

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 29, 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
- Reviewed agenda packet for city commission meeting

Spoke to, attended and/or met with:

- General discussion meeting with Ormond Beach Chamber CEO/President Debbie Cotton
- News-Journal/Chamber of Commerce Town Hall Meeting on Half Cent Sales Tax
- Volusia Managers monthly meeting
- Ormond Beach Chamber board meeting
- Median landscaping discussion with Nancy Lohman
- Public Works retirement recognition
- Fire Department retirement and promotional ceremony

Community Development

Planning

- A Special Exception application has been submitted for the Total Comfort project for outdoor storage over 50%. 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). Phase 1 (RV and Boat Storage) is a conditional use and can be approved by the Site Plan Review Committee. Phase 2 (office and outdoor storage) is a permitted use; however, the site plan shows an outdoor storage area that is greater than 50% which would require a Special Exception.
- An application for a Development of Regional Impact (DRI) amendment has been submitted to amend the Hunter's Ridge Development of Regional Impact (DRI) Master Development Plan from the existing planned public institutional use to allow a single-family dwelling unit to be constructed at 2575 West Granada Boulevard.
- Planning staff assisted in hosting a Florida Floodplain Managers Association walking tour of Central Park, Environmental Discovery Center, and talks on Laurel Creek drainage basin improvement projects and Continuous Monitoring and Adaptive Control Technology.
- Planning staff conducted meetings with Ormond Beach restaurants and food truck operators to obtain input on possible Land Development Code amendments.
- The first meeting of the Downtown Steering Committee was held. The next meeting is scheduled on April 17, 2019, with the Downtown Steering Committee meeting in the daytime and a public meeting at 6 p.m. at the Anderson-Price building at 42 North Beach Street.
- A neighborhood meeting has been scheduled regarding the proposed demolition and reconstruction of the existing Publix Supermarket at 220 North Nova Road within the Trails Shopping Center. The project seeks to demolish the existing Publix store and the former CVS unit and construct a one story building of 48,387 square feet with associated site improvements. The subject property is zoned Planned Business Development. The project has scheduled a neighborhood

meeting on **Monday, April 8, 2019**, at the Anderson-Price building located at 42 North Beach Street starting at 6:30 p.m.

Building Inspections, Permitting & Licensing

- 10 new business tax receipts issued.
- 433 inspections performed within the City (23 by Private Provider).
- 101 permits issued within the City, with a valuation of \$1,140,092.

Development Services

- The Site Plan Review Committee (SPRC) approved the Extended Stay America, 275 Interchange Boulevard site plan.
- The SPRC approved the Modern Wash, 520 West Granada Boulevard, site plan.
- There was no SPRC meeting this week.
- Projects under SPRC review include:
 1. 835 Hull Road. 3rd Review. Construction of a 9,100 square foot office/warehouse and associated site improvements. Wild Olive ROW needs to be approved for site plan approval.
 2. 1535 North U.S. Highway 1, Dunkin Donuts. 2nd Review. Demolition of existing gas station and construction of a Dunkin Donuts coffee shop building with drive thru and associated site improvements
- 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	100%
Cardinal Drive Beach parking	70%
Chase Bank	15%
Cypress Trails subdivision	70%
Davita Dialysis	100%
Granada Pointe	95%
Huntington Villas	10%
Independence Recycling of Volusia	25%
Lot 2, Airport Business Park	100%
Lucky's Market	35%
Volusia Memorial Mausoleum	50%
Ormond RC, Fitness Center & Building 1C	50%
Pineland	47%
135 Hernandez Lot Split-Utility Connection	95%
Security First	65%

Shoppes on Granada, Phase 2	70%
Starbucks @ Granada Plaza	40%
Thomas & Betts parking improvements (phase 1)	90%

Economic Development

- Ormond Crossings
 - Security First Managers continue 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 its 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.
 - Staff participated in the Downtown Master Plan Steering Committee Kick-off 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.
 - Staff attended the ICSC North Florida Idea Exchange and Deal Making conference in Jacksonville.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheet for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW.
 - 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.
 - The City was obligated by FEMA for three (3) hurricane Irma projects.

- Preparations for the Munis Phase 3, Utility Billing system are underway.
- 2017-18 audit is being finalized.

- Completed Projects - Weekly
 - Processed 58 Journal Entry Batches.
 - Approved 17 Purchase Requisitions totaling \$92,138.89.
 - Issued 24 Purchase Orders totaling \$165,380.96.
 - Prepared 171 Accounts Payable checks totaling \$336,953.58 and 40 Accounts Payable EFT payments totaling \$1,168,806.12.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 176 utility customers regarding receipt of a past due notice.
 - Processed 439 payments through Interactive Voice Response System totaling \$47,425.18.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.15 million dollars.
 - Prepared 375 Direct Deposits totaling \$489,088.78.
 - Transferred IRS 941 payment of \$160,406.71.

