

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 10, 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
- Staff meeting
- Conducted CIP meetings with departments
- Conducted PIO interviews

Spoke to, attended and/or met with:

- Agenda review meetings with Mayor and Commissioners
- Rotary meeting
- Lucky's sneak peek and grand opening
- CFOB meeting
- Tiger Bay meeting
- Senior staff, and representatives from Zev Cohen, and Green Pointe LLC on possible future development projects
- Police Department annual awards ceremony
- Walk with the Manager

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 pm at the Anderson-Price building at 42 North Beach Street. The Steering Committee packet, including the public survey results is at: <https://www.ormondbeach.org/242/Downtown-CRA-District>.
- The Planning Board approved the 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. It is expected that the ISBA agreement would be presented to the City Commission on July 30, 2019 for first reading.
- The Planning Board continued the discussion regarding food trucks. The Planning Board recommended that food trucks on public property should be expanded beyond large scale City and non-profit special events. Board members desired to ensure that existing vendors, such as those at Cassen Park and Andy Romano Park, and concessions associated with sports organizations were not negatively impacted. Planning Board members indicated that there were supportive of food trucks on private property as follows: (1) in industrially zoned areas, (2) major employment centers, and (3) large commercial parcels with the parking and infrastructure to accommodate food trucks.

- Planning staff attended and presented at the Citizens for Ormond Beach meeting. Discussions included the Planning process and a question/answer session.
- An application has been submitted at 1246 West Granada Boulevard for a Special Exception for a drive-thru restaurant as part of the Shoppes on Granada, Phase II. This site was the location of the former PDQ application. An end user has not been identified on the site plan. The Special Exception is scheduled to be heard by the Planning Board on June 13, 2019.
- An application has been submitted at 48 West Granada Boulevard for a Special Exception related to wall signage. The site is the Ormond Garage and is under renovations for a restaurant with a brewery. The Special Exception is needed based on the number and sizes of the existing and proposed signage. The Special Exception is scheduled to be heard by the Planning Board on June 13, 2019.
- A Planned Business Development rezoning application has been submitted at 99 Portland Avenue for the proposed Stor-It RV and Boat expansion (phase 2) consisting of 106 boat and RV storage parking spaces. The site is 3.72 acres. No public hearing date has been set.
- An application has been submitted for a partial release of Gowers Street and Magnolia Street rights-of-way as part of the Stor-It Boat and RV Storage Facility, Phase 2.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 420 inspections performed within the City (64 by Private Provider).
- 101 permits issued within the City, with a valuation of \$1,807,839.

Development Services

- Site Plan Review Committee met with:
 1. South Forty HomeOwners Association: Seeking a five foot walking path to lead to the subdivision clubhouse.
 2. Oceanside Golf and Country Club, 75 North Halifax Drive: Pre-construction meeting for the outside seating improvements.
 3. Lucky's, 101 East Granada Boulevard: Conducted a final inspection.
- Projects under SPRC review include:
 1. 27 Broadriver Road, Broadriver bridge work. 2nd submittal. Bridge repair of decking for the Broadwater subdivision bridge.
 2. 5 River Bluff Drive, Easement Release. 1st submittal. Easement release on the rear property line to allow construction of a pool.
 3. 1401 Oak Forest Drive, partial easement release. 1st submittal. Partial utility easement release to allow construction of a wall.
 4. Lynnhurst Drive Sanitary Sewer replacement. 1st submittal. Replacement of an existing 4" PVC sanitary sewer lateral with a 6" PVC pipe. The project will include pavement and sidewalk restoration where the proposed 6" PVC sewer lateral will be installed.
 5. 101 Town & Country Lane (Ormond by the Sea) sewer connection. 1st submittal. Demolition of four existing septic tanks and to City sewer system. The project is located in unincorporated Volusia County.
- 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	99%
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.
 - Continue to meet with regional group focused on growing the innovation and entrepreneurial ecosystem 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 participated in the grand opening of Lucky's Market on Wednesday, May 08, 2019.

