

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 3, 2019

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with various members of senior staff
- CIP meetings with departments
- Reviewed agenda packet

Spoke to, attended and/or met with:

- Third Annual Donut Dash held by Ormond Beach PAL
- Senior staff and Doug Thomas regarding recreation budget priorities
- Meet and greet with new Palm Coast City Manager Matthew Morton. Team Volusia Finance and Audit Committee meeting

Community Development

Planning

- The Monthly Development Report for May has been completed and is at <https://www.ormondbeach.org/247/Development-Projects>.
- 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 met and approved two applications:
 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.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 378 inspections performed within the City (67 by Private Provider)
- 148 permits issued within the City, with a valuation of \$11,025,210

Development Services

- There was no Site Plan Review Committee meeting this week.
- Projects under SPRC review include:
 1. 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.
 2. 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.
 3. 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.
 4. 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.
 5. 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.
 6. 221 Vining Court, Salty Church. 3rd submittal. Construction of a new 11,585 square feet building and site improvements.
 7. 1535 North US Highway 1, Dunkin Donuts. 3rd submittal. Demolition of existing gas station and construction of a Dunkin Donuts coffee shop building with drive thru and associated site improvements.
 8. 27 Broadriver Road, Broadriver bridge work. 2nd submittal. Bridge repair of decking for the Broadwater subdivision bridge.
 9. 373 Forest Hills Boulevard lot split. 1st submittal. Subdivision of one lot into two lots.
 10. 5 River Bluff Drive, Easement Release. 1st submittal. Easement release on the rear property line to allow construction of a pool.
 11. 1401 Oak Forest Drive, partial easement release. 1st submittal. Partial utility easement release to allow construction of a wall.
- Below is the construction status of projects under construction:

Project	% Complete
8 Coolidge Avenue Warehouse	5%
589 South Yonge Street	98%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
Cardinal Drive Beach parking	85%
Chase Bank	35%
Cypress Trails subdivision	72%
Granada Pointe	98%
Huntington Green	15%

Huntington Villas	25%
Independence Recycling of Volusia	95%
Lucky's Market	95%
Ormond Beach Surf Style	15%
Ormond RC, Building 1C	55%
Pineland	60%
Security First	80%
Shoppes on Granada, Phase 2	85%
Starbucks @ Granada Plaza	75%
Thomas & Betts parking improvements (Phase 1)	90%
Volusia Memorial Mausoleum	80%
WaWa	15%
Love's Travel Store	0%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 sf permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.

- Airport Business Park
 - Concentrated Aloe is completing construction on their 40,000 sf manufacturing plant on Lot 2.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff, 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 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.

- 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. The City has been working diligently with the State to obtain reimbursement.
 - FEMA assessment, project planning and project worksheet development for hurricane Irma continues. 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 64 Journal Entry Batches.
 - Approved 22 Purchase Requisitions totaling \$667,626.45.
 - Issued 23 Purchase Orders totaling \$209,281.75.
 - Prepared 93 Accounts Payable checks totaling \$140,515.78 and 27 Accounts Payable EFT payments totaling \$236,135.91.
 - Issued 627 past due notices on utility accounts.
 - Auto-called 100 utility customers regarding receipt of a past due notice.
 - Processed 392 payments through Interactive Voice Response System totaling \$43,199.98.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.15 million dollars.

Grants/PIO

- Press Releases
 - Little Learners: Butterfly Program (5/10; 10 AM)
 - Snakes (5/11; 10 AM)
 - Mother's Day Crafts (5/11; 2 PM)
 - Walking with the Manager (5/10; 8 AM, EDC)
 - Lane Closure – South Beach Street (May 6 – June 3)
- 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 Social Media Training.
 - Completed May 2019 Employee Newsletter.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Responded to technical review comments to the City's VOCA grant request and updated information as required.

- Attended preconstruction meeting for roof replacement with assistance of CDBG funding for Ormond Beach Housing Authority units.