Grants/PIO

- Press Releases
 - Swing into Spring Concert Series (April 4, 11, and 18)
 - Movies on the Halifax (April 5, Peter Rabbit, PG)

- 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.
 - Submitted display ad for Sales Tax Informational Meeting to the Observer.
 - Attended Regional Certified Local Government Historic Preservation Training
 - Attended webinar for Special Category Grants
 - Met with Police Department regarding National Drug Take Back Day
 - Attended Fire Department Promotion and Retirement Ceremony

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Risk Management Projects

- Mayor's Health & Fitness Challenge activities
- Attend Claims Committee meeting
- Meet with Chiefs regarding future Workers' Compensation (WC) training for new employees
- Attend Leadership planning meeting
- Conduct make-up session for WC training

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 1
 - Hazardous: 2
 - EMS: 88
 - Motor Vehicle Accidents: 5
 - Public Assists: 58
 - TOTAL CALLS: 155

- Aid provided to other agencies: 12 Calls – Daytona Beach (1), Volusia County (11)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 71
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 270

- Training Hours
 - NFPA 1001: Firefighting 201
 - NFPA 1002: Driver 35
 - NFPA 1006: Technical Rescue 37
 - NFPA 1021: Officer 7
 - NFPA 1500: Safety/Equipment 49
 - EMT/Paramedic 12
 - TOTAL TRAINING HOURS: 341

- Station Activities
 - Updated 11 pre-fire plans
 - Conducted 7 fire inspections

- Significant Incidents
 - 3/22/19, 5:02 PM: N. Nova Rd. / N. Old Kings Rd. – Motor Vehicle Accident – Responded to a motorcycle vs. car collision – one fatality on-scene.

Human Resources

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

 - Applications Under Review
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works)

 - Interviews Scheduled
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution/Public Works)
 - Maintenance Worker IV (Wastewater Collection/Reuse Distribution/Public Works)
 - Office Manager (Leisure Services)
 - Office Manager (Planning)

 - Background/Reference Checks/Job Offers
 - Chief Treatment Plant Operator (Wastewater Treatment Plant/Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Maintenance Worker I (Senior Center/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Police Officer (Police)

- Treatment Plant Operator A (Wastewater Treatment Plant/Public Works)
- Separations
 - Chief Treatment Plant Operator (Wastewater Plant/Public Works)
 - Treatment Plant Operator (Wastewater Plant/Public Works)
- Employee Events
 - Wellness Plan HSA contribution opportunities:
 - Non-tobacco use affidavits accepted through 12-31-19
 - Skin cancer screenings offered through 12-31-19
 - Wellness Action Team activities offered through 12-31-19
 - Nationwide representative meets with employees 5-2-19

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project on schedule: working on mapping and configuring the new system conversion.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 18
 - Completed: 47
 - In progress: 29
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 65,816
 - Inbound E-Mails Blocked: 46,336
 - Delivered Inbound E-Mails: 19,480
 - Quarantined Messages: 2,276
 - Percentage Good Email: 29.6%
 - Virus E-Mails Blocked: 5
 - Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 0
 - Changes: 0
 - Corrections: 1
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0, Total in system = 2,554
 - Meters GPS Located this week: 31 : Total in system = 23,623; 22,829 potable, 783 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works meeting
- City Manager's staff meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Pickleball meeting
- Lion's Club 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
- Tours were given as needed on Saturday and Tuesday through Friday.
- A birthday party was held in the EDC Classroom on Saturday from 1 pm to 3 pm.
- Joan Tague led a Spring Bird Walk through Central Park that began and ended in the EDC parking lot on Wednesday from 8 am to 10 am.
- EDC volunteers met in the EDC classroom on Thursday at 2 pm to discuss outreach plans.
- EDC volunteers led a tour through Central Park and gave a facility tour to members from the Florida Floodplain Management Association Conference on Friday from 8:30 am to 11 am.

Athletics

- The USSSA Baseball Tournament was held at the Wendelstedt Fields, as well as the Nova Fields, on Saturday and Sunday.
- OBYBSA held a free Softball Clinic Saturday from 11 am to 3 pm at the Sports Complex on the Softball Quad.
- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- Golden Spikes and Lady Renegades continued practicing this week Monday through Thursday at 6pm on the Nova Fields and the Softball Quad at the Sports Complex.
- SHS Softball and Baseball continued practices this week on the Softball Quad and Wendelstedt Field 2 and 3 at 3:30 pm and 4:30 pm. Softball games are on Tuesday, Thursday and Friday at 5:30 pm. Baseball games are on Tuesday at 4 pm and 7 pm.
- Calvary Christian Academy Softball had practice on Thursday and Friday and a game on Tuesday at 4 pm this week.
- Calvary Christian Academy Baseball had practices on Thursday and Friday and a game on Tuesday at 4:30 pm this week.
- The City's Youth Volleyball Program continued training this week with 75+ participants at the Nova Community Center gym.
- Ormond Beach Soccer Club continued practices this week nightly, Monday through Friday. Games are on Saturday morning beginning at 8:30 am.
- OBYBSA Rec Baseball/Softball games this week, Monday through Friday, at both the Nova Fields and the Softball Quad at the Sports Complex.

