

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 8, 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

Spoke to, attended and/or met with:

- VLOC Ethics Workshop
- Agenda review meetings with Mayor Partington, Deputy Mayor Kent, Commissioner Persis and Commissioner Littleton
- City Commission Financial Trends Workshop
- City Commission Meeting

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.
- 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).
- The Monthly Development Report is available at: <https://www.ormondbeach.org/247/Development-Projects>.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 395 inspections performed within the City (27 by private provider).
- 147 permits issued within the City, with a valuation of \$2,118,047.

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 720 West Granada Boulevard, Antares Assisted Living Facility. The project conducted a pre-construction meeting and is in process to start construction.
- 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.
 2. 35 Breakaway Trails, Ground Storage Tank and Pump Station Improvements. 2nd Review. Demolition of the existing two ground storage, one elevated storage tank. Construction of a new 2MG ground storage tank and pumping station.
 3. 1345 North U.S. Highway 1, Total Comfort. 3rd Review. Phased development to include an office/warehouse use and RV and Boat storage.
 4. Pineland Subdivision, Phase 1 Final Plat. 3rd review. The application seeks to allow the subdivision of 44 lots associated with the Pineland subdivision under construction. The final plat requires City Commission approval.
 5. Pineland subdivision, Final Plat – Phases 2&3. 3rd review. The application seeks to allow the subdivision of 77 lots associated with the Pineland subdivision under construction. The final plat requires City Commission approval.

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%
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 completing construction on their 40,000 sf manufacturing plant on Lot 2.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a business retention and expansion survey that will be used to take the pulse of targeted industry in Ormond Beach.
 - Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff continues involvement in the Ormond Main Street marketing and branding initiative.
- 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, 98% of expenses have been submitted to FEMA for obligation review.
- Preparations for the Munis Phase 3, Utility Billing system are underway.
- 2017-18 audit is being finalized.
- Completed Projects - Weekly
 - Processed 81 Journal Entry Batches.
 - Approved 17 Purchase Requisitions totaling \$147,910.33.
 - Issued 11 Purchase Orders totaling \$397,268.02.
 - Prepared 123 Accounts Payable checks totaling \$90,955.34 and 37 Accounts Payable EFT payments totaling \$114,931.99.
 - Issued 671 past due notices on utility accounts.
 - Auto-called 41 utility customers regarding receipt of a past due notice.
 - Processed 471 payments through Interactive Voice Response System totaling \$45,360.96.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.1 million dollars.

Grants/PIO

- Press Releases
 - Ormond Beach Airport Runway and Heliport Projects Completed
 - Open Gym (March 22 and 29)
 - Spring Bird Walks in Central Park (March 13 and 27)
 - Sales Tax Initiative Informational Meeting (3/14, 6-8 PM, Senior Center)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended the Seabreeze High School Legacy Brick Ceremony in honor of Commissioner Susan Persis and former Mayor Carl Persis.
 - Attended City Commission Financial Trends workshop.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Ormond Beach Housing Authority bid opening for CDBG funded roofing project for 400, 402, 404, and 406 Flormond Avenue; 165 Hand Avenue and 100 New Britain Avenue.

Risk Management Projects

- Mayor's Health & Fitness Challenge
- Attended liability seminar
- Prepared claims payments & subrogation demands
- Wrapped-up Workers Compensation training for first responders

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 3
 - Hazardous: 4
 - EMS: 74
 - Motor Vehicle Accidents: 3
 - Public Assists: 48
 - TOTAL CALLS: 134

- Aid provided to other agencies: 11 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 58
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 199

- Training Hours
 - NFPA 1001: Firefighting 63
 - NFPA 1002: Driver 46
 - NFPA 1021: Officer 7
 - NFPA 1500: Safety/Equipment 48
 - NFPA 1620: Preplanning 16
 - EMT/Paramedic 27
 - TOTAL TRAINING HOURS: 207