Risk Management Projects

- Mayor's Health & Fitness Challenge activities
- Attended clinic orientation for WC services
- Attended pre-trial conference for WC claim
- Handled subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 5
 - Hazardous: 5
 - EMS: 80
 - Motor Vehicle Accidents: 6
 - Public Assists: 41
 - TOTAL CALLS: 140

 - Aid provided to other agencies: 11 Calls – Daytona Beach (5), Volusia County (6)
 - Total staff hours provided to other agencies: 23
 - # of overlapping calls: 44
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 64
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 371
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- Training Hours
 - NFPA 1001: Firefighting 60
 - NFPA 1002: Driver 48
 - NFPA 1021: Officer 48
 - NFPA 1500: Safety/Equipment 44
 - EMT/Paramedic 18
 - TOTAL TRAINING HOURS: 218

 - Station Activities
 - Updated 7 pre-fire plans
 - Conducted 6 fire inspections

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Human Resources)
 - Firefighter/EMT (Fire)
 - Police Officer (Police)
 - Summer Camp Counselors (Leisure Services)
 - Utilities Engineer (Public Works)

 - Applications Under Review
 - Maintenance Worker II (Streets/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)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Tradesworker (Building Maintenance/Leisure Services)

- Interviews Scheduled
 - Public Information Officer
 - Summer Camp Counselors
- Background/Reference Checks/Job Offers
 - Maintenance Worker II (Wasetwater Collection Re-use/Public Works)
 - Police Officer (Police)
 - Summer Camp Counselors (Leisure Services)
- Separations
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
- Employee Events
 - Blood Drive at City Hall 6-24-19
 - 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

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: 29
 - Completed: 55
 - In progress: 36
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 61,949
 - Inbound E-Mails Blocked: 43,015
 - Delivered Inbound E-Mails: 18,934
 - Quarantined Messages: 2,185
 - Percentage Good Email: 30.6%
 - Virus E-Mails Blocked: 1
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 6
 - Corrections: 0
 - Map/Information Requests: 13

- 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: 51 : Total in system = 23,733; 22,9223 potable, 799 Irrigation, 11 Effluent

Leisure Services

Administration

- Supervisory staff meeting
- Public Works meeting
- Park visits
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Meeting regarding PAC building improvements
- CIP Review Meeting
- CIP Recreation and Facilities Meeting

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Environmental Discovery Center

- Social media updates
- City website updates
- City calendar updates
- EDC attendance last week: 138
- Tours were given as needed on Saturday and Tuesday through Friday.
- A birthday party was held in the EDC Classroom on Saturday from 11 am to 1 pm.
- EDC Volunteer and UF Master Beekeeper apprentice Jack Dunlop gave a honey bee program in the EDC Classroom on Saturday from 2 pm to 3 pm.
- 70 students from Osceola Elementary School's first grade class took a Sensory Explorations field trip at the EDC on Tuesday from 10 am to 12:30 pm.
- An Outdoor Nature Yoga class was held on the EDC grounds on Wednesday from 9 am to 10:30 am.
- Florida Public Archaeology Network held an Archaeology Works: Shells program on Thursday from 11 am to 12 pm.
- The EDC volunteer meeting was held in the EDC classroom on Thursday from 4 pm to 5 pm.
- Kevin Gray, Public Works Operations Manager, held a recycling program in the EDC classroom on Friday from 10 am to 11 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 Fields 2 and 3 at 3:30 pm and 4:30 pm. The baseball game was held on Wednesday at 4:00 pm.
- Calvary Christian Academy soccer game held on Monday at 4:30 pm this week.