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 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 160 Journal Entry Batches.
 - Approved 29 Purchase Requisitions totaling \$7,343,121.00.
 - Issued 31 Purchase Orders totaling \$1,752,659.00.
 - Prepared 304 Accounts Payable checks totaling \$644,585.08 and 47 Accounts Payable EFT payments totaling \$715,267.87.
 - Issued 721 past due notices on utility accounts.
 - Auto-called 119 utility customers regarding receipt of a past due notice.
 - Processed 495 payments through Interactive Voice Response System totaling \$44,438.98.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.15 million dollars.
 - Prepared 375 Direct Deposits totaling \$501,734.88.
 - Transferred IRS 941 payment of \$162,596.82.

Grants/PIO

- Press Releases
 - Legal Clinic – Do's and Don'ts of Buying a Used Car (6/6; 3:30 PM)
 - Casements Closure (5/18)
 - Green Volusia (5/24; 10 AM)
 - Save the Manatee (5/25; 10 AM)
 - Sea Turtles (5/31; 10 AM)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in Latest News, Notices, Activities/Events, and events to the City Calendar on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Submitted ads to the Observer and News Journal for legal clinic.
 - Submitted ad to the Observer for National Arbor Day Celebration.
 - Attended weekly staff meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Risk Management Projects

- Mayor's health & fitness challenge activities
- Assisted with the Chamber's Leadership session
- Prepared files for subrogation of property damage

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 4
 - Hazardous: 3
 - EMS: 79
 - Motor Vehicle Accidents: 10
 - Public Assists: 40
 - TOTAL CALLS: 136
 - Aid provided to other agencies: 3 Calls – Daytona Beach (1), Volusia County (2)
 - Total staff hours provided to other agencies: 5
 - # of overlapping calls: 24
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 52
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 276
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- Training Hours
 - NFPA 1001: Firefighting 72
 - NFPA 1002: Driver 9
 - NFPA 1021: Officer 16
 - NFPA 1500: Safety/Equipment 43
 - NFPA 1620: Preplanning 11
 - EMT/Paramedic 30
 - TOTAL TRAINING HOURS: 181
-
- Station Activities
 - Updated 10 pre-fire plans
 - Conducted 4 fire inspections
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- Significant Incidents
 - 5/6/19, 8:49 PM: S. Nova Rd. / Village Dr. – Motor Vehicle Accident – Responded to a two vehicle collision – one patient transported as a trauma alert – a firefighter rode with EVAC to assist with patient care during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Human Resources)
 - Police Officer (Police)
 - Summer Camp Counselors (Leisure Services)
 - Applications Under Review
 - Firefighter/EMT (Fire)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Tradesworker (Building Maintenance/Leisure Services)
 - Utilities Engineer (Public Works)
 - Interviews Scheduled
 - Public Information Officer
 - Summer Camp Counselors
 - Background/Reference Checks/Job Offers
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection Re-use/Public Works)
 - 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)
 - Separations
 - Maintenance Worker II (Streets/Public Works)
 - 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
 - Lunch and Learn: Gym 101 & Preferred Fitness 5-16-2019
 - Blood Drive at City Hall 6-24-19

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: 21

- Completed: 50
- In progress: 36

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 59,539
 - Inbound E-Mails Blocked: 40,153
 - Delivered Inbound E-Mails: 19,386
 - Quarantined Messages: 1,864
 - Percentage Good Email: 32.6%
 - Virus E-Mails Blocked: 1

- Notable Events: None.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 24
 - Information Requests from External Organizations: 1
 - 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: 1 : Total in system = 23,734; 22,924 potable, 799 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Supervisory Staff meeting
- City Manager's meeting
- Public Works meeting
- Park Visits
- Art in the Park
- Janitorial Services meeting
- Met with landscape contractor for weekly updates
- Assistant City Manager meeting
- City Commission meeting
- Leisure Services Advisory Board meeting
- Riverbend Bike Trail meeting
- Walk with the Manager

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.

- Six children and six adults went on a Senses field trip for Girl Scouts Badge Day on Saturday from 10 am to 12:30 pm.
- The Elementary Explorers Butterflies children's program was held on Saturday from 2 pm to 3 pm.
- A Community Gardens business meeting and social was held in the Hammock Lane community garden on Sunday from 1 pm to 2 pm.
- Girl Scout Troop 1251 worked on the butterfly garden on Tuesday from 5 pm to 6:30 pm.
- Walk with the Manager was held on Friday from 8 am to 9:30 am.
- The Little Learners: Butterflies children's program was held on Friday from 10 am to 11 am.
- The Snakes program was hosted by Rich Colesanti from Reptile Discovery Center on Saturday from 10 am to 11 am.
- An EDC Volunteer training session was held on Saturday at 1 pm.
- A Mother's Day Crafts program was held on Saturday from 2 pm to 3 pm.