- Staff is preparing for the Miracle City Cougars Football rental of Championship Field 7 for an Adult Football League game on Saturday evening beginning at 6 pm. Staff also prepared the fields for OBSC soccer games and T-Ball games to be held on Saturday.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Painted soccer grass parking lot
- Prepped/painted Championship Field 7 for SHS Flag Football and Miracle Football games
- Prepped fields for high school baseball and softball games
- Added turface to Nova Field 3
- Painted soccer fields at South Ormond for YMCA soccer program
- Dragged Osceola Elementary Softball Field
- Closed Wendelstedt Field 3 for installation of new LED light poles and lights

Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 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 onstage rehearsal Monday through Thursday
 - Kopy Kats held regular classes on Monday, Wednesday and Thursday
- The Performing Arts Center is preparing to host the following events:
 - Ormond Beach Follies, Friday and Saturday, 7:30 pm and Sunday, 2:30 pm

South Ormond Neighborhood Center

- Splash pad open March 15 through November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- PAL tutoring, Monday through Thursday, 3 pm to 6 pm
- PAL basketball practice, Monday and Wednesday, 6 pm to 8 pm
- South Ormond Sports Club basketball practice Saturday, 11 am to 12:30 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Preliminary planning of 2019 events through July:
 - Movie Night with The Casements and the Easter Bunny
 - Art in the Park, May 4 and 5, including application tracking and input, sponsorship tracking, mailing of food vendor applications and entertainment contracts
 - Memorial Day Remembrance Service, May 27
 - Reel in the Fun Fishing Tournament June 15
 - Independence Day Celebration, July 4
 - Summer Sounds Concert Series, July 12, 19, 26

Gymnastics

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

- Open Gym, Friday, March 29, 6 pm to 8 pm

Nova Community Center and Special Populations

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

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10 am and the last tour at 3 pm.
- The Casements was closed on Saturday due to the Tomoka Marathon.
- Missing Peace Church met at Bailey Riverbridge on Sunday from 10 am to 12 pm.
- Casements Camera Club Ebony & Ivory exhibit is on display at The Casements through the month of March.
- Staff continued planning for Enviro Camp during this week.
- A Guild General Meeting took place on Wednesday in The Casements Gallery from 10 am to 12 pm.
- The Cultural Center Coordinator held interviews for summer camp counselor positions on Thursday from 9 am to 3:30 pm.
- The Casements Camera Club met on Thursday from 7 pm to 9 pm.
- Staff set up on Friday from 8 am to 12 pm for a memorial service on Saturday.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Replaced veteran's plaque at Ormond Memorial Gardens
- 6' x 6' timber replacement at SONC
- Installed a new "Open" flag with bracket at EDC
- Removed damaged turtle swing at Magic Forest, parts on order
- ADA ramp installed at Magic Forest
- Replaced damaged plaque with new one at Magic Forest
- Adopt-A-Park Rotary Club sign installed at Fortunato Park

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired trail lights at Central Park I
- Repaired outside lights at Fire Station 91
- Power wash timer replaced at Fleet
- Completed field light repairs Sports Complex
- Worked with AT&T to temporarily fix phone line to gate at the Airport
- Sports Complex #1 scoreboard repaired
- Men's restroom repaired at Waste Water Treatment

- Repaired package grinder pump assembly at the Airport
- Jersey barrier moved in front of water main control at Water Treatment Plant
- Women's restroom lobby toilet at the Performing Arts Center repaired
- Repaired leaking toilet and low pressure at Fortunato Park
- Broken door damper replaced at the Performing Arts Center
- Replace fountain lights at the Performing Arts Center
- Repaired hallway door to jail at the Police Station
- Repaired thermostat #6 at the Performing Arts Center
- Men's room repaired at Central Park I
- Door closer replaced at Andy Romano Beachfront Park
- Repaired water fountain at Central Park I
- Bathroom door inside EDC repaired
- Reset timer and replaced filters at the Performing Arts Center

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended Daytona State College BLE graduation
- Staff attended Ormond Beach Elementary Shifters ride
- Staff attended Police Chiefs meeting
- Staff attended a PAL basketball tournament in Jacksonville
- Staff attended Mayor Hoods funeral
- Staff hosted Coffee with a Cop

Community Outreach

- Youth Director Council (YDC)
Members of the YDC met on Wednesday, March 27, and discussed upcoming projects.
- OBPAL Basketball
Practice was held for the boys' basketball teams on Monday and Friday last week. Twenty-three (23) boys attended practice at the South Ormond Neighborhood Center. On Wednesday, seventeen (17) girls attended practice at the South Ormond Neighborhood Center. The boys 12U and 14U attended the first tournament of the season hosted by the State of Florida Association of Police Athletic Leagues in Jacksonville March 22 – 24, 2019. The 14 U team placed 3rd in their division at the tournament.
- OBPAL Educational Programs
The *Tutors R Us*, *R.E.A.D.*, *Reading*, *Exploration*, *Adventure and Discovery* programs resumed on Monday, March 25.
- OBPAL Third Annual Donut Dash 5K
The Third Annual OBPAL Donut Dash 5K is scheduled for the morning of Saturday, April 27, 2019. The event will begin and end at the back of the Trails Shopping Center. Registration will begin at 7:00 am with a race start at 8:00 am. For more information and sponsorship opportunities, please call (386) 676-3505. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 41
- Animal Reports: 3
- Trap Neuter Release: 0
- Animal Bites: 0
- Animals to Halifax: 3
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 8
- Inactive: 7
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 4
- Grand Theft: 3
- Auto Theft: 3
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 0
- Baker Act: 1
- Animal Cruelty: 1

