

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 26, 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:

- Met with Daytona Beach City Manager regarding area development
- Volusia Managers' meeting
- Budget Advisory Board meeting
- Claims Committee meeting

Community Development

Planning

- Downtown Steering Committee. The next meeting is scheduled on May 15, 2019, with the Downtown Steering Committee meeting at 11 a.m. in Room 103 of City Hall and a public meeting at 6 p.m. at the Anderson-Price building at 42 North Beach Street.
- The Board of Adjustment and Appeals shall meet on May 1, 2019. and there are two applications for the Board's review:
 1. 20C Oriole Circle, rear yard and side yard setback variances to construct a screen room and porch.
 2. 274 North Ridgewood Avenue front yard setback variance to allow a carport in the front yard setback.
- The May 9, 2019, Planning Board will have two items for review:
 1. An administrative request for the first amendment of the North U.S. 1 Interlocal Service Boundary Agreement (ISBA) to add the land area associated with the Plantation Oaks subdivision. The ISBA is an agreement between Volusia County and the City of Ormond Beach that was originally approved in 2014. The proposed ISBA amendment proposes to add a map of the Plantation Oaks area, including any enclaves, to the existing agreement and does not include any text changes to the existing agreement.
 2. Discussion item regarding food trucks, continuing the April 11, 2019, discussion.
- Attended the Downtown MainStreet Board meeting.
- Attended and presented at the Aberdeen annual community meeting.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 333 inspections performed within the City (41 by Private Provider).
- 117 permits issued within the City, with a valuation of \$1,919,099.

Development Services

- The Site Plan Review Committee met with:
 - 1 906 North U.S. Highway 1, Window World. The site is currently under code enforcement action for several violations. A discussion also occurred about a potential Planned Business Development for a storage building on-site.
 - 2 1041 North U.S. Highway 1. The site is an existing convenience store that is seeking to expand. Multiple issues were discussed including impacts to residential, landscaping requirements, connection to utilities, parking and stormwater. It is expected the project will proceed to a concept plan.
- Projects under SPRC review include:
 1. 100 West Granada Boulevard, The Pumphouse. 2nd submittal. The submittal is a major redesign and does not utilize the approved Special Exception. The applicant has purchased the abutting building at 100 West Granada Boulevard and proposes the restaurant at this location with 30 seats. The existing building at 100 West Granada would remain and have a façade upgrade. The project would have 16 parking spaces.
 2. 1246 West Granada Boulevard Drive-thru Restaurant Special Exception. 2nd submittal. Proposed 3,800 square foot building with a restaurant (52 seats) with a drive-thru. The location is where the former Dr. Salzburg building was demolished as part of Shoppes on Granada, Phase 2. The drive thru restaurant would require a Special Exception.
 3. Pineland Trail Extension. 2nd submittal. The project proposes to re-align Pineland Trail/Broadway Avenue as part of the Security First project.
 4. Security First Insurance Company Final Plat. 2nd submittal. This is a one lot plat for Tract 18 of the Ormond Crossings development. The project is scheduled for the May 21 and June 4 City Commission meetings.
 5. 1160 North U.S. Highway 1, RV Storage Facility. 1st submittal. This project seeks to perform fencing and landscaping improvements at an existing RV and boat storage facility.
 6. 99 Portland Street, Stor-It Boat and RV Center, Phase 2. 1st Submittal. Proposed Stor-It RV and boat expansion (phase 2) consisting of 106 boat and RV storage parking spaces. The site is 3.72 acres.
 7. ROW Vacation (Stor-It) Partial Gowers & Magnolia. 1st Submittal. Proposed partial release of Gowers Street and Magnolia Street as part of the Stor-It Boat and RV Storage Facility, Phase 2.
 8. 1190 Ocean Shore Boulevard, Dunkin' Donuts Utilities (Volusia County). 1st Submittal. Project located in Volusia County to establish a Dunkin' Donuts. The City's review is on the provision of sewer services.
 9. 9 Nottingham Drive, Easement Release. 1st Review. A partial easement release of 5' of a 15' drainage and utility easement based on an existing pool and deck.
- Below is the construction status of projects under construction:

Project	% Complete
8 Coolidge Avenue Warehouse	2%
135 Hernandez Lot Split-Utility Connection	100%
589 South Yonge Street	98%
783 North U.S. Highway 1	35%

Antares of Ormond Beach	0%
Cardinal Drive Beach parking	80%
Chase Bank	30%
Cypress Trails subdivision	72%
Granada Pointe	98%
Huntington Green	15%
Huntington Villas	25%
Independence Recycling of Volusia	95%
Lucky's Market	75%
Ormond Beach Surf Style	10%
Ormond RC, Building 1C	55%
Pineland	60%
Security First	75%
Shoppes on Granada, Phase 2	80%
Starbucks @ Granada Plaza	60%
Thomas & Betts parking improvements (Phase 1)	90%
Volusia Memorial Mausoleum	65%
WaWa	10%

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, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey 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 a regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff continues participation in the Downtown CRA Master Plan update process, including the Steering Committee meeting and public outreach meeting held on 4/17/2019.
 - Staff attended the Volusia County Council Meeting on 4/16/2019 in support of presentations provided by regional partners Team Volusia and Volusia County Economic Development.
- 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 is working with Lucky's Market as they prepare for their grand opening in early May.

