

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 17, 2019

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with various members of senior staff
- Reviewed agenda packet

Spoke to, attended and/or met with:

- Participated in a field day with fire and police departments on May 11
- Rotary meeting
- United Way Executive Committee meeting
- Julia Truilo, MainStreet Executive Director, general discussion on the downtown.
- Mayor Partington and Congressman Waltz's District Director Ernie Audino, Brigadier General, U.S. Army (retired) discussed various legislative topics
- Downtown Master Plan public meeting
- Ormond Beach Chamber Board meeting
- Team Volusia Executive Committee meeting

**Community Development**

**Planning**

- 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 restaurant application. An end user for the drive thru restaurant 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.
- Planning staff has discovered a land use map error for the property at 2260 Airport Road, west of the Pathways Elementary school site. During a 2008 land use map amendment for the land to the west of Pathways Elementary, the property at 2260 Airport Road had its land use designation amended from "Suburban Low Density Residential" (SLDR) to "Public/Institutional" (P/I). The property at 2260 Airport Road was not part of the land use amendment and staff is processing a

land use amendment to designate this property as Suburban Low Density Residential" (SLDR). The land use amendment is scheduled to be heard by the Planning Board on June 13, 2019.

- The Downtown Steering Committee met and reviewed a summary of issues from past meetings, the public hearing summary of issues, and the results of a public survey. Steering Committee members identified ideas, actions, and opportunities and then prioritized the items.
- There was a public meeting to review a summary of issues from the Steering Committee meetings, the public hearing summary of issues, and the results of a public survey. Members of the public identified ideas, actions, and opportunities and then prioritized the items.
- Staff presented the Capital Improvements Program for the Downtown area to the MainStreet executive committee.

#### Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 406 inspections performed within the City (50 by Private Provider).
- 156 permits issued within the City, with a valuation of \$3,249,668

#### Development Services

- The Site Plan Review Committee met with:
  1. Design professional and contractor seeking to re-deck the bridge within the Broadwater subdivision. It is expected that he will re-submit the project to address SPRC comments and be issued a permit by the end of May.
  2. Pre-construction meeting the Huntington Green subdivision located in Flagler County. Ormond Beach is the utility provider.
- Projects under SPRC review include:
  1. Deerfield Trace. 4<sup>th</sup> submittal. Provision of utilities to a Flagler County subdivision - 14 lots.
  2. 1170 Ocean Shore Boulevard, B-Tran Enterprises and Upscale Nails. 3<sup>rd</sup> submittal. Construct specialty retail/salon - City review is for water and sewer connection.
  3. 1190 North US Highway 1, Edgewell Personal Care Loading Dock Addition. Construct a loading dock expansion area of 1,764 SF to serve the south side of the Playtex manufacturing plant.
  4. 5 Nottingham Drive, Easement release. 1<sup>st</sup> review. Partial utility and drainage easement release to allow construction of a pool.
  5. Pineland Trail (Broadway Avenue) relocation stormwater easement. 1<sup>st</sup> review. Acceptance of a stormwater easement for the proposed re-location of Pineland Trail.
  6. 5 River Bluff Drive, Easement Release. 1<sup>st</sup> submittal. Easement release on the rear property line to allow construction of a pool.
  7. 1401 Oak Forest Drive, partial easement release. 1<sup>st</sup> submittal. Partial utility easement release to allow construction of a wall.
  8. Lynnhurst Drive Sanitary Sewer replacement. 1<sup>st</sup> 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.
  9. 101 Town & Country Lane (Ormond by the Sea) sewer connection. 1<sup>st</sup> 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 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.

#### **Finance/Budget/Utility Billing Services/Grants/PIO**

##### Finance

- On-going Projects
  - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheet for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
  - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. 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 thirteen (13) hurricane Irma projects.
  - Preparations for the Munis Phase 3, Utility Billing system are underway.
  - 2019-20 budget preparations are underway.
  
- Completed Projects - Weekly
  - Processed 21 Journal Entry Batches.
  - Approved 23 Purchase Requisitions totaling \$374,725.39.
  - Issued 22 Purchase Orders totaling \$185,545.71.
  - Prepared 134 Accounts Payable checks totaling \$536,184.11 and 34 Accounts Payable EFT payments totaling \$703,932.56.
  - Issued 788 past due notices on utility accounts.
  - Auto-called 227 utility customers regarding receipt of a past due notice.
  - Processed 435 payments through Interactive Voice Response System totaling \$42,070.82.
  - Grant money 2018-19 fiscal year-to-date total received, \$2.33 million dollars.

##### Grants/PIO

- Press Releases
  - Patriotic Concert (5/26, 2:00 PM)

- Memorial Day Remembrance Service (5/27, 9:00 AM)
- Florida Licensing on Wheels (5/22; 10AM-3PM)
- REEL in the FUN (6/15, Neptune Avenue approach)
- Mayor Partington Honored with 2019 Home Rule Award
- Fleming Avenue Stormwater Improvements (May 20-24)
- Andy Romano Beachfront Park Playground Closure (5/21-5/23)
- Hometown Heroes Banner Program
  
- 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.
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Renewed SAM registration.