- 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.
- 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 areas 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 fields
- 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 is preparing to host the following event over the weekend:
 - CMT presents Pinocchio and Bye Bye Birdie on Friday from 7 pm to 9:30 pm; Saturday from 7 pm to 9:30 pm; and Sunday from 1 pm to 3:30 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
- Staff is preparing for summer camp
- Staff is working on spring cleaning
- Jazzercise Monday evening
- 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

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended one-on-one meeting and staff meeting
- Art in the Park – set up, work, tear down and cleanup of the event
- Planning of 2019 events in the months of May through July
 - Forest Hills Trail Ribbon Cutting
 - Memorial Day Remembrance Rehearsal and Service
 - Fred Costello Amphitheater Dedication Ceremony
 - Rick Boehm Girls Softball Field Groundbreaking
 - Reel in the Fun Fishing Tournament
 - Independence Day Celebration

- Summer Sounds Concert Series

Gymnastics

- Registration is open for May session
- May session in progress
- Team girls are preparing for State Competition in May
- Open Gym, Friday, May 3rd

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.
- Pilates took place on Monday and Wednesday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.
- A wedding was held at Bailey Riverbridge on Sunday from 11 am to 1:30 pm.
- Ormond Art Guild exhibit strike on Monday from 8 am to 12 pm.
- Girl Scouts' exhibit on Friday from 8 am to 12 pm.
- Missing Peace meeting at Bailey Riverbridge took place on Tuesday from 4 pm to 5 pm.
- Ormond Beach Garden Club met on Wednesday from 9 am to 12 pm.
- Chamber Leadership meeting was held on Thursday from 8 am to 12:30 pm.
- Art in the Park will take place on Saturday from 10 am to 5 pm and on Sunday from 10 am to 4 pm.

Parks Maintenance

- Citywide inspection of parks
- Inspected pavilions and posted reservations
- Assisted with benches installed at Ormond Memorial Garden
- Replaced two parking curbs at Cassen Park
- Secured trash totes at Limitless Playground
- Arbor Day tree delivery of 21 trees to seven schools
- Replaced two trash receptacles at Sanchez Park
- Installed cutting board at Cassen 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
- Repaired bathroom faucet at soccer fields
- Replaced ceiling tile at Nova Community Center.
- Repaired lights at Ames
- Repaired walking trail lights and guide wire at SONC
- New hot water tank hook up at Sports Complex
- Checked outlets at Ormond Memorial Gardens

- Ice machine maintenance at Senior Center
- Replaced refrigerator at Senior Center
- Repaired water wheel at Rockefeller Gardens
- Repaired concrete wall at Nova concession stand
- Completed bird shelf at EDC
- Repaired toilet at SONC
- Repaired water leak in wall at Nova concession stand
- Installed new hot water heater at soccer concession
- Replaced hose bib at Andy Romano Beachfront Park splash pad
- Repaired water leak outside City Hall

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff participated in a Police vs Fire softball game in Daytona
- Staff hosted a Public Crime View
- Staff hosted the Unity in the Community event
- Staff attended the Urban Surf 4 Kids Jump with a Cop event
- Staff read to children at Care Bear Cottage
- Staff attended Donut Dash 5k

Community Outreach

- Youth Director Council (YDC)
Six (6) members of the YDC stuffed the goody bags for the Donut Dash 5K last Thursday. Two (2) members assisted with pre-registration for the race from 3:00 – 6:00 pm Friday, April 26. YDC members manned the fruit station, helped hand out medals, gave water at the finish line and helped clean up during the Donut Dash 5K held at the Trails Shopping Center Saturday April 27 from 7 – 10:30 am.
- OBPAL Basketball
Practice was held for the boys' basketball teams on Monday and Friday last week. Twenty-three boys attended practice at the South Ormond Neighborhood Center. On Wednesday, sixteen girls attended practice at the South Ormond Neighborhood Center. Thirty-six players from the boys' and girls' basketball teams played in scrimmage games with members of the Ormond Beach Police Department during Unity in the Community on Friday, April 26, 2019.
- OBPAL Educational Programs
 - R.E.A.D. (Reading, Exploration, Adventure and Discovery) program continues at Ormond Beach Elementary School. Classes are offered Tuesday and Thursday after school for children in grades 3, 4 and 5. The second grade program is held on Wednesdays after school at Ormond Beach Elementary. Last week, 19 students participated in the program.
 - Reading with a Cop
Detective Ryan Milhako was the guest reader for Reading with a Cop Wednesday, April 24, at 2:30 pm at the Ormond Beach Library. Nine students participated in the program. This month's theme was Earth Day.
- OBPAL Third Annual Donut Dash 5K
Two-hundred and thirty-two runners registered for the Third Annual OBPAL Donut Dash 5K held Saturday, April 27, 2019, at the Trails Shopping Center. Krispy Kreme provided donuts at the beginning, middle and end of the race for runners/walkers of all levels. Due to the generosity from our community sponsors and runners, OBPAL raised \$11,300 to support athletic and educational youth programs. Thank you to the Ormond Beach Police Officers who kept the course safe for our runners and the Ormond Beach Fire Department for providing first-aid and emergency services for the race.