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 sheets 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 eleven (11) hurricane Irma projects.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - 2019-20 budget preparations are underway.
- Completed Projects - Weekly
 - Processed 19 Journal Entry Batches.
 - Approved 19 Purchase Requisitions totaling \$1,153,698.51.
 - Issued 24 Purchase Orders totaling \$2,189,930.90.
 - Prepared 100 Accounts Payable checks totaling \$ 343,225.95 and 24 Accounts Payable EFT payments totaling \$866,209.07.
 - Issued 930 past due notices on utility accounts.
 - Auto-called 360 utility customers regarding receipt of a past due notice.
 - Processed 373 payments through Interactive Voice Response System totaling \$37,764.70.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.15 million dollars.
 - Prepared 375 Direct Deposits totaling \$488,739.79.
 - Transferred IRS 941 payment of \$163,544.25.

Grants/PIO

- Press Releases
 - Florida Licensing on Wheels (5/1, 10 AM – 3 PM)
 - Section of Beach in Front of Andy Romano Beachfront Park Closed Monday, April 15
 - Art in the Park (May 4-5)
 - Summer Sports Clinics
 - Environmental Discovery Center Seeks Volunteer Support
 - Outdoor Nature Yoga (5/1, 9:00 AM)
 - Archaeology Works: Shells (5/2, 11:00 AM)
 - Ormond Beach Recycling (5/3, 10:00 AM)

- Elementary Explorers: Butterflies (5/4, 2:00 PM)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended Breakaway Trails Reuse Storage Tanks and Pump Station Ground Breaking.
 - Attended and served as liaison to the Neighborhood Improvement Advisory Board (NIAB) meeting to determine recommendations for the use of CDBG FY 2019-2020 funding.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted the DRAFT FY 19-20 CDBG Annual Plan to Volusia County Community Assistance and scheduled the item for the City Commission May 21 meeting for consideration.

Risk Management Projects

- Mayor's Health & Fitness Challenge activities
- Attend Claims Committee meeting

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 6
 - Hazardous: 4
 - EMS: 86
 - Motor Vehicle Accidents: 11
 - Public Assists: 47
 - TOTAL CALLS: 157

- Aid provided to other agencies: 12 Calls – Daytona Beach (1), Volusia County (11)
- Total staff hours provided to other agencies: 18
- # of overlapping calls: 49
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 68
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 309

- Training Hours
 - NFPA 1001: Firefighting 71
 - NFPA 1002: Driver 60
 - NFPA 1021: Officer 69
 - NFPA 1500: Safety/Equipment 35
 - NFPA 1620: Preplanning 15
 - EMT/Paramedic 23
 - TOTAL TRAINING HOURS: 273

- Station Activities
 - Updated 11 pre-fire plans
 - Conducted 3 fire inspections

Human Resources

- Staffing Update
 - Approved/Active Recruitment

- Administrative Assistant (Human Resources)
- Firefighter/EMT (Fire)
- 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)
- 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 Plant/Public Works)
- Utilities Engineer (Public Works)

- Applications Under Review
 - Maintenance Worker II (Streets/Public Works)

- Interviews Scheduled
 - Police Officer (Police)
 - Public Information Officer
 - Summer Camp Counselors

- Background/Reference Checks/Job Offers
 - Maintenance Worker II (Wastewater Collection Re-use/Public Works)
 - Police Officer (Police)
 - Summer Camp Counselors (Leisure Services)

- Separations
 - Accounting Technician (Finance)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)

- 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
 - Explanation of Wellness Incentives for employees 4-24-19 & 5-1-19
 - Blood Drive at City Hall 4-29-19
 - 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: 26

- Completed: 92
- In progress: 26
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 55,721
 - Inbound E-Mails Blocked: 38,050
 - Delivered Inbound E-Mails: 17,671
 - Quarantined Messages: 2,135
 - Percentage Good Email: 31.7%
 - Virus E-Mails Blocked: 0
- Notable Events: Investigating some system slowness issues. Recent server upgrades being evaluated as likely source.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 8
 - Changes: 1
 - Corrections: 1
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 2
 - 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: 0 : Total in system = 23,682; 22,873 potable, 798 Irrigation, 11 Effluent
 - Notable Events: Annual Archive of the City Map and Updated Parcel Layer Theme.