- Station Activities
 - Updated 10 pre-fire plans
 - Conducted 3 fire inspections

Human Resources

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

 - Applications Under Review
 - 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)

 - 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)
 - Police Officer (Police)

 - Separations
 - Chief Treatment Plant Operator (Wastewater Plant/Public Works)

- Treatment Plant Operator (Wastewater Plant/Public Works)
- Employee Events
 - Wellness Plan HSA contribution opportunities:
 - Personal Health Assessment make-up day 3-21-19
 - 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
 - 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: 34
 - Completed: 69
 - In progress: 31
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 63,972
 - Inbound E-Mails Blocked: 43,786
 - Delivered Inbound E-Mails: 20,186
 - Quarantined Messages: 2,246
 - Percentage Good Email: 31.6%
 - Virus E-Mails Blocked: 1
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 218
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 17
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 1
 - Reclaim Connections Located this week: 0 : Total in system = 2,554
 - Meters GPS Located this week: 0 : Total in system = 23,592; 22,797 potable, 784 Irrigation, 11 Effluent
 - Notable Events: Annual update to the Capital Improvement Project Tracker

Leisure Services

Administration

- Public Works staff meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Weekly supervisory staff meeting
- City Manager's staff meeting
- One-on-One Coordinator, Manager and Supervisor meetings
- Attended City Commission Workshop
- Attended City Commission Meeting
- Checked audio for national anthem at Sports Complex and Nova
- Rotary Park 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: 43
- Tours were given as needed on Saturday and Tuesday through Friday
- EDC staff and volunteers held an Elementary Explorers Mammals program for children in grades K - 5 on Saturday from 2 pm – 3 pm
- Florida Public Archaeology Network held an Archaeology Works Animals program on Thursday from 11 am – 12 pm
- The EDC Volunteer meeting and spring social was held in the EDC Classroom on Thursday from 4 pm – 6 pm
- EDC staff and volunteers held a Little Learners Mammals program for children ages 3 to 5 on Friday from 10 am – 11 am
- EDC Volunteers met for field trip training on Friday from 11 am - 12:30 pm

Athletics

- Lady Renegades and Golden Spikes practices, Monday - Thursday, 6 pm, Nova and Sports Complex Quad
- Seabreeze High School Softball practices, Monday - Thursday, 3:30 pm, Sports Complex, Quad 3
- Seabreeze High School Junior Varsity Baseball game, Wednesday, 5:00 pm, Sports Complex, Wendelstedt 1
- Seabreeze High School Baseball practices, Monday - Friday, 3:30 pm, Sports Complex, Wendelstedt Fields 2 and 3
- Seabreeze High School Flag Football game, Monday, 6 pm, Sports Complex, Championship Field 7
- Calvary Christian Academy Softball practices, Monday and Thursday, 4 pm, Sports Complex, Quad
- Calvary Christian Academy Softball game, Tuesday, 4 pm, Sports Complex, Quad
- Calvary Christian Academy Baseball practice, Monday and Thursday, 4 pm, Sports Complex, Kiwanis Field
- OBYBSA Baseball, Softball and T-Ball practices, Monday - Friday, 5:30 pm and 6 pm, Nova and Sports Complex

- OBSC Soccer practices, Monday - Friday, 5:30 pm, Sports Complex, Soccer Fields
- Youth Volleyball, Tuesday and Thursday, 6 pm, Nova Gym
- OBSC Opening Day soccer games, Saturday, 8 am, Sports Complex, Soccer 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/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
- Dragged and weeded Osceola Elementary field on Wednesday
- Putting out soccer goals, toters, and benches for soccer games on Saturday
- Prepped/painted Championship Field 7 for Seabreeze High School Flag Football game on Monday

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:
 - CMT held regular classes Monday through Friday
 - Follies held regular classes Monday through Friday
 - Kopy Kats held regular classes on Wednesday
- The Performing Arts Center is preparing to host the following event:
 - Kinetic Expressions Dance Academy presents “Beauty and the Beast”, Saturday 7 pm – 9 pm