Community Services & Animal Control

- Animal Calls responded to: 79
- Animal Reports: 1
- Trap Neuter Release: 0
- Animal Bites: 1
- Animals to Halifax: 18
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 6
- Inactive: 3
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 7
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 2
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 2
- Suspicious Incident: 0

Records

- Walk - Ins / Window: 89
- Phone Calls: 118
- Arrest / NTA'S: 18
- Reports Generated: 117
- Reports Entered: 100
- Citations Issued: 67
- Citations Entered: 47
- Warnings Entered: 28
- Trespass Warnings: 14
- CORF Entered: 22
- Mail / Faxes / Request: 39

Patrol

- Total Calls: 1,320
- Total Traffic Stops: 164

Operations

Crime Opportunity Report Forms: 22

04/24/2019

- Narcotics Arrest, 11 Fisherman's Circle # 8 (Fisherman's Landing). Subject called to report that someone was trying to break into the home. When officers arrived, there was cocaine in plain view all over the place.

- Trespass Arrest, 55 North Nova Road (Alliance Church). Subject returned to the property after warning.

04/25/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed an item in a bag and attempted to leave the store.
- Larceny, 100 East Granada Boulevard. A briefcase was stolen from a workspace.
- Larceny, 100 Hamilton Circle. License plate was stolen overnight.
- Larceny, 715 South Nova Road (Self Wash). Victim left a cell phone in the business and it is now missing.
- Carbreak, 955 South Nova Road. Unlocked vehicle was entered overnight. A wallet was stolen.
- Warrant Arrest, 298 Tomoka Avenue. Subject with a warrant was contacted at this address.

04/26/2019

- Burglary Residence, 236 South Ridgewood Avenue. Subject entered the home and stole jewelry.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items in a purse and attempted to leave the store.
- Carbreak, 368 South Orchard Street. Entry was made by breaking a window. A radio was stolen.
- Battery/Domestic Violence Arrest, 24 Ocean Shore Boulevard (TGI Fridays). Subject battered the victim during an argument.
- Warrant Arrest, 741 Calle Grande Street. Subject with a warrant was contacted at this residence.

04/27/2019

- Shoplifting, 1340 West Granada Boulevard (Lowes). Subject was caught on camera walking out with Dewalt tools.
- Stolen Bicycles, 220 North Nova Road (Publix). Juveniles parked their bicycles in the foyer. Two (2) subjects entered the store and walked out with them.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Carbreak, 1094 John Anderson Drive. Entry was made by breaking a window. A backpack was stolen.
- Carbreak, 72 Sandcastle Drive. Subject attempted to enter a locked vehicle but left prior to making entry.
- Stolen Vehicle, 1521 West Granada Boulevard (Wal-Mart). Known person stole the victim's vehicle while the victim was inside the store.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Two (2) juveniles attempted to leave the store without paying for items.
- Larceny, 741 Calle Grande Street. Subject stole a check and attempted to cash it at an Amscot.
- Carbreak, 43 Sandcastle Drive. Unlocked vehicle was entered and an iPad was stolen.
- Battery Arrest, 185 East Granada Boulevard (Granada Plaza). Transient was found sleeping in the plaza and had previously been issued a trespass warning. When making the arrest, the subject kicked the officer.
- Narcotics Arrest, 1000 Block Ocean Shore Boulevard. Two (2) subjects were stopped in a vehicle and arrested for possession of narcotics.