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works meeting
- City Manager's staff meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Meet with Rotary Club regarding Fortunato Park
- Meeting regarding Forest Hills Multi-Use Trail
- Carriage House Extension 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.
- Local author Amanda Kinzey gave an elementary-aged children's program about her book *Youth Service Heroes* in the EDC classroom on Saturday from 10 am to 11 am.

- EDC staff and EDC volunteers held a Kids' Easter Crafts program in the EDC classroom on Saturday from 2 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.
- The Captain James Ormond DAR chapter donated and planted a tree at the EDC on Friday from 10 am to 12 pm.
- MOPS (Mothers of Preschoolers) group visited the EDC for a facility tour on Friday from 10:30 am to 11:30 am.

Athletics

- 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 6 pm 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 has its last home game on Friday at 5:30 pm. Baseball games were on Monday, Tuesday, and Thursday at 4:30 pm and 7 pm.
- Calvary Christian Academy Softball had practice on Tuesday and Friday this week.
- Calvary Christian Academy Baseball had practice on Tuesday and a game on Friday at 4:30 pm this week.
- The City's Youth Volleyball Program finished the spring season this week with 75+ participants.
- 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.
- SHS Flag Football hosted district games at the Sports Complex on Championship Field 7 on Tuesday and Thursday at 5:30 pm and 7 pm.
- Coed Adult Softball continued this week with games Monday, Tuesday and Thursday at 6:20 pm, 7:30 pm and 8:40 pm.
- Staff 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
- Painting all soccer fields to be prepared for upcoming OBSC practices/games
- Prepped/painted Championship Field 7 for SHS Flag Football district games
- Added turface to Nova Fields 2 ,3, 4 and 5
- Dragged Osceola Elementary and South Ormond Softball field
- Filled in holes at soccer fields where old scoreboards were removed

Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 9 pm
- Ormond Church was held on Sunday from 8:30 am to 12:30 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
 - Kopy Kats held regular classes on Monday, Wednesday and Thursday

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
- Staff is working on spring cleaning and preparing for summer camp
- Jazzercise Monday evening
- 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 Wednesday, 6 pm to 8 pm and Saturday, 11 am to 12:30 pm
- Unity in the Community, Friday, 5 pm to 8 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Meeting for Forest Hills Trail Ribbon Cutting
- Assist with Easter Bunny at Once Upon a Storytime
- Preliminary planning of 2019 events through July:
 - Breakaway Trails Water Tank Groundbreaking, April 18
 - Art in the Park, May 4 and 5
 - 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 May session
- April/May session in progress
- Team girls are preparing for State Competition in May
- Open Gym, Friday, April 26

Nova Community Center and Special Populations

- FitGyms conducted their personal 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 continued 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. There were no Saturday tours this week as The Casements was closed for the Easter holiday.
- St. James held an Easter Celebration in Rockefeller Gardens on Sunday from 6 am to 8 am.
- The Art Guild Spring Show is on exhibit at The Casements throughout the month of April.
- A memorial service took place at The Casements on Monday from 2 pm to 4 pm.
- Once Upon a Storytime was held on The Casements north lawn on Tuesday from 10 am to 11 am.
- Missing Peace held a meeting at Bailey Riverbridge on Tuesday from 4 pm to 5 pm.
- Mary Maggio's Cooking Class took place at The Casements on Tuesday from 5:30 pm to 9:30 pm.
- The Chamber's Leadership tour took place at The Casements on Thursday from 8:30 am to 9:30 am.

- Greek Cooking Class took place at The Casements on Thursday from 4:30 pm to 8:30 pm.
- A wedding ceremony was held in Ames Park on Friday from 5 pm to 6 pm.
- 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 air hose for bike station at Cassen Park
- Constructed and installed new corkboard at Environmental Discovery Center
- Installed park benches and barrels on pier

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
- Removed and disposed of three scoreboards at the Sports Complex
- Replaced 4x4 posts at Andy Romano Beachfront Park
- Installed bollards at pier
- Performed temporary leak repair to fountain pipeline at City Hall
- Changed all batteries in clocks in public areas, defibrillator and misters at City Hall
- Repaired sink and soap dispenser at Nova
- Repaired sink at Public Works garage
- Repaired lights on Field 4 at Nova
- Repaired decorative light at Fortunato Park
- Repaired lights on Coed Field at Sports Complex
- Assisted in locating leak at Police Department

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Received Mutual Aid request from Daytona Beach Police Department for Truck Fest
- Staff is conducting quarterly audits
- Staff is hosting Unity in the Community event at South Ormond Neighborhood Center
- Staff is working on an extensive public records request
- Staff is hosting a Public Crime View on April 30th
- Staff attended the National Association of Retired Federal Employees meeting
- Staff attended the Earth Day event
- Staff hosted Coffee with a Cop at Donnie's Donuts

Community Outreach

- Youth Director Council (YDC)
 - Seven members of the Youth Director Council attended Bethune Cookman University softball games at Sunnyland on Saturday afternoon. The beach cleanup was postponed due to scheduling conflicts. The YDC assisted with the Donut Dash 5K by stuffing goody bags. Members will also be assisting with registration and the donut stations during the event on April 27.
- 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, sixteen (16) girls attended practice at the South Ormond Neighborhood Center.