South Ormond Neighborhood Center

- Splash pad closed until March 15
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- South Ormond Sports Club basketball tryouts Saturday morning
- PAL basketball practices, Monday and Wednesday, 6 pm – 8 pm
- PAL tutoring Monday - Thursday from 3 pm – 6 pm

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Planning of 2019 events in the months of March through May
 - Art in the Park, May 4 and 5, including application tracking and input, sponsorship tracking and mailing of food vendor applications and entertainment contracts
 - Memorial Day Remembrance Service, May 27

Gymnastics

- Registration is open for March/April session
- March session is 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
- Explore the Arts continued on Wednesday
- Lunch Bunch Club continued on Wednesday
- Funky Fitness continued on Tuesday
- City Coed Volleyball League continued on Tuesday and Thursday

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 am and the last tour at 3:00 pm; Saturday tours were at 9:30 am and 10:30 am.
- A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 1:30 pm - 4:30 pm.
- Staff prepared for Ormond MainStreet Taste of Ormond event.
- Taste of Ormond took place in Rockefeller Gardens on Sunday from 4 pm – 7 pm.
- Staff reset the building from weekend events.
- Staff continued preparing for Enviro Camp.
- 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
- Splash pad button replaced at Andy Romano Beachfront Park
- Inspected and replaced mirrors, baby changing stations and playground equipment at Andy Romano Beachfront Park as needed
- Installed new fencing at Riverbend Park
- Blew/brushed walkway trails in Central Park
- Installed new memorial park bench at Magic Forest Playground
- Repaired loose handrail at Birthplace of Speed Park
- Replaced picnic tables at Andy Romano Beachfront Park
- Installed new plaque and post by front entry of Ormond Memorial Gardens

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired toilet flushing nonstop at Andy Romano Beachfront Park
- Old A/C unit removed from third floor equipment room at the Control Tower at the airport
- Repaired running men's room toilet at Riverbend Park
- Repaired toilet at Performing Arts Center
- Repair work in men's locker room at Police Department
- Repaired A/C in office at Nova Community Center
- Repaired exhaust fan at Wastewater Treatment Plant
- Repaired water wheel in Rockefeller Gardens
- Repaired gutters at South Ormond Neighborhood Center
- Repaired gate at Waste Water Treatment Plant
- Assembled credenza at Public Works
- Repaired desk in Finance Department
- Repaired emergency lights at The Casements
- Replaced light in office at Public Works
- Repaired fan in the Senior Center
- Wastewater Treatment Plant gate repaired
- Replaced light fixture in first floor bathroom at Ames House
- Cleaned up graffiti tagging at bus stop on Granada Boulevard

- Repaired hinges and lock on door in the gym at South Ormond Neighborhood Center
- Repaired sprinkler timer at Community Garden

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Chiefs panel at Ormond Beach Middle School
- Staff hosted a self-defense class (Guard Up)
- Staff read to students at Temple Beth-El
- Staff selected a body camera vendor
- Staff hosted CLEAB meeting
- Staff attended Drug Court graduation
- Staff attended Crime View and hosted supervisor meeting
- Staff conducted wrecker services inspections

Community Outreach

- Youth Director Council (YDC)
The YDC met on Tuesday, March 5, to review upcoming community service project ideas.
- OBPAL Basketball
Twenty-six (26) boys attended practice Monday and Friday last week at the South Ormond Neighborhood Center. Eighteen (18) girls attended practice at the South Ormond Neighborhood Center on Wednesday and twelve (12) girls attended an extra practice on Sunday. 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 March 22 – 24.
- 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 children in elementary and middle school.
 - *R.E.A.D., Reading, Exploration, Adventure and Discovery* program continues at Ormond Beach Elementary School. Classes are offered Tuesday and Thursday after school for children in grades 3, 4 and 5. The 12 week program concludes with an exhibition of books created by students in the program. Currently there are 21 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. The event will begin and end at the back of the Trails Shopping Center. Registration will begin at 7:00 am with a race start at 8:00 am. For more information and sponsorship opportunities please call (386) 676-3505. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 42
- Animal Reports: 3
- Trap Neuter Release: 1
- Animal Bites: 2
- Animals to Halifax: 3
- Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 33
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 5
- Inactive: 0
- Fraud: 10
- Burglary Business: 2
- Burglary Residential: 4
- Larceny Car break: 6
- Grand Theft: 3
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 1
- Police Information: 3
- Suspicious Incident: 0