04/28/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects were caught taking items. One fled on foot but fell and was caught. The other remained on scene and was also arrested.
- Larceny Arrest, 24 Sugarberry Circle. Known subject stole the tag lights from a vehicle.
- Battery/Domestic Violence Arrest, 131 Pergola Place. Subject battered the victim during an argument by shoving the victim.
- Battery/Domestic Violence Arrest, 421 Arroyo Parkway. Subject grabbed the victim and shoved the victim down during an argument.

- Traffic Arrest, 10 Arrowhead Circle. Subject fled from officers during a traffic stop. The subject pulled into the residence driveway and gave up.

04/29/2019

- Aggravated Assault, 106 Knollwood Estates Drive. Two subjects were in a verbal argument and one person displayed a firearm. Officers are investigating with a photo lineup.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject with a warrant was contacted at the store.

04/30/2019

- Assault/Domestic Violence Arrest, 450 Tomoka Avenue, Unit 216. A juvenile threatened a family member with a knife during an argument.
- Stolen Vehicle, 640 North Nova Road. A scooter was stolen overnight from the parking lot.
- Burglary Residence, 22 Byron Ellinor Drive, Unit B. Known suspect entered through an unlocked window and stole a bicycle.
- Warrant Arrest, 77 Ellsworth Avenue. Subject with a warrant was contacted at this address.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 22
 - Number of Uniform Traffic Citations Issued: 21
 - Number of Written Warnings Issued: 6
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 2
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 6 Cases initiated
- 9 signs have either been removed or sign cases created.
- 19 tree removal permit requests
- Administrative staff assisted with six (6) walk-ins and eighty-five (85) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff has received approval from the FAA following their review of a proposed avigation easement agreement that has been developed as part of the design phase of the Runway 9/27 and Taxiway Alpha extension projects. Staff is now working with the airport's consultants to develop additional documentation needed to proceed with the easement acquisition process.
- Staff completed work with Hoyle, Tanner & Associates, Inc., to compile and publish the final addendums for Bid No. 2019-23, which is for the construction phase of the Runway 9/27 and Taxiway Alpha extension projects.
- Staff has received a draft agreement from the Lake Swamp Mitigation Bank for the purchase of mitigation bank credits to offset wetland impacts for the Runway 9/27 and Taxiway Alpha Extension projects. Mitigation of wetland impacts will be required for permits from both the St. Johns River Water Management District and the U.S. Army Corps of Engineers.

