utilities electrician, troubleshooting RTU's, logging onto processor & checking radio signal.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Cross Connection Control (CCC) data management contract will expire at the end of 2019. Staff is evaluating whether to issue another RFP or utilize the new Munis software the City is now converting to. Personnel from Munis displayed to Utility staff the capability of their software with regard to backflow device testing and tracking.
- 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.
- 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.
Additionally, staff is organizing displays for the water and wastewater tables at the event. The wastewater table is focusing on educating the public on not flushing wipes. The water table will serve drinking water in water bottles and/or cups to emphasize that it's environmentally better and far less expensive to use water bottles than to purchase bottled water.
- Cross Connection Annual Report – Staff is compiling information to complete the annual CCC report to the FDEP and Volusia County Health Department. The report highlights the backflow preventer device testing compliance rate of the City.

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:

Honorable Mayor and City Commissioners

March 1, 2019

Page 21

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended Claims Committee Meeting
- Staff attended and provided support for February 26, 2019, City Commission Special Meeting
- Staff attended and provided support for February 27, 2019, City Commission Strategic Planning Session
- Agenda packet preparation, creation, and distribution for March 5, 2019, Financial Trends Workshop and City Commission Meeting