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.
- Ormond Beach Soccer Club continued practices this week nightly, Monday through Friday. Games are on Saturday morning beginning at 8:30 am.
- OBYBSA Baseball, Softball and T-Ball 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 and 7:30 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
- Dragged Osceola Elementary and South Ormond Softball field
- Prepped fields all week for MEAC Championships

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:
 - Monday: Kopy Kats held regular classes. CMT held on stage rehearsal and regular classes.
 - Tuesday: CMT held on stage rehearsal and regular classes.
 - Wednesday: Kopy Kats held regular classes. CMT held on stage rehearsal and regular classes.
 - Thursday: Kopy Kats held regular classes. CMT held on stage rehearsal and regular classes.
 - Friday: CMT held in-school performances, on stage rehearsal and regular classes.
- The Performing Arts Center hosted the following events:
 - Dancing Dogs Spring Show, Wednesday, 7:00 pm to 9:00 pm
 - Warner Christian Academy Band, Thursday, 7:00 pm to 9:00 pm

- The Performing Arts Center is preparing to host the following event:
 - NGA Gator Classic Bodybuilding Competition, Saturday, 10:00 am to 6:00 pm

South Ormond Neighborhood Center

- Splash pad open until November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Pavilion Rental Saturday
- Jazzercise Monday evening 5:45 pm to 7 pm
- PAL basketball practice, Monday and Wednesday, 6 pm to 8 pm
- YMCA soccer, Monday, Tuesday and Friday, 5 pm to 8 pm
- Staff is working on spring cleaning
- Staff is preparing for summer camp
- Activity room rental Saturday and Wednesday
- South Ormond Sports Club basketball practice Wednesday, 6 pm to 8 pm and Saturday, 11 am to 12:30 pm
- Girls Softball Wednesday
- Boys Baseball Thursday

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Art in the Park Show, Saturday, May 4 and Sunday May, 5
- Planning of 2019 events in the months of May through July:
 - Forest Hills Trail Ribbon Cutting
 - Memorial Day Remembrance Rehearsal and Service
 - Cassen Pier Ribbon Cutting and Pier Naming
 - 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 this weekend in Tampa

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
- Pickleball continued Monday through Thursday from 9:00 am to 12:30 pm.
- Adult Jazzercise Monday through Friday from 9:00 am to 10:00 am and Wednesday and Thursday from 5:45 pm to 6:45 pm.
- Open Play will be offered at various times.
- Ms. Debby's Dance and Acting Classes will meet Monday, Tuesday, and Friday at various times from 3:00 pm to 8:00 pm.
- Lunch Bunch met on Wednesday from 10:00 am to 1:00 pm
- Adult Volleyball continued on Monday.
- Challenger Baseball will ended Tuesday with awards and pizza.

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.
- Art in the Park took place on Saturday from 10 am to 5 pm and on Sunday from 10 am to 4 pm.
- A private rental took place at Bailey Riverbridge on Saturday at 2 pm to 4 pm.
- Girl Scout Gala Award Presentations took place on Monday 6:30 pm.
- The Missing Peace meeting was held on Tuesday at Bailey Riverbridge from 4 pm to 5 pm.
- Cooking with Mary Maggio was on Tuesday from 5 pm to 8:30 pm.
- Jacqueline River Exhibit hang took place Tuesday in the Gallery from 5:30 pm to 8:30 pm.
- Casements Guild Gala meeting was held on Thursday from 10 am to 11 am.
- Staff is finalizing the Enviro Camp schedule.
- Staff is organizing Enviro Camp supplies.
- 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.

Parks Maintenance

- Leveled paving stone at Andy Romano Beachfront Park.
- Repaired Cassen Pier loose boards.
- Installed three engraved benches at Riviera Park.
- Removed airplane toy from Limitless Park for repair.
- Replaced woman's restroom sign at Andy Romano Beachfront Park.
- Removed and replaced stairs at Andy Romano Beachfront Park leading to beach.
- Citywide park inspections were completed.
- Inspected pavilions and posted reservations at each park.