Records

- Walk - Ins / Window: 112
- Phone Calls: 109
- Arrest / NTA'S: 20
- Reports Generated: 125
- Reports Entered: 100
- Citations Issued: 76
- Citations Entered: 104
- Warnings Entered: 107
- Trespass Warnings: 34
- CORF Entered: 84
- Mail / Faxes / Request: 22

Patrol

- Total Calls: 1,428
- Total Traffic Stops: 166

Operations

- Crime Opportunity Report Forms: 84

02/27/2019

- Battery/Domestic Violence, 1622 North United States Highway One (Burger King). Subject grabbed a parent by the neck, pulled them out of a vehicle then stole the vehicle and fled in an unknown direction.
- Destructive Device Arrest, Coquina Avenue at North United States Highway One. A traffic stop found explosive devices in the vehicle. The road was closed and the Sheriff's Office Bomb Squad responded to secure the scene.

02/28/2019

- Larceny Arrest, 353 West Granada Boulevard (Winn-Dixie). Subject stole a motorized shopping cart. The subject was also previously issued a trespass warning and was charged appropriately.
- Carbreak, 170 Williamson Boulevard (Sleep Inn). Forced entry was made into a trailer overnight. Golf clubs were stolen.
- Burglary Residence, 17 Big Buck Trail. Victim spotted an unknown person on the enclosed porch and scared the subject off.

- Battery/Domestic Violence, 187 South Atlantic Avenue (Plantation Island). Two (2) people that are in a relationship were in an argument over which rock band is better, one (1) spit in the other's face. The subject left the scene prior to law enforcement arriving.
- Battery/Domestic Violence Arrest, 26 Oakwood Park. Subject grabbed a loved one's arm and injured them during a dispute.

03/01/2019

- Larceny, 1478 West Granada Boulevard (Publix). Victim was grocery shopping and an unknown subject reached into the victim's purse and stole a wallet.
- Narcotics Arrest, 500 Block South Atlantic Avenue. Subject was stopped for a traffic violation and marijuana was found in the vehicle.
- Traffic Arrest, 100 Block South Atlantic Avenue. Subject was involved in a crash and a driver was found intoxicated.

03/02/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in a purse and attempted to leave the store.
- Burglary Residence, 537 Bryant Street. Unknown subject entered the residence and broke windows.
- Larceny, 685 Riverside Drive. Bicycle was stolen from the porch.
- Narcotics Arrest, 100 Block Clyde Morris Boulevard. Subject was contacted at this location and was in possession of Methamphetamines.
- Traffic Arrest, 700 Block South Nova Road. Subject was stopped for a traffic violation and was found driving with a suspended license.

03/03/2019

- Larceny, 40 Mayfield Terrace. Victim is missing a diamond ring worth \$8,000.
- Battery/Domestic Violence Arrest, 24 Mayfield Circle. Subject battered a loved one.
- Narcotics Arrest, 300 Block West Granada Boulevard. Subject was found with marijuana on their person.