- OBPAL Educational Programs
 - *Tutors R Us* was offered on Monday and Tuesday at the South Ormond Neighborhood Center. Last week nineteen (19) students attended the program each day. *Tutors R Us* provides one-on-one and small group tutoring for school aged children in elementary and middle school. *Tutors R Us* has concluded for the 2018-19 school year. The program will resume next September for the 2019-20 school year.
 - *R.E.A.D., Reading, Exploration, Adventure and Discovery* program continues at Ormond Beach Elementary School. Classes are offered Tuesday and Thursday afterschool for children in grades 3, 4 and 5. The second grade program is held on Wednesday's after school at Ormond Beach Elementary. Last week 26 students participated in the program.
- Reading with a Cop
 - The next *Reading with a Cop* was held at the Ormond Beach Library on Wednesday, April 24, at 2:30 pm. This month's theme was Earth Day. Members of the Ormond Beach Police Department Detective Unit were the guest readers for the story time for elementary school children.
- Once Upon a Storytime Guest Reader
 - Captain Chris Roos was the guest reader for *Once Upon A Storytime* on Tuesday, April 23, from 10:00 – 11:00 am at The Casements' North Lawn Gazebo. Children ages 4 and under enjoy a story time and crafts.
- 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: 50
- Animal Reports: 3
- Trap Neuter Release: 1
- Animal Bites: 2
- Animals to Halifax: 3
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 3
- Inactive: 3
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 0
- Grand Theft: 3
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0

- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 1
- Police Information: 8
- Bomb Threat: 1
- Stalking: 1

Records

- Walk - Ins / Window: 90
- Phone Calls: 115
- Arrest / NTA'S: 20
- Reports Generated: 121
- Reports Entered: 68
- Citations Issued: 41
- Citations Entered: 41
- Warnings Entered: 91
- Trespass Warnings: 16
- CORF Entered: 55
- Mail / Faxes / Request: 22

Patrol

- Total Calls: 1,223
- Total Traffic Stops: 142

Operations

- Crime Opportunity Report Forms: 55

04/17/2019

- Bomb Threat, 75 Williamson Boulevard (Wendy's). Subject called the store and said there was a bomb in the freezer. Volusia County Sheriff's Office Bomb Squad cleared the building.
- Warrant Arrest, 5 Pebble Beach Drive. Subject with a warrant was contacted at the home.
- Assist Agency, 303 Division Avenue. Volusia County Sheriff's Office pursued a vehicle into Ormond Beach jurisdiction. The driver fled on foot behind 303 Division Avenue where a Sheriff's K-9 chased and bit the subject.

04/18/2019

- Burglary Residence, 6 Petrea Terrace. Subject entered an unlocked vehicle and used a garage door opener to enter the home. The subject then entered a vehicle that was in the garage and the alarm sounded. Garage door opener was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line. The subject also had narcotics and was charged for that as well.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject changed the price on a higher priced item and used the self-checkout line.
- Carbreak, 10 Petrea Terrace. Subject entered an unlocked vehicle. Garage door opener was stolen.
- Larceny, 1521 West Granada Boulevard (Wal-Mart). Employee's bicycle was locked to the garden section fence. The lock was cut and the bicycle was stolen.
- Narcotics Arrest, 400 Block Clyde Morris Boulevard. Subject was stopped for a traffic violation. K-9 alerted to the presence of narcotics. Paraphernalia was found in the vehicle.
- Narcotics Arrest, 700 Block South Nova Road. Subject was stopped for a traffic violation. The driver had a suspended license and narcotics paraphernalia was found in the vehicle.

04/19/2019

- Burglary Residence, 19 North Yonge Street Lot 2. A chainsaw was stolen from inside the residence. The victim has a suspect that knew the chainsaw was inside.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to walk out of the store with unpaid merchandise.
- Battery Arrest, 5 Larisa Terrace. Subject battered the victim during an argument.
- Traffic Arrest, 100 Block West Granada Boulevard. A motorcyclist fled from Ormond Beach officers and then a Deputy. The Deputy observed the motorcycle pull into Destination Daytona and when the Deputy made contact, the subject fought with the Deputy; however, the Deputy was able to secure the subject.
- Warrant Arrest, 700 Block Orchard Avenue. A subject with a warrant was contacted at this location.