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- PM City Hall chiller
- A/C repair work at various City facilities
- Installed three box office signs at Performing Arts Center
- Unclogged water fountain at Performing Arts Center
- Repaired west door lock at Public Works
- Replaced soap dispenser in men's and women's restroom at Sports Complex
- Repaired women's restroom drain at Fortunato Park
- Replaced steps at Andy Romano Beachfront Park
- Installed guide wire covers at SONC
- Repaired men's restroom toilet at Fortunato Park
- Repaired bathroom sink at soccer fields at Sports Complex
- Replaced ceiling tiles at Nova Community Center
- Repaired trail lights at Central Park 1

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff is preparing for the annual awards ceremony
- Staff is attending the OBE shifters ride on Friday
- Staff hosted a Police Explorer open house
- Staff is hosting a supervisor meeting and Crime View

Community Outreach

- Youth Leadership Council (YLC)
The State of Florida Association of Police Athletic Leagues has changed the name of the Youth Director's Council to the Youth Leadership Council. This week six (6) members of the YLC enjoyed their monthly night out at the movies on Tuesday.
- OBPAL Basketball
 - Practice was held for the boys' basketball teams on Monday and Friday last week. Twenty-four (24) boys attended practice at the South Ormond Neighborhood Center. On Wednesday sixteen (16) girls attended practice at the South Ormond Neighborhood Center. Twenty six (26) members of the boys' basketball teams attended Jupiter Jam tournament May 3 to 5. The eighth grade team placed 2nd in their division. Twelve members of the girl's team attended a tournament in Orlando.
- 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. Last week 19 students participated in the program. The ice cream party and book reception will be held at the Ormond Beach Elementary School Library on Tuesday, May 21. The ice cream party begins at 2:15 pm followed by the Book Reception from 3:00 pm to 4:00 pm.

Community Services & Animal Control

- Animal Calls responded to: 67
- Animal Reports: 7
- Trap Neuter Release: 1
- Animal Bites: 0
- Animals to Halifax: 14
- Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 7
- Inactive: 5
- Fraud: 3
- Burglary Business: 5
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 2

Records

- Walk - Ins / Window: 75
- Phone Calls: 115
- Arrest / NTA'S: 13

- Reports Generated: 120
- Reports Entered: 100
- Citations Issued: 88
- Citations Entered: 77
- Warnings Entered: 179
- Trespass Warnings: 25
- CORF Entered: 73
- Mail / Faxes / Request: 38

Patrol

- Total Calls: 1,250
- Total Traffic Stops: 118

Operations

- Crime Opportunity Report Forms: 73

05/01/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Larceny, 855 Ocean Shore Boulevard. Two (2) bicycles were stolen from this location.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in a bag and attempted to leave the store.
- Miscellaneous Arrest, 30 South Beach Street (Library). Subject was contacted and was found to have failed to register as a sex offender.
- City Ordinance Arrest, 300 Block West Granada Boulevard. Two (2) subjects were found with open containers and arrested.
- Narcotics Arrest, Bryant Street at Fleming Avenue. A traffic stop found narcotics on the driver.
- Narcotics Arrest, 1400 Block Hand Avenue. A traffic stop found narcotics on the driver.

05/02/2019

- Battery/Domestic Violence, 16000 Carolines Cove #103A (Bermuda Estates). Subject battered the victim during an argument.
- Violation of Injunction Arrest, 223 Pine Cone Trail. Subject failed to follow an injunction order and was intentionally within 500 feet of the victim.
- Battery/Domestic Violence, 169 Ponce De Leon Drive. Subject shoved the victim during an argument then left the scene prior to police arrival.
- Battery/Domestic Violence Arrest, 95 Magnolia Drive. Subject battered the victim during an argument.
- Narcotics Arrest, 1700 Block North Beach Street. A traffic stop found marijuana on the driver.