Records

- Walk - Ins / Window: 102
- Phone Calls: 99
- Arrest / NTA'S: 21
- Reports Generated: 114
- Reports Entered: 100
- Citations Issued: 81
- Citations Entered: 107
- Warnings Entered: 160
- Trespass Warnings: 14
- CORF Entered: 112
- Mail / Faxes / Request: 20

Patrol

- Total Calls: 1,286
- Total Traffic Stops: 224

Operations

- Crime Opportunity Report Forms: 112

03/20/2019

- Larceny, 38 Greenvale Drive. Unknown subject stole plants from the yard.
- Larceny, 48 River Beach Drive. A golf cart was stolen from the driveway.
- Traffic Arrest, 241 North United States Highway One (Pirana Grill). A crash occurred and the driver of the vehicle was found to be intoxicated. Another person was found to have an open warrant.
- Narcotics Arrest, 251 South Atlantic Avenue. Subject of a traffic stop was found with hash oil and marijuana. Subject was also intoxicated.
- Warrant Arrest, 353 West Granada Boulevard (Winn-Dixie). Subject with three (3) open warrants was contacted.

03/21/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and was stopped by loss prevention.

- Carbreak, 361 Collins Street. Unlocked vehicle was entered. Nothing was stolen.
- Warrant Arrest, 800 Block South Atlantic Avenue. Subject with a murder warrant was contacted after a vehicle pursuit/crash and was arrested.
- Warrant Arrest, 81 Hollow Branch Road. Subject with a warrant was contacted at this home.
- Burglary Residence, 361 South Atlantic Avenue. Entry was made by force to a door. Three (3) televisions were stolen.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items and was stopped by loss prevention.
- Larceny, 430 Arroyo Parkway. A tag decal was stolen from the tag.
- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). A traffic stop found used syringes and a methamphetamine pipe.
- Warrant Arrest, 790 West Granada Boulevard (Walgreens). A traffic stop found the driver with an open warrant for grand theft.
- Warrant Arrest, 735 South Nova Road (Tomoka Plaza). A subject stop found the person to have an open warrant for false information.

03/22/2019

- Shoplifting, 1458 West Granada Boulevard (Bealls). Subject stole items and escaped in a passenger car.
- Traffic Crash, 200 Block North Nova Road. A motorcycle collided with a passenger car. The motorcycle rider was deceased on the scene.
- Stolen Vehicle Arrest, 1 South Beach Street (Cassen Park). Contact was made with an occupied vehicle when the park was closed. The vehicle was stolen from Jacksonville.

03/23/2019

- Carbreak, 1534 Poplar Drive. Vehicle was entered overnight. Nothing was stolen.
- Warrant Arrest, 620 South Atlantic Avenue. Subject with a warrant was contacted.
- Battery/Domestic Violence Arrest, 205 South Atlantic Avenue (Best Western). Subject battered a loved one by shoving during an argument.
- Traffic Arrest, 1000 Block West Granada Boulevard. A vehicle crashed into a tree and the driver was found impaired.
- Traffic Arrest, Granada Beach Approach. Subject was stopped for a traffic violation and the driver was found impaired.
- Vandalism Arrest, 28 Lorillard Place. Subject was arrested for vandalizing the property.

03/24/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and was stopped by loss prevention.
- Larceny Attempt, 1203 Parkside Drive. Subject attempted to take a package off the front porch.

03/25/2019

- Burglary Residence, 420 Lakebridge Plaza Drive. Subject entered an enclosed porch. Nothing was stolen.
- Larceny, 664 South Nova Road (Wellington Station). Known subject stole a purse from the home.
- Robbery, North Orchard Street at Lincoln Avenue. Subject snatched money from the victim. Victim did not want to press charges.
- Warrant Arrest, 100 Block North Yonge Street. Subject with a warrant was contacted.
- Larceny Arrest, 1614 North United States Highway One (Econo Lodge). Victim dropped a wallet and two (2) subjects were seen picking it up. Contact was made with the subjects and they confessed to taking it.
- Carbreak, 1050 West Granada Boulevard (Coastal Ear Nose & Throat). Entry was made by breaking a window. Cash was stolen.
- Battery/Domestic Violence Arrest, 26 Soco Trail. Two (2) siblings were in a physical disturbance.
- Warrant Arrest, 530 South Atlantic Avenue (Marathon Gas Station). A traffic stop found the driver with an open warrant.