03/04/2019

- Burglary Business, 341 Parque Drive #8. Tools were stolen from the unit sometime last week.
- Burglary Business, 341 Parque Drive #7. Tools were stolen from the unit sometime last week.
- Burglary Residence, 101 Clyde Morris Boulevard #308. Victim stated a subject stole 30 pairs of earrings.
- Larceny, 30 Standish Drive. Victim stated that three pairs of pants were stolen from the home.
- Robbery Attempt, 1478 West Granada Boulevard (Publix). Victim stated an unknown subject attempted to steal a purse while the victim was carrying it.
- Carbreak X2, 1375 Harmony Avenue (Hull Road Sports Complex). Two (2) vehicles were entered by force. A purse was stolen from one vehicle and pants were stolen from the other.
- Battery/Domestic Violence, 384 Collins Street. The victim was battered by a loved one but would not answer the door. A charging affidavit was completed.

03/05/2019

- Larceny, 595 South Yonge Street. Tag was stolen from a vehicle.
- Larceny, 1437 North United States Highway One. A weed eater was stolen from this location while the crew was doing work.
- Burglary Residence, 5 Pebble Beach Drive. Known subject broke into the home for a period of five (5) months and stole \$11,000 in property.
- Battery/Domestic Violence Arrest, 955 South Nova Road #30. Subject battered a loved one by shoving them.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 36
 - Number of Uniform Traffic Citations Issued: 41
 - Number of Written Warnings Issued: 30
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 11
 - 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: 36 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 5 Cases initiated
- 6 signs have either been removed or sign cases created.
- 14 tree removal permit requests
- Administrative staff assisted with two (2) walk-ins and seventy-eight (78) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff is working to acquire new battery packs for the light guns used by air traffic controllers to convey basic instructions to pilots unable to communicate via radio.
- Staff is coordinating with the Federal Aviation Administration and Hoyle, Tanner and Associates to conduct UAV (drone) flights needed to capture new aerial imagery of the airport following completion of the Runway 9/27 rehabilitation and heliport improvements projects.
- Staff has begun coordination of the bidding phase for the Runway 9/27 and Taxiway Alpha extension construction projects. Additional survey and wetland delineation work was performed this week as part of the project to design extensions of the runway and taxiway.
- Staff continues to work with the Federal Aviation Administration and technicians from the Harris Corporation to increase the bandwidth of the mission support/LAN/internet service at the air traffic control tower. New communications lines have been pulled through existing conduit and into the control tower building. Upon installation of new system components, 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 continues 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. A suitable property has been located within Volusia County, north of Deland. The property owner has tentatively agreed to allow ERAU to use the site for launch operations.

Engineering

- Projects Summaries
 - Construction Projects:
 - Ormond Crossings Utility Extensions – Hydrant testing was performed and all four fire hydrants along the property line exceeded the minimum fire flow demand. The water main loop project that is starting construction will further increase flows such that all fire hydrants at Security First should meet minimum flows once that construction is complete mid-May.
 - Forest Hills Connector Trail – Concrete work and handrails are complete, the contractor is working on the boardwalk and installation of light poles.
 - 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 85% complete, decking is 85% complete. Contractor has begun working on electrical for lighting.
- US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contractor has started clearing and the directional drill contractor has mobilized 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 (8) bids were received. The apparent low bidder was Brance Diversified, Jacksonville, FL. Staff has scheduled the bid award at the March 21 CC meeting.
 - WWTP Sludge Dewatering Improvements – The bid award was moved to the March 21 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 – 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 was held on February 22.
 - Wilmette Avenue Pumping – Design documents have been finalized and submitted to FEMA for review.
 - OBSC Improvements – Championship Field 7 – An ECHO grant application was submitted to Volusia County. 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 & 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 permit for 470-526 Andalusia Avenue directional bore, per Brighthouse/Spectrum request.
 - Reviewed plans and created approved Wetlands Protection permit for 130 John Anderson Drive dock replacement.
 - Continued updating the base maps for proposed Nova Road improvements and proposed North US1 sidewalk, per Project Manager's comments.
 - Created plan drawings for the proposed Pineland Trail Collector Road Upgrade project.
 - Began the proposed base map for landscape improvements at the Nova Gym, per Project Manager's comments.
 - Located and provided PDF copies of electrical drawings for all fire stations, per Economy Electric request.
 - Researched and provided PDF copies of Andy Romano Beachfront Park irrigation and water line as-builts, per Building Maintenance request.
 - Researched historical documents and began creating sketch and legal description for purchase of vacant riverfront property located south of Tomoka Avenue, per Legal Department request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Asphalt patch – 200 block S Yonge St
- Asphalt patch – Hernandez Ave, N Yonge St, & Neptune Dr.
- Concrete pour – 300 block W Granada Blvd
- Strip forms & backfill – W Granada Blvd
- Concrete work for water repair – Andy Romano Beachfront Park
- Concrete work, 5x5 – S Atlantic Ave
- Asphalt patch Pine Look Pass