05/03/2019

- Burglary Business, 99 Portland Street (Store It). Storage lot was entered and several boat parts were stolen.
- Burglary Residence, 685 Cordova Avenue. A bicycle was stolen from a secured area of the back yard.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items and attempted to leave the store.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Carbreak, 27 Ellsworth Avenue. Unlocked vehicle was entered and a briefcase was stolen.
- Carbreak, 33 Hernandez Avenue. Unlocked vehicle was entered. Nothing was stolen.
- Miscellaneous Arrest, 19 North Yonge Street Unit 26. Subject was arrested for violation of injunction.

05/04/2019

- Larceny, 1458 West Granada Boulevard (Bealls). Victim placed a wallet on a counter and forgot it. Someone stole the wallet after the victim left.
- Battery/Domestic Violence Arrest, 746 South Atlantic Avenue. Subject was arrested for battering the victim.
- Battery/Domestic Violence Arrest, 707 Garden Lane. Subject battered the victim with a broom stick.
- Battery/Domestic Violence, 135 Cedar Creek Way. A juvenile subject attempted to run away so family members brought the juvenile back inside where the juvenile battered a family member then ran away again.
- Traffic Arrest, 600 Block South Nova Road. Subject was stopped for a traffic violation and was found to have a suspended license.
- Narcotics Arrest, 100 South Nova Road (Rivergate Plaza). Subject with marijuana was contacted and arrested.

05/05/2019

- Battery/Domestic Violence Arrest, 105 North Arbor Drive. Subject battered the victim during an argument.
- Warrant Arrest, 500 Block Sterthaus Drive. Subject with a warrant was contacted.
- Miscellaneous Arrest, Breakaway Trail at River Chase Way. Subject was contacted that was in violation of a probation for a curfew violation.

05/06/2019

- Larceny, 344 Chelsea Place Avenue. A ring is missing from the residence. The victim suspects the house cleaner.
- Sex Offense, 775 Airport Road (Riverbend Park). Victim stated that the subject approached and exposed sexual organs. Investigation is continuing.
- Narcotics Arrest, Fleming Avenue at Trina Street. Subject was contacted and cocaine and marijuana was found.
- Battery/Domestic Violence Arrest, 200 Block Ocean Shore Boulevard. Subject punched a child in the face during an argument.

05/07/2019

- Larceny, 794 South Atlantic Avenue (Peppers). A tag was stolen off a vehicle in the parking lot.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items then left the store. The subject was found driving away and was pulled over then arrested.
- Carbreak, 576 Sterthaus Drive (Dr. D'Souza). Unlocked vehicle was entered. Credit cards were stolen and used in Deland shortly after.
- Battery/Domestic Violence, 279 South Washington Avenue. Subject battered the victim by pulling hair and scratching the victim.
- Narcotics Arrest, 779 John Anderson Drive. Subject with narcotics was contacted.
- Warrant Arrest, 145 North Yonge Street (Dollar General). Subject with a warrant was contacted at the store during a shoplifting investigation.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 35
 - Number of Uniform Traffic Citations Issued: 30
 - Number of Written Warnings Issued: 22
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 1
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 4 Cases initiated
- 10 signs have either been removed or sign cases created.
- 15 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and seventy-one (71) telephonic inquiries.

Public Works

Airport Operation and Development

- Bid submittals for Bid No. 2019-23, which is for the construction phase of the Runway 9/27 and Taxiway Alpha extension projects, were received and opened this week on Tuesday, May 7. Four companies provided submittals in response to the bid request. Halifax Paving, Inc., an Ormond Beach based company, submitted the lowest bid for the project.
- Staff has completed work with the airport's consultants to develop all documentation needed to proceed with the acquisition of certain aviation easements needed for the project to extend Runway 9/27. Staff has also received approval from the Federal Aviation Administration (FAA) following their review of the proposed aviation easement agreement.
- Staff participated in a quarterly meeting of the Florida Airports Council's Legal Affairs Committee this week. Topics of discussion included property tax issues, pets in airport terminals, ride sharing services such as Uber and Turo, TSA checkpoint filming, and insuring large-scale airport projects.
- The airport and the Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) hosted elements of the "Exercise America's Shield" national defense exercise at the airport last week. Approximately 69 CAP members and 11 CAP aircraft participated in the exercise. Airborne operations for the CAP were based at the airport, while other mission related activities were conducted at Camp Blanding, Florida.
- The FAA has published its 20-year Aerospace Forecast for fiscal years 2019-2039, predicting steady growth in commercial aviation despite economic softening in certain global markets. Activity at FAA and Federal Contract towers is forecast to increase at an average rate of 0.9% a year through 2039 from 51.8 million operations in 2018 to close to 62 million operations in 2039. The highest demand at these control tower facilities is expected from commercial operations, including airlines and commuter/air taxi services, which are forecast to increase at a rate five times faster than non-commercial operations.