04/20/2019

- Larceny, 1643 North United States Highway One (Houligans). License plate was removed from a vehicle.
- Narcotics Arrest, 200 Block Clyde Morris Boulevard. A single vehicle crash occurred and the driver was found with methamphetamine and other narcotics.
- Larceny, 41 Herringbone Way. Mail was stolen from the mailbox.

04/21/2019

- Battery-Domestic Violence Arrest, 125 Hollow Branch Crossing. Subject pushed the victim down the stairs and held them against a wall during an argument.
- Trespass Arrest, 145 East Granada Boulevard (Granada Plaza). Subject was arrested for being on the property after warning was issued.
- Aggravated Battery Arrest, 19 North Yonge Street. Three (3) vehicles attempted to hit multiple teenagers as they were walking down the street. At least one (1) tag was obtained and the driver was arrested after one person came forward and said they were hit by the vehicle.

04/22/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting, 333 West Granada Boulevard (Ace Hardware). Subject stole a Stihl blower and walked out the store.
- Larceny, 265 West Granada Boulevard (Lentz Plastic Surgery). Former employee deleted friends and family medical bills from the system.
- Larceny, 154 North Ridgewood Avenue. A tag was stolen off a vehicle.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to take items but dropped all the property when running from the store.

04/23/2019

- Aggravated Assault, 150 Willow Run. Juveniles were in the pool and a resident told them to leave. When they didn't, the suspect pulled out a gun and fired it into the ground. Detectives are working on identifying the suspect.
- Burglary Residence, 3 Riverside Circle. Four (4) bicycles were stolen from the residence overnight.
- Larceny, 1227 North United States Highway One (Pikes Electric). Metal was stolen from the business overnight.
- Carbreak, 420 Lakebridge Plaza Drive. Unlocked vehicle was entered overnight. A purse was stolen.
- Battery-Domestic Violence Arrest, 1446 West Granada Boulevard (Store-It Self-Storage). The suspect battered the victim during an argument.
- Aggravated Battery Arrest, 1500 Block West Granada Boulevard. Subject battered the victim by stabbing the victim multiple times in the abdominal area.
- Warrant Arrest, 100 Block Cardinal Drive. Subject with a warrant was contacted in the area.

Traffic Unit

Traffic Enforcement Stats:

- Number of Traffic Stops: 19
 - Number of Uniform Traffic Citations Issued: 9
 - Number of Written Warnings Issued: 6
 - Number of parking tickets issued: 1
- Traffic Crash Reports
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 3
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 4 Cases initiated
- 4 signs have either been removed or sign cases created.
- 8 tree removal permit requests
- Administrative staff assisted with two (2) walk-ins and seventy-six (76) telephonic inquiries.

Public Works

Airport Operation and Development

- A pre-bid meeting for Bid 2019-23 for the Runway 9/27 and Taxiway Alpha extension construction projects was held on April 24. The bid was advertised on April 7 and will be open for thirty days. Bids received will be opened on May 7.
- Staff completed work to draft proposed aviation easement agreements that have been developed as part of the design phase of the Runway 9/27 and Taxiway Alpha extension projects. The draft agreements have been submitted to the Federal Aviation Administration (FAA) for review and approval.
- Staff completed work to prepare and submit to FAA a required quarterly report for the 2nd quarter of FY2019 for the design phase of the Runway 9/27 and Taxiway Alpha extension projects.
- The City Commission has approved a Resolution to authorize execution of a change order/supplemental agreement with the FAA to provide an increase in federal funding for construction services for the project to rehabilitate the pavement, electrical, and lighting systems for Runway 9/27; and to revise the construction contract amounts in accordance with the contract changes stipulated in the supplemental agreement.
- Staff assisted the FAA in an effort to verify their records and files for a national compliance update. The FAA requested certain airport records, including a copy of the original property deed for the airport.

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 – A final walkthrough was conducted last week, the project is complete.
 - MacDonald House – Staff is working on completion of the report of findings.
 - Fishing Pier Repair – The pier was opened last week with the only remaining item to complete being the installation of the light fixtures. Delivery of these are expected at the end of April and should be installed by the first week of May.