03/26/2019

- Larceny, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$1,700 in jewelry and fled the store.
- Larceny, 710 South Beach Street. Bicycle was stolen from the home.
- Larceny, 75 North Halifax Drive (Oceanside Country Club). Golf cart was stolen from this location sometime during the day.
- Battery/Domestic Violence Arrest, 955 South Nova Road (Oasis Mobile Home Park). Subject choked a loved one during an argument.
- Warrant Arrest, 1 Tomahawk Trail. Subject with a warrant was contacted.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 38
 - Number of Uniform Traffic Citations Issued: 42
 - Number of Written Warnings Issued: 20
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 4
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 5 Cases initiated
- 28 signs have either been removed or sign cases created.
- 22 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and seventy-six (76) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff continues coordination of the bidding phase for the Runway 9/27 and Taxiway Alpha extension construction projects. The final draft of the project manual, which includes the contract documents and technical specifications for the project, is under review. The project's design consultant is now working toward completion of the 100% design plans for bidding.
- Technicians from Economy Electric and AT&T completed restoration work on an underground telephone line damaged during construction of the recently completed heliport improvements project.
- Staff and technicians from Economy Electric and other outside vendors continue to investigate a data communications issue with Gate 13. Staff has requested input from different vendors in an effort to rectify the issue at the lowest cost.
- Staff participated in a webinar hosted by the Federal Aviation Administration (FAA) on the use of the FAA's new online DBE (Disadvantaged Business Enterprise) Goal Setting Tool. Airports are required to have a DBE program if they are receiving grants for airport planning or development projects that will award prime contracts the cumulative total value of which exceeds \$250,000 in FAA funds in a federal fiscal year. Staff recently completed an update to the airport's DBE program, which has been submitted to the FAA for review and approval.
- Staff attended the full scale triennial emergency response exercise at the Daytona Beach International Airport this week. The exercise is intended to meet the Daytona Beach airport's obligation to comply with certain requirements regarding emergency responses under Title 14 of

the Code of Federal Regulations. Staff will use information gleaned from this event to plan similar exercises at the Ormond Beach airport, and to update the airport's emergency plans as needed.

- Staff is working to respond to an inquiry from the FAA regarding safe and secure operations of small unmanned aircraft systems (UAS), often referred to as drones. The FAA is considering additional rulemaking in response to public safety and national security concerns associated with the ongoing integration of unmanned aircraft systems into the National Airspace System (NAS). The FAA is seeking comment on whether and in what circumstances the FAA should promulgate new rulemaking to require stand-off distances, additional operating and performance restrictions, the use of UAS Traffic Management (UTM), and additional payload restrictions. The FAA is also seeking comment on whether it should prescribe design requirements and require that unmanned aircraft be equipped with critical safety systems.
- Staff is working to assist the County of Volusia with a project to upgrade the automated terminal information service (ATIS) in their air traffic control tower.

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 – Project is substantially complete, walk-thru was held on 3/22.
 - 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 pilings have been installed. Framing is 98% complete, decking is complete. Contractor is working on electrical for lighting.
 - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contractor has started clearing and direct bury portion of project for the 12-inch pipe is underway. Contractor is setting up for the directional drill portion of project.
 - Storm and Sewer Lining – Phase 2 – A preconstruction meeting was held on March 13.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Conduit is being installed. Poles were delivered and are being assembled on-site.
 - Bidding
 - Cassen Park Public Dock and Breakwater – The bid was awarded at the March 21 CC meeting. Consultant is preparing the contracts.
 - WWTP Sludge Dewatering Improvements – The bid award was moved to the April 2 CC meeting.
 - Water Plant Upgrades – The bid award is on the April 2 CC meeting.
 - 2019 Roadway Resurfacing – The bid award is on the April 2 CC meeting.
 - Force Main Repairs – The bid award was approved at the March 21 CC meeting. Contractor is working on providing bonds and insurance and contract execution.
 - Breakaway Trails Storage and Pumping Improvements – Bid award was approved at the March 21 CC meeting, contracts are being executed.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – The apparent low bidder is Verdego Landscape LLC. Bid award is scheduled for the May 7 CC Meeting.
 - HVAC Replacements – City Hall, SONC, The Casements – Bids were opened and one bid was received from Amsco, Casselberry, FL. The bid is being evaluated.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – A disposition item for approval to bid the project is scheduled for the April 2 CC Meeting.
 - Design Projects:
 - North US1 Water Main and Force Main Improvements – A Work Authorization for Force Main design is scheduled for City Commission approval at the April 16 meeting. The Water

Main project will be combined with the FM improvements project along US1 and is on hold until the FM project is designed and the combined bid package can be prepared.