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 rotting trees – Center St. near YMCA
- Removed leaning hollow oak – 1000 block Poplar Dr.

Maintenance

- Rotated Special Event Bridge signs
- Debris clean up 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
- Trimmed around street names & stop signs – Division & S Ridgewood Ave
- Picked up debris – US 1 from Wilmette Ave to Hull Rd, S Nova Ave across Fire Station 92

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
- Straighten & replace signs – citywide
- Replace painted stop sign – Hernandez

Stormwater Maintenance

- Reach out ditch mowing – US 1
- Outfall repair – Ormond Pkwy
- Locates, basin inspection, & cleaning - citywide
- Locates, gates, & pumps – citywide
- Basin repair – Ormond Green Blvd

Vactor

- Vac-con
 - Pollution control box – Division & S Beach
 - Melrose, PAC, Northbrook Dr.
 - Assisted Water Div. – Andy Romano Beachfront Park
 - Ormond Green Blvd

Street Sweeping/Streetsweeper (5 days)

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

Fleet

- Mileage traveled by all departments for the week: 22,878
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 14,368 gallons unleaded, 8,924 gallons diesel
 - Fuel used in one week: 1,909 gallons of unleaded and 591 gallons of diesel.
 - Fleet completed 35 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – The bid award is scheduled for the March 21 City Commission meeting.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Control wiring information received from the lift station control panel manufacturer (Flygt) and forwarded to the engineer for a formal RFI #1 response. Transformer installation will be scheduled when FPL receives the easement agreement.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Reviewing 90% plans and specifications.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Change Order 1 to add Lift Station Tomoka Meadows (TM) to the contract was approved under Resolution 2019-55. Received shop drawings for review.

- SCADA Integration Services RFP – Integrator copied screen shots for use in the final design on February 27.
- Shadow Crossings Reuse Pump Facility Upgrades – Visited site to meet with the design engineer concerning electrical components to be removed as part of the project. Sent control schematics to the design engineer.
- 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. Received a proposal to install a pipe rail to relocate radio from underneath the tower to inside the control building. Reviewed proposed method to disinfect the water tank.
- WTP LPRO Membrane Replacement – Confirmed 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)
 - Antares of Ormond Beach, 720 W Granada – Preconstruction meeting was held for the project.
 - Davita Dialysis, 420 S Nova Road – Reviewed as-built drawings and provided comments.
 - For Our Parents, 495 Sterthaus – Reviewed revised as-built drawings. Utilities department comments were addressed.
 - Huntington Green (Flagler County) – Received shop drawings for review.
 - Lynch Oil Bulk Plant, 1355 Harmony Ave – Received sanitary sewer service request for review. Sewer service is not available to the site.
 - Security First Pineland Trail Expansion – Reviewed and approved plans.
 - Seven Eleven, 1204 Oceanshore Blvd – Participated in a telephone conference call to discuss the sanitary service line. They are going to replace the existing sanitary service with a 6-inch line.
 - Shoppes on Granada – Reviewed revised water and wastewater as-built plans. Requested corrections were made.
 - Total Comfort, 1345 North US1 – Received plans for review.
 - Verona Villas – Annexation agreement was approved under Resolution 2019-58.