- US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contractor has installed all of the 12-inch WM and only needs to complete the railroad crossing which is scheduled for this week. Project is 80% complete.
- Storm and Sewer Lining – Phase 2 – The Contractor is expected to begin work in late May.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – All new lighting is installed. Site restoration is in process.
- Water Plant Upgrades – The Work Authorization for Construction Administration Services is on the May 7 Commission agenda for approval.
- 2019 Roadway Resurfacing – The bid was awarded at the April 2 CC meeting. Contracts are being executed.
- Force Main Repairs – A pre-construction meeting was held, and the Contractor has been given Notice to Proceed. Work will begin in the area of Spanish Waters and A1A.
- Breakaway Trails Storage and Pumping Improvements – The City held a groundbreaking ceremony with representatives from the St. Johns River Water Management District on April 18. A Notice to Proceed will be issued for April 29.
- 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 was awarded at the April 2 CC meeting. Consultant is preparing the contracts.
 - 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 award is scheduled for the May 21 Commission meeting.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – The project was advertised 4/21/19, bids are due on May 21.
 - Memorial Gardens Retaining Wall Improvements – A disposition item for approval to bid the project is scheduled for the May 7 CC Meeting.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – A Work Authorization has been approved and survey work has begun for the project. 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 – Providing information to FEMA for project review RFI's.
 - OBSC Improvements – Championship Field 7 – An ECHO grant application was approved by Volusia County. Grant contract documentation is in process.
 - Secondary Raw Water Main – The Consultant continues to work on the design plans.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – City executed LAP Agreements were sent to FDOT for final execution, the design contract was approved at the April 2 City Commission meeting.
 - Nova Community Park Underground Electric Utilities – The Consultant has re-submitted 100% plans, staff is reviewing. Scheduled for the May 7 Commission meeting for approval to bid.
 - The Casements North Side Improvements and Carriage House – Design is in process for the drainage improvements. The Casements Guild has selected the architect for the carriage house expansion and a Work Authorization has been issued and design is in progress.

- 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 – Staff will be including this work in the upcoming CIP update for inclusion in the budget for next FY.
- Fleming Avenue Stormwater Pump Station – Staff and the Consultant met with FDOT and St Johns River Water Management District for permit pre-application meetings, and to discuss any concerns they may have.
- Downtown Landscape Renovations – Design is in process for the landscape renovations for Fortunato Park, Rockefeller Gardens, Birthplace of Speed Park, the Granada Beach Approach & Granada Blvd. median landscaping east of Orchard Street.
- Landscape Renovations - Design is in process for the landscape renovations for Andy Romano Beachfront Park, Senior Center, Nova Community Park, Riviera Park, South Ormond Neighborhood Center & the Cardinal Beach Approach.
- 56 North Beach Street – The City met with the Consultant to discuss the scope of the project. The Consultant's architect and interior designer have taken measurements for the preparation of the 3D model for renovations and space planning of the existing sanctuary building.
- Police Station/EOC Relocation Study – The kickoff meeting for the study was held and the consultant is preparing the background information and investigating potential sites.
- Departmental Activities
 - Continued to prepare for storage of non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Located and provided Fire Station 92 plans per IT request.
 - Located and provided PDF copies of WTP electric plans and SONC electric plans for Economy Electric.
 - Updated FAA permits for OBSC sports field lighting project.
 - Created 5 year road resurfacing & micro-surfacing exhibit maps for CIP preparation.
 - Modified 32 Ocean Shore Blvd. water valve replacement FDOT permit plans, per Utilities Division request.
 - Modified Cassen Park Bait House/Restroom exhibit map, per Project Manager's comments.
 - Modified Downtown Sidewalk Improvements Phase 1 exhibit map.
 - Completed sight triangle stakeout at Hand Avenue & Orchard Street, per Neighborhood Improvement Division request.
 - Researched and provided utility drawing as-builts for SR A1A North of Granada Blvd., per Utilities Division request.
 - Researched and provided as-built drawings of the aeration and scrubbing systems at the WTP, per Plant Operator's request.
 - Completed Tree-in-the-Right-of-Way locate at the South West corner of Granada Blvd. and North Orchard Street, per Neighborhood Improvement Division request.
 - Provided available utilities exhibit map for 1662 North US1, per Consultant's request.
 - Researched old files and provided sketch and legal description of the OBSC to include the proposed new NCAA Division 1 Field location, per Grant Coordinator's request.
 - Provided legal description of partial easement vacation for 69 Apian Way, per Planning Department request.
 - Completed Tree-in-the-Right-of-Way locate at 580 South Ridgewood Avenue, per Neighborhood Improvement Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete work on Pine Trl Circle
- Pulled cones, forms & backfilled dirt on 700 block of N Beach St

- Ripped out sidewalk & formed up at Pathways School
- Concrete work at Riviera Park

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 over ROW on Moreland/Forest Hills; Vanderbilt/Forest Hills
- Trimming on S Center St

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, 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

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
- Reinstalled stop sign & post on Riverside Dr
- Reinstalled new pedestrian crossing signs & plaque on Lucky Dr