- WTP Sludge Residuals Facility Improvements – The Consultant is designing the modifications to the plans and expects to be complete and ready to bid the project by June.
- Fleming Ave Stormdrain Improvements – The Consultant has submitted 60% design plans. A review meeting was held on February 22.
- Wilmette Avenue Pumping – Design documents have been finalized and submitted to FEMA for review.
- OBSC Improvements – Championship Field 7 – An ECHO grant application was submitted to Volusia County. If awarded, the grant will provide funding in June 2019.
- Secondary Raw Water Main – The Consultant is scheduling a meeting with FDOT regarding the directional drills under I-95 and the Tomoka River.
- Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – FDOT has transmitted the LAP Agreement to the City for execution, the design contract has been submitted for City Commission approval at the April 2 meeting.
- Nova Community Park Underground Electric Utilities – The Consultant has re-submitted 100% plans and staff is reviewing. On hold until May 22 Commission meeting.
- The Casements North Side Improvements and Carriage House – Design is in process for the drainage improvements. The Casements Guild is currently selecting the architect for the carriage house expansion.
- Stormwater Master Plan Update - 2019 – Staff has begun negotiating a scope and fee for the proposed work.
- 2019 Communication Infrastructure – Engineering staff has prepared 60% drawings for the extension of fiber optic facilities from Division Avenue to Fire Station 92.
- Nova Landfill Lining Repair – The Consultant is preparing a proposal for the lining repair.
- Fleming Avenue Stormwater Pump Station – The Engineer held a kickoff meeting for March 28.

- Departmental Activities
 - Continued to prepare for storage of non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved several Work-in-the-Right-of-Way permits for FEC railroad right-of-way at Broadway Avenue, 361 West Granada Blvd, and 1280-1320 West Granada Blvd. directional bores, per Bighthouse/Spectrum request.
 - On-site meeting at Nova Ballfield 5 to discuss survey needs regarding the effects of storm drainage.
 - Completed water elevation surveys at Central Park 1 lake, Wilmette flap gates, and Central Park 4 lake.
 - Completed topographic survey of Country Club Drive in area of proposed storm pipe replacement.
 - Began research for the sketch and legal descriptions for 128 Capri Drive and 3131 John Anderson Drive annexations, per Planning Department request.
 - Completed tree/property line locate at 866 Lindenwood Circle, per Streets Division request.
 - Researched available files and provided CAD drawings of the Ormond Mall available utilities to Consultant (Zahn Engineering), per request.
 - Completed property line stakeout at 560 Sterthaus Drive, per Neighborhood Improvement Division request.
 - Researched and provided drawings for Huguenot Park to Leisure Services, per request.
 - Measured pole heights at public parking lot behind the Police Station on North Washington Street.
 - Located tree at 1000 John Anderson Drive, per Streets Division request.
 - Prepared a map of existing utilities in the Lake Walden Trail area of The Trails subdivision, per FPL request.
 - Created a ground disturbance map for the Wilmette Avenue Pump Station project.

- Continued updating the plan set for proposed North US1 sidewalk, per Project Manager's comments.
- Created an exhibit map for Central Park Concrete & Boardwalk Trail project, per Project Manager's request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Formed up & prepped for concrete on SR40; concrete pour; stripped form boards, pulled cones, cleaned up
- Prepped for concrete on Harvard Dr; poured concrete; stripped forms & backfill dirt/pulled cones & cleaned up
- Asphalt patch on Willis Dr; Riverside & Willis Dr; Loyola Dr
- Recycled concrete & asphalt
- Removed sidewalk & prepped/formed-up on Division Ave

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
- Trimmed low limbs over ROW at Midway, Tomoka, Jefferson St; Palm Pl, Washington Pl, Railroad St; S. St Andrews, Rio Pinar, Tomoka Oaks; trimmed over light poles & signs at Palm Pl & Railroad St
- Trimming on Palm, Willow, and Jefferson St
- Debris pick up at Neptune/A1A

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
- Trimmed for view of sign at Greenwood Ave between S/O N Ridgewood and N Beach, Hernandez & N Beach

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
- Replaced (3) HIP Stop signs on Bosarvey Dr
- Straightened various signs in park at South Ormond Neighborhood Center
- Met with Richard of Extreme Striping to check/mark areas for various striping on Pineland Trl
- Reinstalled HIP Stop sign, post, and anchor at Mary Ann/Beach St

Stormwater Maintenance

- Placed Jersey barrier at Water Plant
- Locates – basins inspected & cleaned citywide
- Ditch maintenance at Division & Hand Ave; Sandy Oaks
- Pond maintenance at Sandy Oaks, Division Rec & ABC ponds

- Checked road patch on Harvard Dr
- Ditch maintenance spraying citywide
- Checked gates & pumps citywide
- Pipe repair on Loyola & Peninsula

Vactor

- Dry well on Shady Branch Trl
- Line cleaning on Melrose Ave; Ormond Lakes
- Basin cleaning on Main Trl