- Staff has been advised that Hoyle, Tanner & Associates, Inc., is in the process of finalizing the as-built drawings for both the Runway 9/27 Rehabilitation and Heliport Site Improvements projects.
- Staff has received the final draft of the airport's security assessment report, which is a product of the Florida Department of Transportation's General Aviation Security Assessments project. Staff will use the assessment report to help plan future security enhancement projects 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 ribbon cutting ceremony is scheduled for May 14 at 7:20 am.
 - MacDonald House – Staff is finalizing a presentation showing the work completed and the projected work to complete repairs of the outside.
 - Fishing Pier Repair – The pier was opened last week with the only remaining item to complete being the installation of the light fixtures. Delivery and installation are expected in May.
 - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contractor has installed all of the 12-inch WM and needs to make final connections prior to testing and clearing the WM for service. 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 – A pre-construction meeting is scheduled for May 14.
 - Force Main Repairs – A pre-construction meeting was held, and the contractor has been given a Notice to Proceed. Work will begin in the area of Spanish Waters and A1A.
 - Breakaway Trails Storage and Pumping Improvements – A Notice to Proceed was issued April 29, staff has reviewed value engineering proposals from McMahan Construction.
 - Bidding
 - Cassen Park Public Dock and Breakwater – The bid was awarded at the March 21 CC meeting. A preconstruction meeting is scheduled for May 23.
 - 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 CC 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.
 - Nova Community Park Underground Electric Utilities – The consultant has re-submitted 100% plans, staff is reviewing. Scheduled for the May 7 CC meeting for approval to bid.
 - 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 submitted final plans and staff is preparing the documents for advertisement for bidding.
- 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 – Executed LAP agreements and Notice to Proceed have been received from FDOT, staff is scheduling a project kickoff meeting with the consultant.
- 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 – Comments were provided to the consultant on the proposed scope of 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 – Preliminary modeling, design and survey are underway.
- 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.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 2 Sunshine Blvd. directional bore, per AT&T request.
 - Completed sketch and legal description for partial easement vacation at 9 Nottingham Drive, per Planning Department request.
 - Completed Trees-in-the-Right-of-Way locate at 717 North Halifax Drive, per Neighborhood Improvement Division request.
 - Completed centerline of ditch stakeout at 1480 North US1, per Stormwater Division request.
 - Completed topographic survey of stormwater structures and surrounding areas at 293 Melrose for upcoming pipe replacement project.
 - Completed elevation survey at 130 Pine Cone Trail to determine flow of stormwater direction, per Stormwater Division request.
 - Completed elevation survey along existing storm piping at 482 South Beach Street, for proposed inlet location.
 - Located and provided copies of the SONC Electric plans, per Economy Electric request.

- Prepared additional FAA permits for the OBSC sports field lighting project.
- Created an exhibit map of the ditches in the Capri Circle and South Beach Street area.
- Modified Ground Water Disturbance Map for the Wilmette Pump Station project, per Project Manager's request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Asphalt patch in Forest Hills; on S Halifax; on Loyola & Harvard; on Marvin & Harvard
- Pulled forms & cleaned up at Pathways School
- Concrete work on Tiffany Cir
- Concrete patch on Peruvian Ln; ground sidewalks
- Concrete pour at Central Park III

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 where needed on Santa Fe Ave, S Center St, Selden Ave, Nottingham Dr., and low limbs over roadway at Old Tomoka/SR40
- Cleaned up downed tree at Stonehaven/Main Trl

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
- Load cones on trailer at PWC
- Load recycle onto truck at PWC/Streets Dept
- Trimmed for view of stop sign at N Halifax & John Anderson Dr

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
- Installed "Pedestrian Crossing Ahead" plaque on Lucky Dr
- Replaced various Stop & Speed Limit signs on S Washington St

Stormwater Maintenance

- Basin repair at 200 block of Ormond Parkway; Princeton & Harvard
- Locates, gates & pumps citywide
- Reachout/ditch mowing on US1, Airport Rd, Arroyo Parkway
- Road repair on Harvard
- Pipe repair at Marvin & Harvard
- Pipe replacement at Princeton & Harvard

Street Sweeping/Streetsweeper

- 154 miles of road cleaned

- 28 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: 5
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 13,637 gallons unleaded, 10,227 gallons diesel
 - Fuel used in one week: 2,137 gallons of unleaded and 976 gallons of diesel.
 - Fleet completed 46 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Staff is reviewing value engineering items submitted by the contractor.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Progress meeting scheduled for May 3rd. New FP&L utility transformer installation scheduled for May 6th. Project 80% complete.
 - 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 started April 29th.
 - SCADA Integration Services RFP – Final lift station, reuse, tanks and pumps testing completed April 25th. Star Controls working with Trihedral for alarm messaging.
 - Shadow Crossings Reuse Pump Facility Upgrades – Reviewing 60% plans and specs.
 - WTP Elevated Water Tank Rehabilitation – Exterior blasting and painting scheduled for completion on May 10th due to days lost to high winds.
 - WTP LPRO Membrane Replacement – Membrane delivery scheduled for June 10th.
 - WTP Lime Slaker and Sodium Hypo Upgrades – Contract awarded to Odyssey Manufacturing at the April 2nd City Commission meeting. Contractor is scheduling work and mobilizing.
 - 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 testing is complete. Contractor has scheduled Emerson Controls for PLC programming. VFD #1 and #3 installation will commence when Pump #2 VFD is fully commissioned and in service.
 - WWTP Sludge Dewatering Improvements – Contract was awarded to SGS Contracting Services at the April 2nd City Commission meeting. Contractor is scheduling work and mobilizing.
 - WWTP Operating Permit Renewal – Permit has been updated by the consultant and is under final review, \$5,000.00 check to the Florida DEP is required.
- SPRC Projects (Utilities Review)
 - 125 E Granada, Starbuck's – The Ocean Shore Blvd 2" water main tap FDOT permit has been submitted for approval.
 - 101 East Granada Boulevard, Lucky's Market – Lift Station startup was held on April 29th.
 - 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.
 - 9 Nottingham Drive, partial easement release – Received plans for review.
 - 221 Vining Court, Salty Church – Received plans for review.
 - 5 River Bluff Drive, Easement Release – Received plans for review.