Stormwater Maintenance

- Locates, basins inspected & cleaned citywide
- Reachout in FDOT ditches; US1
- Pipe repair/replacement on 300 block of Forest Hills Blvd

Street Sweeping/Streetsweeper (4 days)

- 122 miles of road cleaned
- 32 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,021
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 7,333 gallons unleaded, 3,749 gallons diesel
 - Fuel used in one week: 2,221 gallons of unleaded and 716 gallons of diesel.
 - Fleet completed 49 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Ground breaking ceremony was held on April 18.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Progress meeting scheduled for May 3. New FP&L utility transformer installation scheduled for May 6.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Reviewing 95% plans and specs.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Tomoka Meadows LS construction scheduled to start April 29.
 - SCADA Integration Services RFP – Final lift station, reuse, tanks and pumps testing scheduled for April 23 through April 25.
 - Shadow Crossings Reuse Pump Facility Upgrades – Reviewing 60% plans and specs.
 - WTP Elevated Water Tank Rehabilitation – Exterior blasting and painting scheduled for completion May 3.
 - WTP LPRO Membrane Replacement – Membrane delivery scheduled for June 10.
 - WTP Lime Slaker and Sodium Hypo Upgrades – The contracts are being prepared for contractor's signatures.
 - 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 – Influent Pump VFD #2 is being programmed and tested. VFD #1 and #3 installation will commence when Pump #2 VFD is fully commissioned and in service.
 - WWTP Sludge Dewatering Improvements – The contracts are being prepared for signing by the contractor.
 - WWTP Operating Permit Renewal – Permit is scheduled to be submitted for final review by April 26.
- SPRC Projects (Utilities Review)
 - 221 Vining Court, Salty Church – Reviewed plans and provided comments.
 - 100 West Granada Blvd, The Pumphouse – Reviewed plans and provided comments.
 - 1246 West Granada Boulevard Drive-thru Restaurant Special Exception – Reviewed plans and provided comments.
 - ROW Vacation (Stor-It) Partial Gowers & Magnolia – Reviewed and approved plans.
 - 125 E Granada, Starbuck's – Field coordination meeting was held on April 24. The Ocean Shore Blvd 2" water main tap FDOT permit has been submitted for approval.
 - 1160 North US HWY 1, RV Storage Facility – Received plans for review.
 - 1190 Ocean Shore Boulevard, Dunkin' Donuts Utilities Renewal – Received plans for review.
 - 99 Portland Street, Stor-It Boat & RV Center, Phase 2 – Received plans for review.

Water Treatment

- Delivered 43.78 million gallons for the week ending April 19, 2019 (6.25 MGD).
- Backwashed 10 filters for a total of 502,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 31, 2019 @ 6.564 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 33.81 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.78 MGD.

- Produced 33.78 Million Gallons of Reuse.
- Produced 0.025 Million Gallons of Surface Water Discharge. Discharge to the river was due to a power blip during the storm on April 19. Staff had to reset process equipment and effluent transfer pumps to redirect flow to the reuse storage tanks.
- 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 151.42 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 11 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to and/or repaired 9 water service leaks.
- Replaced 3 residential water meters per Finance work orders.
- Installed 5 new residential water services.
- Replaced 12 broken meter boxes.
- Replaced 6 water services due to low pressure or leaks. Three casing were installed for water services under roads.
- Performed maintenance activities on 21 fire hydrants on the beachside.
- Performed pressure testing on 8 & repaired 1 City owned BFP devices.
- Performed accuracy tests on a 4" & 3" commercial water meters. All tested accurate. Scheduled 4 commercial meters for testing.
- Located a water service per a Finance Dept. work order.
- Performed 7 BFP pressure tests. One of which needed repair.
- Performed a shut down at 2390 Ocean Shore Blvd. for Wiginton Fire Systems to replace the fire line backflow preventer.
- Performed valve maintenance activities on 12 valves.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 127 regular and 1 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 5 reuse trouble calls.
- Shop maintenance 35 Breakaway Trail
- Located PEP system and reuse at 57 Tomoka Ridge Way
- Follow up trouble call at 2 Fawn Pass Way. Installed and rewired PEP pump.
- Follow up at 32 Shadow Creek Way. Rewired PEP pump
- Checked depression at 725 S. Yonge St. Customer issue depression is back of bldg. In County no sewer available.
- Located PEP system and reuse at 2 Foxbrow Look.
- Follow up call at 49 Coquina Ridge Way. TV'ed C/O into tank no issue found.
- Follow up TV at 38 Woodland Ave. Heavy roots at 90. Cleaned with Harban.
- TV'ed lateral at 1100 W. Granada Blvd. (Wells Fargo). Line looks good.
- TV'ed 4 laterals at 38 S. Halifax Dr. (St. James Episcopal Church). All services look good.
- Follow up TV at 1030 N. Beach St. heavy roots, cleared with Harban.
- Repaired and raised C/O hit by stump grinder at 94 Hay Bale Trail.
- Follow up to burnt out roots at 1030 N. Beach St.
- Follow up TV at 131 Wilmette Ave. Cleared roots from line.
- Follow up TV at 3 Lake Meadow Way. Line is free and clear.
- Closed reuse to Oceanside and Tomoka Oaks GC ponds.
- Made adjustments to reuse distribution system due to low tank levels.
- Located, marked and TV'ed lateral at 677 Ocean Shore Blvd.