Street Sweeping/Streetsweeper

- 163 miles of road cleaned
- 74 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,741
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 7,737 gallons unleaded, 6,793 gallons diesel
 - Fuel used in one week: 2,020 gallons of unleaded and 680 gallons of diesel.
 - Fleet completed 36 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Pre construction meeting is scheduled for April 11.
 - Breakaway Trails Yard Electrical and Pump Upgrades – New FP&L utility transformer installation scheduled for May 6.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Consultant preparing 95% plans and specs for final review.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Contractor has placed equipment orders.
 - SCADA Integration Services RFP – SCADA communications test for lift stations scheduled for April 2.
 - Shadow Crossings Reuse Pump Facility Upgrades – 60% plans and specs being developed by the consultant.
 - WTP Elevated Water Tank Rehabilitation – Steel delivery is scheduled for the end of April.
 - WTP LPRO Membrane Replacement – Awaiting signed contracts.
 - WTP Lime Slaker and Sodium Hypo Upgrades - The bid award is scheduled for the April 2 City Commission meeting.
 - WTP Sludge Residuals Facility Improvements – The Consultant is designing the modifications to the plans and expects to be complete and ready to bid the project by June.
 - WWTP Influent Pumps VFD Replacement – VFDs are being fabricated, delivery scheduled for April 15. Demo of Influent Pump #2 VFD is complete.
 - WWTP Sludge Dewatering Improvements – The bid award was moved to the April 2 City Commission meeting.
 - WWTP Operating Permit Renewal – Permit is being revised based on the permit review meeting held on March 27.
 - SPRC Projects (Utilities Review)

- 75 N. Halifax Drive, Oceanside Country Club Outside Seating – Received plans for review.
- 835 Hull Road, Air One Warehouse – Received plans for review.
- Pineland Subdivision – Reviewed and approved plans.
- 1535 North US Highway 1, Dunkin Donuts – Reviewed and approved plans.
- Security First Insurance – Reviewed and approved Pineland Trail extension final plat. Received lift station shop drawings for review
- 1345 North U.S. Highway 1, Total Comfort – Reviewed and approved plans.
- Staff met with Starbucks' engineering consultant to discuss options for replacing and/or relocating a 6" water line that currently sits below where the Drive-Thru is being constructed.

Water Treatment

- Delivered 41.38 million gallons for the week ending March 22, 2019 (5.91 MGD).
- Backwashed 12 filters for a total of 573,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 28, 2019 @ 6.334 MGD, SJRWMD 2018 allocation @ 7.556 MGD.
- Produced & hauled 81.0 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Operators are performing improvements at Standish Pump Station.
- Contractor working on plant elevated tank.

Wastewater Treatment

- Domestic and Industrial Wastewater flow was 32.41 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.63 MGD.
- Produced 31.18 Million Gallons of Reuse.
- Produced 1.23 Million Gallons (NOD) of Surface Water Discharge. Discharge is required in order to conduct permit-required quarterly bioassay sampling; no discharge would otherwise have occurred since demand for reuse was high.
- Most recent annual period ADF Rates (March 01, 2018 – February 28, 2019) (MGD): Influent 4.84 MGD (Permit 8 MGD); Surface Water Discharge 1.43 MGD (Permit 6 MGD); Reuse 3.79 MGD (Permit 10 MGD)
- Hauled 187.85 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 14 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to and/or repaired 9 water service leaks.
- Replaced 4 residential water meters per Finance work orders.
- Installed 9 new residential water services.
- Replaced 11 broken meter boxes.
- Located a residential water service to assist Finance Department with reading the water meter.
- Performed maintenance activities on 9 fire hydrants on the beachside.
- Performed a scheduled 3-3" commercial water meter accuracy test.
- Performed pressure testing on 5 City owned BFP devices.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 139 regular and 1 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 4 reuse trouble calls.
- Testing manhole in Airport Business Park
- TV'ed gravity main to verify existing laterals at 373 Forest Hills Blvd.

- Added dirt to new reuse connection at 199 River Beach Dr.
- Verified reuse working at 177 River Beach Dr.
- Relocated reuse tap at 825 John Anderson Dr. per customer request.
- Replaced C/O adaptor and cap at 428 N. Yonge St.
- Replaced ball float at Tomoka Oaks reuse pond.
- Provided customer's electrician control box for 14 Indian Springs Dr.
- Responded to PEP alarm at 23 Peruvian Ln. Replaced PEP pump and rewired.
- Adjusted C/O to grade at 17 Laurel Ridge Break.
- Cleared main stoppage on Shear Water Trl. construction debris.
- Cleared main stoppage on Huntington Pl. caused by "flushable wipes."
- Replaced 15' of sanitary gravity lateral at 235 Greenwood Ave.
- Replaced broken PEP tank at 7 Stallion Way.
- Adjusted Reuse distribution system in response to low tank levels from high demand.
- 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) 14 psi, Westland Run 24 psi & Shadow Crossing Blvd. (4 inch) 9 psi.