Engineering

- Projects Summaries
 - Construction Projects:
 - Ormond Crossings Utility Extensions – Hydrant testing was performed and all four fire hydrants along the property line exceeded the minimum fire flow demand. The water main loop project that is starting construction will further increase flows such that all fire hydrants at Security First should meet minimum flows once construction is complete mid-May.
 - Forest Hills Connector Trail – A ribbon cutting ceremony is scheduled for May 14 at 7:20am.
 - 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 light fixtures have been delivered and installed and final building permit inspections are occurring.
 - 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 90% complete.
 - Storm and Sewer Lining – Phase 2 – The Contractor is expected to begin work next month.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – All new lighting is installed. Site restoration is in process.

- Water Plant Upgrades – Construction contracts are being finalized for signatures by Contractor.
- 2019 Roadway Resurfacing – A preconstruction meeting is scheduled for May 14.
- Force Main Repairs – Work has begun 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 the Contractor.
- Cassen Park Public Dock and Breakwater – A preconstruction meeting is scheduled for May 23.
- WWTP Sludge Dewatering Improvements – A preconstruction meeting is scheduled for next week.
- Bidding:
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – The apparent low bidder is Verdego Landscape LLC. Bid was awarded at 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 April 21, bids are due on May 21.
 - Memorial Gardens Retaining Wall Improvements – The project was approved for bidding at the May 7 CC Meeting, and will be advertised on May 12.
 - Nova Community Park Underground Electric Utilities – The project was approved for bidding at the May 7 Commission meeting, and will be advertised on May 12.
- 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 and the Carriage House expansion.
 - 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.
 - 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 non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - On-site meeting with resident of Forest Hills Subdivision at newly completed trail/sidewalk to discuss accessibility at driveway connection for her motorized wheelchair.
 - Updated sketch and legal description of vacant riverside property, per Legal Division request.
 - Researched Magnolia Street right-of-way location and staked out right-of-way corner at 1480 North US1, per Stormwater Division request.
 - Completed Tree-in-the-Right-of-Way locate at 117 Driftwood Avenue, per Neighborhood Improvement Division request.
 - Completed Tree-in-the-Right-of-Way locate at 27 Wildcat Lane, per Streets Division request.
 - Completed 30 foot sight triangle stakeout at NW corner of Highland/North Ridgewood Avenue, per Neighborhood Improvement Division request.
 - Researched historical documents to locate the right-of-way vacation deed for Lincoln Avenue east of North Beach Street, per resident's request.
 - Researched and provided PDF copies of Gateway Signage plans, per Economy Electric request.
 - Continued to update the required FAA permits for OBSC sports field lighting project.

Environment Management

Street Maintenance - Asphalt/Concrete

- Recycled concrete and asphalt
- Pulled forms & backfilled dirt on Tiffany Cir
- Concrete patch on Peruvian Ln
- Formed up and prepped for concrete on Harvard Dr
- Concrete pour on 900 block of Princeton Ave
- Ripped out & prepped for concrete work at City Hall
- Pulled forms & cleaned up Harvard & Princeton Ave
- Prep/formed/poured concrete on Halifax Dr (Billy's Tap Room)

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
- FDOT trimming on SR40
- Removed dead/rotten oak tree at Nova Community Center
- Trimming in Tomoka Oaks subdivision

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

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straighten & replaced various signs at Sports Complex

Stormwater Maintenance

- Locates/Basins cleaning citywide
- Reachout mowing on Arroyo Parkway; FDOT ponds Citywide
- Checked depression on Fairview Ave
- Pond maintenance at ABC, S Division Rec, Mainsail, Bennett Ln
- Ditch spraying citywide
- Ditch maintenance at Hand, Division, and Cherrywood