Water Treatment

- Delivered 42.97 million gallons for the week ending March 1, 2019 (6.13 MGD).
- Backwashed 12 filters for a total of 616,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 31, 2019 @ 6.271 MGD, SJRWMD 2018 allocation @ 7.556 MGD.
- Produced & hauled 64.8 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Low Water Pressure at the Water Plant - for approximately 2 minutes on 3-5-19 around 6:00 a.m. the water pressure was reported to have dropped at the plant and in the Destination Daytona area. Our investigation revealed that an operator making his rounds in the morning spotted water bubbling up from the ground and began closing one of two valves in between the aeration tank and the high service pump building. This operator inadvertently partially closed the wrong valve which caused pressure to fall on the feed line into the high service pumps. Immediately, the operator began re-opening the valve to full throttle. **It is important to note that the valve was never fully closed.** As it turns out, of the two side by side valves present, the operator was closing down the wrong valve in attempting to stop the previously observed leak. Following protocols, the DOH was notified. Staff informed the DOH that even though trending pressures measurements did drop throughout the system, none dropped below the 20 psi threshold which would have mandated a boil water notice. The DOH did ask for a comprehensive report and two days of bacterial testing at 30 different locations throughout the

city and included public schools on OB water and much of the area in and around Destination Daytona. **Results from bacterial sampling on 3-5-19 and 3-6-19 were all negative as expected.** Follow-up corrective actions to prevent this from reoccurring are underway.

Wastewater Treatment

- Domestic and Industrial Wastewater flow was 33.77 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.82 MGD.
- Produced 33.28 Million Gallons of Reuse.
- Produced 0.49 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 161.12 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Assisted Leisure Services at Andy Romano Beachfront Park to locate and repair leaking water service; they knew from water bills that there was a significant leak somewhere but could not identify the location until water surfaced in front of the splash pad recycling equipment along the curb of the parking lot. The water service was 8' deep which is highly unusual, and staff had to MacGyver an 8' handle to reach the valve.
- Responded to 15 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to and/or repaired 23 water service leaks.
- Replaced 4 residential water meters per Finance work orders.
- Replaced 8 broken meter boxes.
- Performed pressure testing of 7 City owned backflow preventers, all tested good.
- Replaced 6 water services due to low pressure or leak concerns.
- Performed maintenance activities on 6 fire hydrants on the beachside.
- Installed 5 new residential water services and meters.
- Performed leak repairs on a 2" GSP water main on Beechwood Dr.
- Repaired broken fire hydrant flushing device on S.R. 40 at Hunters Ridge Blvd.
- Disconnected and abandoned 2" GSP water main at the intersection of Rockefeller Dr. & Grandview Dr.
- Assisted Tomoka Oaks Condominiums with outage to repair a private water main.
- Repaired the valve serving Publix Supermarket on S. Yonge St.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 136 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 1 reuse trouble call.
- Prepped for septic tank replacement at 7 Stallion Way.
- Double checked PEP system to ensure breaker was not tripping after rewiring system at 38 Laurel Ridge Way.
- Installed and rewired new PEP pump at 138 Black Hickory Way.
- Follow up and installed, rewired new PEP pump at 20 Peruvian Way.
- Follow up rewired PEP pump at 20 Forestview Way.
- Replaced clean out (C/O) and connected to new customer service line at 958 Parkwood Dr.
- Repaired broken C/O at 180 Rosewood Ave.
- Cleaned and televised sanitary lateral at 218 E. Granada Blvd. after contractor installed new storm sewer. Discovered that contractor's repair needs attention. Met with contractor and City inspector.
- Repaired sanitary lateral broken from new construction at 11 Shear Water Trail line.

- Met with Customer at 4 Tomoka Meadows and explained that the City was only responsible for the sanitary gravity main and not the service lateral. Televised his lateral as a service so he would know where he needed to make repairs.
- Turned off golf course reuse feeds in anticipation of EEQ tank cleaning.
- Televised 11 Preventative Maintenance work orders.
- 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) 20 psi, Westland Run 21 psi & Shadow Crossing Blvd. (4 inch) 11 psi.