- 1401 Oak Forest Drive, partial easement release – Received plans for review.
- Lynnhurst Drive Sanitary Sewer Replacement – Received plans for review.

Water Treatment

- Delivered 41.56 million gallons for the week ending April 26, 2019 (5.94 MGD).
- Backwashed 11 filters for a total of 579,000 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.
- Contractor working on Plant Elevated Tank.

Wastewater Treatment

- Domestic and Industrial Wastewater flow was 31.79 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.54 MGD.
- Produced 31.79 Million Gallons of Reuse.
- Produced 0.00 Million Gallons (NOD) of Surface Water Discharge.
- 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 160.27 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 11 calls for water service leaks.
- Responded to and/or repaired 9 water service leaks.
- Replaced 4 residential water meters per Finance work orders.
- Installed 5 new residential water services.
- Replaced 13 broken meter boxes.
- Replaced 7 water services due to low pressure or leaks.
- Performed maintenance activities on 19 fire hydrants on the beachside.
- Performed pressure testing on 9 and repaired 4 city owned BFP devices.
- Performed accuracy tests on one 1½", three 2", one 3" and one 8" commercial water meters. All tested accurate. Scheduled 5 commercial meters for testing.
- Located a water service per a Finance Dept. work order.
- Activated new 6" water main and deactivated existing 6" water main at 125 E. Granada Blvd.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 138 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 2 in the conventional system service area. Responded to 8 reuse trouble calls.
- Adjusting reuse system to maintain tank levels during Bioassay.
- TV'ed lateral at 67 Hernandez Ave. Dip in line holding water, otherwise good.
- TV'ed lateral at 382 McIntosh Rd. Line is clear and flowing
- Opened reuse at 243 Wedgewood Cir.
- Located, cleaned out and exercised valves on reuse system for bioassay shutdowns.
- Repaired C/O at 10 Cypress Hollow Trail
- Replaced and rewired PEP pump at 3 Pine Hollow Way.
- Turned on reuse at 2 & 4 Mystic Lake Way after customer made repairs.

- TV'ed lateral at 44 S. St Andrews Dr. Line is clean and clear.
- Located reuse connection at 91 Dawn Dr.
- Checked odor complaint at 55 N. Washington St
- TV'ed lateral at 93 Cumberland Ave. Cleaned line to remove roots.
- Replaced and rewired PEP pump at 20 Huntmaster Ct.
- Follow up of reported reuse leak at 52 Levi Ln. Appears to be ground water runoff.
- Met with contractor to locate reuse valve at 1 Crooked Bridge Way.
- Replaced PEP pump and panel box at 47 Black Pine Way.
- Located reuse connection and controlling zone valve at 16 Creek Bluff Way.
- Assisting in locating utilities inside Breakaway compound for tank contractor.
- Cleaned and TV'ed stub out at Spanish Waters Dr. and Marden Dr. for force main contractor.
- Removed roots and installed C/O at 363 S Halifax Dr.
- Located reuse service and attempted to locate C/O at 210 Ellicott Dr. Unable to locate, need to TV main.
- Located reuse service at 406 N. Halifax Dr.
- Located PEP system at 58 Coquina Ridge Way.
- Replaced broken PEP alarm light at 39 Clydesdale Dr.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 4 psi, Ocean Mist Hotel 0 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 14 psi, Westland Run 24 psi & Shadow Crossing Blvd. (4 inch) 11 psi.