Street Sweeping/Streetsweeper

- 138 miles of road cleaned
- 46 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,015
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 10,687 gallons unleaded, 9,562 gallons diesel
 - Fuel used in one week: 2,134 gallons of unleaded and 665 gallons of diesel.
 - Fleet completed 62 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – A Notice to Proceed was issued April 29, staff has reviewed value engineering proposals from McMahan Construction.
 - Breakaway Trails Yard Electrical and Pump Upgrades – New FP&L utility transformer has been installed. Progress meeting will be scheduled for this week to discuss transfer to new 480 volt utility service. Project 80% complete.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Received 100% plans and specs.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Tomoka Meadows LS construction complete. Ashford Lakes construction to be scheduled.
 - SCADA Integration Services – Star Controls working with Trihedral and City staff to resolve text messaging for alarm acknowledgement issue.
 - Shadow Crossings Reuse Pump Facility Upgrades – Design review meeting held May 8.
 - WTP Elevated Water Tank Rehabilitation – Exterior blasting and painting scheduled for completion May 10 due to days lost to high winds. Contractor started blasting and priming the

tank interior last week. Paint swatches for logo need approval. Paint swatches for exterior base coat will be provided by paint manufacturer.

- WTP LPRO Membrane Replacement – Membrane delivery scheduled for June 10.
- WTP Lime Slaker and Sodium Hypo Upgrades – CM services agreement on the agenda for the May 21 CC meeting for approval.
- WTP Sludge Residuals Facility Improvements – The consultant submitted final plans and staff is preparing the documents for advertisement for bidding.
- 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 2 City Commission meeting. consultant is preparing the contracts.
- WWTP Operating Permit Renewal – Permit is near completion, \$5,000.00 check to the Florida DEP is in process.
- 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.
- 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.

Water Treatment

- 125 E Granada, Starbuck's – The Ocean Shore Blvd 2" water main tap FDOT permit has been re-submitted for approval.
- 1160 North US HWY 1, RV Storage Facility – Reviewed plans, utilities not affected.
- 1190 Ocean Shore Boulevard, Dunkin' Donuts Utilities Renewal – Reviewed plans and provided comments.
- 99 Portland Street, Stor-It Boat & RV Center, Phase 2 – Reviewed and approved plans.
- 9 Nottingham Drive, partial easement release – Reviewed and approved plans.
- 221 Vining Court, Salty Church – Reviewed and approved plans.
- 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

Wastewater 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 April 30, 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.

Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 18 calls for water service leaks.
- Replaced 4 residential water meters per Finance work orders.
- Installed 1 new residential water services.
- Replaced 10 broken meter boxes.
- Locates - 2 water service boxes for customers, and a water service per a Finance Dept. work order.
- Replaced 7 water services due to low pressure or leaks.

- Performed maintenance activities on 12 fire hydrants on the beachside.
- Performed pressure testing on 8 and repaired 4 City owned BFP devices.
- Performed accuracy tests on a 6- 2" commercial water meters. All tested accurate.
- Repair a 2" GSP pipe at 125 E. Granada Blvd.
- Repaired crack in 6" WM, installed new 2" tap 38 & 42 E. Granada Blvd.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 123 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 1 reuse trouble calls.
- Adjusting reuse system to maintain tank levels due to low levels.
- Located lateral for customer at 210 Ellicott Dr.
- Replaced broken reuse box lid at Memorial Gardens on Seton Trail side.
- Assisted in locating facilities inside BAT compound for contractor.
- Cleaned and TV'ed main from Fisherman's Landing 1088 W. Granada Blvd. Very heavy grease.
- Repaired broken irrigation at 22 N. Saint Andrews Dr. Irrigation was broken during sanitary lateral repair.
- Assisted Stormwater with main line repair at Marvin Rd and Harvard Dr.
- Located reuse valve at customers request at 36 Meadow Ridge View.
- Replaced and rewired PEP pump at 6 Echo Woods Way.
- TV'ed sanitary lateral from C/O to PEP tank at 17 Black Hickory Way. Line is good on City side.
- Called locate for demo at 8 Coolidge Ave.
- Located and raised sanitary C/O at 44 Ivanhoe Dr. per customers request.
- Located and raised sanitary C/O at 166 Bosarvey Dr. per customers request.
- Located and marked sanitary C/O for contractor at 555 Ocean Shore Blvd.
- TV'ed 3 sanitary laterals on PM list.
- Started repairs on sanitary lateral at 301 Military Blvd. Discovered broken main.
- Checked reuse pressure at 15 Coquina Ridge Way. Pressure is good.
- Turned on reuse service after homeowner completed repairs at 22 Shadow Creek Way.
- Responded to trouble call at 24 Foxfield Look. Discovered breakers were off. Customer had new concrete curbing damaged. Staff does not believe that they damaged it.
- Replaced check valve and union on discharge at 10 Foxfords Chase.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 2 psi, Ocean Mist Hotel 0 psi, Ormond Mall 3 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 15 psi, Westland Run 23 psi Shadow Crossing Blvd. (4 inch) 11 psi.