Wastewater Plant – Lift Stations

- Centrifuge #1, not working, scroll motor fault, scroll belt drive sheave loose and mounting hardware missing. Replaced mounting hardware and reinstalled sheave and drive belt. Speed sensor damaged as a result of sheave coming loose, transferred speed sensor from centrifuge #2 as it is out of service, installed speed sensor on centrifuge #1, test run good, watched system spin up to speed and watched system begin to fill trailer with good dry product, ok at this time and will continue to monitor.
- Towne Square – follow up from weekend call out, replaced worn motor starter contacts.
- Walmart, performed voltage and amp readings.
- Halifax Medical Center force main pressures: static/1pump/2pump, 0/6/10psi
- Shadow Lakes high run hours at local time clocks, deragged both check valves.
- 6M – broke up and flushed rag blanket in Wet Well.
- Reaeration Tank, began repair and reinstallation of Davit Crane at Submersible Aerator #2 North.
- Influent Pump #2, began removal of coupler gear from motor shaft for installation at new motor.
- Aqua Turbo Sludge Tank #2 Mixer, disconnected power feeds for removal of unit on 3/5.
- Recycle room, located proper termination of control wires on valve #1.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Il Villaggio, high level, found FPL power restored upon arrival from WIN911 call earlier today, found Wet Well pumped down and no longer called for by Controls, duplexer displaying high level alarm, rebooted duplexer to clear stored alarm, alarm cleared, and station now fully operational again in automatic, ok.
- SCADA monitor/response: Towne Square, #2 stuck on, cleaned probe, 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; deragged Submersible Aerator #1 South.
- Lift Station PM's: 15 monthly performed and 2 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well15D, Installed new surge protector @ RTU. Installed new 3ft 1mr 600 jumper at antenna. Re- strapped antenna cable to pole.
- Tomoka State Park booster station, removed RTU, cleaned out ant nest that was behind the back plane.
- Standish booster station, trouble shoot and re-piped sump pump, ok.
- Hypo-Chlorite Pump #4, feed tube replacement.
- R.O. Building, added irrigation piping.
- Polymer Building, fabricated and replaced metering manifold.
- Cones and Crom Tank, mechanical paint removal of pipes above 6 feet high.
- Operational check: Shadow Crossings and Breakaway Trails re-use pumping; Riverview, Granada, Tomoka State Park, Nova booster vault inspection; Williamson interconnect.
- Well PM's: All Rima Wells

SCADA - OTHER

- SCADA project, provided star controls with PLC programs for WWTP & WTP. Also provided IP list for WWTP.

- SCADA project, ran IP scanner on WTP network. In process of gathering results and placing in excel worksheet for star controls.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Cross Connection Control Vendor – The 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 gradually converting to. Personnel from Munis displayed to Utility staff the capability of their software with regard to backflow device testing and tracking.
- Fats, Oils, and Grease (FOG) Program – Staff is compiling information to prepare a plan to build an operational FOG program for the City. The FOG program is designed to assist in the elimination of sanitary sewer overflows.
- Florida State Emergency Response Commission Report – Staff submitted 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 awaiting the executed Work Authorization from the environmental contractor, E Sciences. Once the WA is executed staff will schedule the field work to be completed. The report highlights the City's 7 production wells' impact on the wetlands in Rima Ridge.
- SJRWMD 5 Year CUP Compliance report – Staff communicated with SJRWMD to ensure the District has all the information necessary to complete the 5 year Consumptive Use Permit renewal review. The District said the City has submitted the data necessary at this time and will contact the Utility if more information is needed.
- 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 "flushable" wipes.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for March 5, 2019, Financial Trends Workshop and City Commission Meeting
- Agenda packet preparation, creation, and distribution for March 14, 2019, Neighborhood Improvement Advisory Board Meeting