- Installed new PEP pump, rewired system, replaced alarm float and alarm components in control box at 25 Circle Creek Way.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 3 psi, Ocean Mist Hotel 0 psi, Ormond Mall 6 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 20 psi, Westland Run 25 psi & Shadow Crossing Blvd. (4 inch) 12 psi.

Wastewater Plant – Lift Stations

- SCADA Terminal – Reboot, tested by simulating failure at known working station 11M.
- Sandy Oaks, grounds keeping, trimmed trees over wet well and cabinet.
- SCADA – Reboot and tested, ok.
- Influent Room, oversaw transfer of pump positioning status pump #3 won't prime, pulled automatic air release valve to clean, re-installed and tested, ok.
- Influent #2, scheduled start up of new VFD, Pump #2 would not prime, pump was air locked raised wet well level and purged air from pump, awaiting PLC programming to place the VFD into automatic service.
- Influent #3, still won't prime, pulled automatic air release valve to clean, reassembled and re-installed, tested, ok
- 13M, uneven run hours at local time clocks, deragged #2 check valve, ok.
- 8M2, found bypassing at check valves, deragged both check valves, ok.
- Sand Filter #2, made temporary repair to damaged electrical cable, ordered replacement cable and will install when received.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 8P, phase loss, no high leg at 3 phase power, contacted FPL for repairs, supported with generator during repairs; 8P - Called by FPL foreman on site, follow up from earlier call out, repairs completed, checked station, end support of outage, ok; Multiple Stations, 5P, 4P, 1M, CG, SO, 6M, AYO, phase loss, each station powered back up on arrival, all calls weather related, ok; 8M3, phase loss, found power down, power was restored without further incident, ok.
- SCADA monitor/response: Deer Creek, no starts #2, found #2 motor starter bad, replaced contacts and returned to service; 7M1, high starts, clean Probe, ok; 4M1, 7M, 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 Bypass pump; Final Tanks Bypass pump; deragg Submersible Aerator #1 South.
- Monthly Plant PM's: Carousel Surface Aerators, #1N, #1S; Swing Zone Blowers, #1, #2; Effluent Transfer Pumps, #1, #2, #3; Influent Odor Control Unit; R.A.S. Pump, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2.
- Quarterly Plant PM's: Bar Screens, #1, #2.
- Lift Station PM's: 10 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Clari-Cones, grit flushed lines, ok.
- Melrose re-use, replaced flow meter battery, sealed wiring entry locations with silicone.
- 12% chlorine storage tank, leak identified at flange connection, new gaskets required for repair, will install when received.
- 16" distribution line, Installed pressure sensor connection at Rosemont equipment rack.
- Backwash control cabinet, CEC controls on site to troubleshoot backwash programming, PLC control card identified as faulty, will order replacement card and install when received.
- Lime Silo dust arrestor, not working, ground level on/off switch not operational, replaced with new weather proof unit, ok.
- Finished water line, replace bad air relief valve, ok.
- Lime Slurry pumps 1 & 2, lubricate as needed.
- Operational check: Standish booster station
- PM's: Rima wells 35, 36, 37, 38.

Utilities Regulatory Activities

- WWTF Permit Renewal – Staff is providing the City's consultant with additional information to add to the permit renewal application.
- 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.
- Backflow Device Testing – Staff fields questions and assists commercial potable water customers with the backflow compliance testing. Also, staff continually updates the City's backflow database to ensure accuracy.
- Industrial Pretreatment Program – Staff is guiding a permitted user with their compliance issue. The permittee is performing extra IPP sampling to ensure compliance.
- Sewer Collections Overflow – Staff submitted an incident report to the FDEP concerning a Sanitary Sewer Overflow (SSO) which occurred on April 18. Staff responded to the SSO in the morning and recovered a large percentage of the spill and mitigated the remaining area. The incident was reported as required by rule.

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
- City Clerk attended Claims Committee Meeting
- Staff attended OpenGov Training
- Staff attended and provided support for April 24, 2019, Budget Advisory Board Meeting
- Agenda packet preparation for May 7, 2019, City Commission Meeting