Wastewater Plant – Lift Stations

- Post Anoxic Basin, repaired loose plumbing throughout spray misting system, ok.
- Influent Pumps, oversaw transfer of pump positioning, found blockage at automatic air release #3, replaced automatic air release valve #3 with repaired inventory, ok.
- Tomoka Meadows, pump noisy operations, replaced pump with new inventory.
- 4P, complete wiring of motor, placed pump #3 back in rotation, found discharge riser stack plugged, cleared, pump primed up and pumped down wet well, back online, ok.
- SCADA, assist Star Controls as needed with field testing of lift stations.
- PEP tanks, replaced control panel, at #47 Black Pine, ok.
- Sand Filter #1, replaced worn festoon cable with new stock.
- Breakaway Trails - rental Thompson portable lift station pump, fueled, and test float start system to confirm pump operation.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 8P, high level, #1 motor starter tripped, pump circuits currently switched as part of ongoing troubleshooting at pump #2, amp draw nominal but will replace pump #2 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: Influent Odor Control Unit;
- Quarterly Plant PM's: Reaeration Blowers, #1, #2, #3; Screw Pumps, #1, #2, #3; Influent Odor Control Unit.
- Semiannual Plant PM's: Carrousel Blower #1.
- Annual Plant PM's: Fermentation Submersible Mixer #11; Post Anoxic Submersible Mixer #2-2.
- Lift Station PM's: 21 monthly performed and 1 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 28H, not responding remotely, rest thermal overloads, performed electrical checks, all good returned to service.
- Well 4D, returned well to remotely controlled service.
- Well 15D, not responding, control relay not functioning, replaced with new stock, ok.
- Lime Slurry Pump # 1, replaced worm pump tube, ok.
- Clari-Cone #2, flushed pH sensor supply line.
- Clari-Cone #1, #2, cleaned lime ports.
- Lime Slaker #1, repaired leak at steam return line.
- City Interconnects, inspected for standing water, pumped out, ok.
- Lime Sludge Tanker transfer, assisted with clean up after transfer of lime complete, repaired 2" water supply line.
- Lime Sludge North Pit, verified pumping capabilities from north pit to south pit, ok.
- Lime Slurry pumps 1 & 2, lubricated.
- Operational check: Standish, Granada, Tomoka State Park, River View and Leeway Booster stations; Reuse H.S.P. stations at BWT, Shadow Crossings.

Wastewater Collection/Treatment/Disposal 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.
- Cross Connection Control – Staff determined the best course of action is to go out for bid for backflow device tracking and management. Staff is compiling the information to begin the process.
- Consumer Confidence Report (CCR) – Staff sent the analytical data for the CCR, as known as the Water Quality Report, to the Volusia County Health Department for review and approval. The report is produced in both electronic and hardcopy forms to ensure thorough distribution to the City's potable water customers.
- Florida Industrial Pretreatment Association (FIPA) Conference – Staff participated in the Board meeting and workshop for FIPA. The association focuses efforts on both industrial permitting and Fats, Oils and Grease (FOG) regulation and elimination.
- Breakaway Trails Irrigation Report – Staff submitted the BAT irrigation report to the St. Johns River Water Management District. The report summarizes the groundwater utilized from the City's BAT wells to provide irrigation water to the subdivision. The wells are used only as a last resort since the availability of reclaimed water to the system.

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
- Staff attended and provided support for May 7, 2019, City Commission Meeting
- Staff attended and provided support for May 10, 2019, Pension Boards Meeting