Wastewater Plant – Lift Stations

- Il Villagio, Force Main Pressures: Static/1 pump/2 pump = 0/2/3
- Saddlers Run, follow up from Friday's work, replaced bad high level float with new inventory, removed mix flush valve and replaced with block off plate, ok.
- Influent Pump #2, installed repaired replacement motor.
- Centrifuge #2, installed new motor, electrician scheduled to complete connections.
- Operations, replaced non-functional SCADA computer monitor.
- LSPT, Lift station SCADA net view program shutdown while working on Pine Trail Lift station, rebooted after LSPT brought back into the network, installed new communication and PWR card, installed new surge protector on radio, ok.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 8M1, phase loss, FPL power down upon arrival due to vehicle incident, supported outage with generator as needed, ok; 5M, high level, station controls in bypass mode, transducer ragged up, cleaned Transducer, found #1 and #3 Pumps very noisy operations, puled both Pumps to clear blockages at Volutes, after re-installation Pumps quickly clogged again, pumps are operating wet well but cleaning will be scheduled; 13M, phase loss, FPL power down, ok.
- SCADA monitor/response: Ormond Mall, no starts #2, reset motor starter; 8P, no starts #1, reset motor starter; Huntington Woods, #1 stuck on, cleaned floats. 8M3, no starts #1, reset motor starter; Towne Square, Pump #2 stuck on, cleaned & relocated probe, ok; Deer Creek, high starts, cleaned probe, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Influent Room pump transfer; Influent Bypass pump; Final Tanks Bypass pump; deragged Submersible Aerator #1 South.
- Monthly Plant PM's: Effluent Transfer Pump, #1, #2, #3; Screw Pumps, #1, #2, #3; Swing Zone Blowers, #1, #2; Carrousel Surface Aerators, #1N, #2S; Carrousel Surface Aerators, #1S, #2N.
- Annual Plant PM's: Bar Screens, #1, #2.
- Lift Station PM's: 16 monthly performed.

Water Plant – Well Fields – Booster Stations – Reuse System

- Call out, Lime Slurry pump #3, VFD not operational, performed reset, will monitor.
- Ammonia Rotameter, added a ¼ x ½ supply line reducer fitting.
- 24" Distribution line, replace non-functional air release valve.
- High Service pump #4, return 12" plug valve damaged in shipment, this is to replace worn valve currently in service.
- High Service pump # 7 VFD, installed new pressure transducer isolated to VFD, programmed VFD for independent pressure control during low pressure event.

- Installed WTP Master Radio into old CCTV server rack, booted up, configured for operation and ready for SCADA integration. Tested using a jumper on the RF filter RX/TX.
- Lime Slurry pump #3, follow up from call out, inspected unit and replaced gear box, ok.
- South Sludge Pit, added a male 2" Chicago fitting in the existing 2" ball valve, ok.
- DE gasifier #2, repair a sodium hypochlorite leak in 1" feed line, ok.
- North Plant SCADA Server unresponsive and not updating. Reboot, OK
- Lime slurry area, replaced photo eye to control light poles.
- South Sludge Pit, began install of effluent pump out line for tanker removal, flushed lines.
- Lime Slurry pumps 1 & 2, lubricated.
- Operational check: Calle Grande and Williamson interconnects; Hudson Wells; 19SR; Nova booster station.
- Well PM's: All Rima wells; Riverview and Granada booster stations.

SCADA - OTHER

- VTSCADA, worked with Star controls to test communication to lift stations over radio network and hi service PLC @ WTP.
- Reboot lift station SCADA server at end of day, monitor would not boot up, replaced with office spare for over the weekend. OK.
- Gathered 3 quotes for new Eaton UPS @ WTP Sand filter PLC. Waiting on new vendor packet to be returned.
- Met with IT to discuss fiber connections from well 15D back to the plant. (In scope of SCADA project).
- Reviewed Star Controls "Detailed Design Document" and provided comments.
- Requested P.O. for new SCADA Antenna, cable and accessories.
- Scheduled CEC Controls site visit
- Provided IT with server/workstation spec requirements for VTSCADA

Utilities Regulatory Activities

- WWTF Permit Renewal – Staff met with consultant to review comments City provided on the draft WWTF permit renewal due in June 2019 to FDEP. Consultant will make revisions and send another draft for City staff to review.
- Fats, Oils, and Grease (FOG) Program – Staff is compiling information to begin building an operational FOG program for the City. The FOG program is designed to assist in the elimination of sanitary sewer overflows due to clogs.
- Wetlands Monitoring Report – Staff is building the report including pictures taken of the wetlands and annual monitoring well water levels. The report highlights the City's seven production wells' impact on the wetlands in Rima Ridge.
- Earth Day Event – Staff confirmed 104 students from Ormond Beach Elementary school are attending the City's Earth Day event. The students will participate in activities by the Volusia County Library, the Museum of Arts and Sciences, and a local author doing a book reading.
- Sewer Contributions Evaluation – Staff inspected a second facility on the section of the system in question. The inspection allows staff to communicate with facilities and gain knowledge of their recent discharge activities.
- Cross Connection Control – Staff is reviewing the data received from the backflow data management contractor to provide the most accurate compliance rate. The data is constantly updated with information from the commercial backflow owners.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Assistant City Manager

Honorable Mayor and City Commissioners

March 29, 2019

Page 21

- Staff attended and provided support for March 25, 2019 General Employees' Pension Board Special Meeting
- Staff attended and provided support for March 27, 2019, Budget Advisory Board Meeting
- Agenda packet preparation, creation, and distribution for April 2, 2019, City Commission Meeting
- Agenda packet preparation, creation, and distribution for April 4, 2019, Quality of Life Advisory Board Meeting