Wastewater Plant – Lift Stations

- SCADA Terminal – Reboot, test by simulating failure at known working station 11M.
- Plant SCADA, battery backup system faulted, replaced 48 batteries, tested system, ok.
- 125 HP influent pump motor, received new motor for backup use, connected electric for heaters and placed into air-conditioned storage, ok.
- B.A.T., respond to FPL outage, ensured backup diesel pump was operational, and monitor station until power was restored, ok.
- 5P, 4P, 8P, 1M, 5M, 6M, 8M3, Castle Gate, Sandy Oaks, Arroyo Parkway, follow up from storm call out, 5M pulled pump #3 to clear debris at volute, left station in bypass while troubleshooting problem with level transducer.
- 4P, Pump #3 is assembled and in place, final connection required.
- Sludge Holding Tank #2, met with contractor to review out of service mixer and identified needed repairs.
- Tomoka Meadows, locate and exercise station isolation valves, upgrade project started 4/29.
- Il Villagio, scheduled power outage postponed by FPL, reschedule date unknown at this time.
- Reaeration Tank, pulled submersible Aerator #2 North and Aerator #1 South for monthly deragg.
- SCADA, assisted Star Controls as needed with field testing of lift stations.
- Breakaway Trails - rental Thompson portable lift station pump, fueled and tested float start system to confirm pump operation.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 5M, high level, controls in bypass mode, Pump #3 noisy operation due to debris stuck in volute. Station operating fine on Pump #1 and Pump #2 in bypass mode at this time, will pull Pump #3 during regular working hours, ok at this time.
- SCADA monitor/response: nothing to report.
- 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: Carrousel Surface Aerators, #2N, #2S;
- Semiannual Plant PM's: Carrousel Blower, #2.
- Lift Station PM's: 8 monthly performed and 2 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- RO Transfer pump #4, pump not operating, pressure switch faulted, replaced with new, ok.

- Well 5D, tree downed by weekend storms, driveway blocked and smaller branches covered well building, City Forestry responded for removal, no apparent damage.
- Melrose Re-use, meter has intermittent display problems, will get a quote for replacement unit.
- Lime Sludge, assisted Operations with pumping of sludge into tanker trucks for disposal.
- 24" finished water distribution line, removed 2 each air release valves to clean internal area, replacement of valve is needed, new valves on order.
- Well 10D, install will be scheduled after fabrication of well top is complete.
- Lime Slurry pumps 1 & 2, lubricated.
- Operational check: Rima Wells.

Utilities Regulatory Activities

- WWTF Permit Renewal – Staff is providing the City's consultant with additional information to add to the permit renewal application. The first full draft of the permit is being reviewed.
- New Backflow Device Compliance Tracking System – Staff is evaluating the merits of a new BF device tracking system. The system would work in concert with the Finance Department billing network. The system could replace the City's current vendor.
- Consumer Confidence Report (CCR) – Staff is compiling the analytical data for the CCR, as known as the Water Quality Report. The report is produced in both electronic and hardcopy forms to ensure thorough distribution to the City's potable water customers.
- 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 26. Staff responded to the SSO just after noon after a high alarm alerted them to the BAT lift station. The lift station had lost power and the backup generator batteries were dead and did not start. Fleet replaced the batteries and FPL restored power to the area. The incident was report to the FDEP as required by the WWTF operating permit.

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 meeting with Assistant City Manager
- Agenda packet preparation, creation, and distribution for May 7, 2019, City Commission Meeting
- Agenda packet preparation, creation, and distribution for May 10, 2019, Pension Boards Meetings