#### Risk Management Projects

- Mayor's Health & Fitness Challenge activities; wrap-up
- Webinar on Directors & Officer's Insurance
- Assist Chamber's Leadership class

#### Fire Department

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 4
  - Hazardous: 5
  - EMS: 86
  - Motor Vehicle Accidents: 7
  - Public Assists: 34
  - TOTAL CALLS: 138
  
  - Aid provided to other agencies: 8 Calls – Daytona Beach (2), Volusia County (6)
  - Total staff hours provided to other agencies: 8
  - # of overlapping calls: 35
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
  - Total EMS patients treated: 71
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 322
  
- Training Hours
  - NFPA 1001: Firefighting 32
  - NFPA 1002: Driver 39
  - NFPA 1021: Officer 14
  - NFPA 1500: Safety/Equipment 41
  - NFPA 1620: Preplanning 24
  - EMT/Paramedic 21
  - TOTAL TRAINING HOURS: 171
  
- Station Activities
  - Updated 8 pre-fire plans
  - Conducted 3 fire inspections

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Administrative Assistant
    - Assistant City Clerk
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Wastewater Collection & Reuse/Public Works)
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
    - Police Officer (Police)
    - Summer Camp Counselors (Leisure Services)
    - Tradesworker (Building Maintenance/Leisure Services)
    - Utilities Engineer (Public Works)
  - Applications Under Review
    - Firefighter/EMT (Fire)
  - Interviews Scheduled
    - Public Information Officer
    - Summer Camp Counselors
  - Background/Reference Checks/Job Offers
    - Maintenance Worker II (Streets/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
    - Assistant City Clerk (Support Services)
    - 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
    - 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: 20
  - Completed: 61
  - In progress: 26
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 62,156
  - Inbound E-Mails Blocked: 43,375
  - Delivered Inbound E-Mails: 18,781
  - Quarantined Messages: 2,413
  - Percentage Good Email: 30.2%
  - Virus E-Mails Blocked: 2
  
- Notable Events: None.
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 5
    - Changes: 0
    - Corrections: 1
  - Map/Information Requests: 12
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 18 : Total in system = 2,5572
  - Meters GPS Located this week: 0 : 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
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Assistant City Manager meeting
- Forest Hills Trail Ribbon Cutting
- USSSA meeting

### **Contract Manager – Grounds and Athletic Maintenance**

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

### **Environmental Discovery Center**

- Social media updates
- Tours were given as needed on Saturday, and Tuesday through Friday

- Rich Colesanti from the Reptile Discovery Center held a Snakes program on Saturday from 10 am to 11 am
- EDC staff & EDC Volunteers held a Mother's Day Crafts program on Saturday from 2 pm to 3 pm
- Beekeepers installed a new observation hive and two backup hives outside on Sunday at 1 pm
- EDC Volunteers met for field trip training on Friday from 11 am to 12 pm
- Girl Scout Troop 1251 worked on weeding the butterfly garden on Friday from 5 pm to 6:30 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. Club tournament will be held on Saturday and Sunday
- OBYBSA Baseball and 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 Wednesday at 6:20 pm, 7:30 pm and 8:40 pm
- Adult Volleyball continued their spring program with play on Monday night from 6:15 pm to 8:15 pm at Nova Gym
- Staff prepared the fields for OBSC soccer to be held on Saturday
- OBSC Soccer Tournament was held on Saturday & Sunday at the Sports Complex, and Soccer Fields 1 - 12

#### 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
- Added goals, benches, nets & toters for OBSC Soccer Tournament
- Dragged Osceola Elementary & South Ormond Softball Field

#### 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:
  - NGA Gator Classic Bodybuilding Competition, Saturday, 10 am to 6 pm
- The Performing Arts Center is preparing to host the following event:
  - Little Feet Academy Pre-School Graduation on Saturday 3 pm to 7 pm (600)



- European School of Performing Arts presents Cats on Sunday 4 pm to 6 pm (300)

#### 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 on Saturday
- Jazzercise Monday evening 5:45 pm to 7 pm
- PAL basketball practice, Monday and Friday, 6 pm to 8 pm
- YMCA soccer, Monday, Tuesday and Friday, 5 pm to 8 pm
- Youth Directors Council gathering on Saturday in activity room (PAL)
- South Ormond Sports Club basketball practice Wednesday, 5:30 pm to 7 pm and Saturday, 11 am to 12:30 pm

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisted with set up and break down of Mayor's Health and Fitness Challenge Awards on Saturday, May 11, David Hood Plaza at City Hall
- Attended Senior Games board meeting
- Planning of 2019 events in the months of May through July:
  - 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

#### 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 am to 12:30 pm
- Adult Jazzercise Monday through Friday from 9 am to 10 am and Wednesday and Thursday from 5:45 pm to 6:45 pm
- Ms. Debby's Dance and Acting Classes will meet Monday, Tuesday, and Friday at various times from 3 pm to 8 pm
- Lunch Bunch met on Wednesday from 10 am to 1 pm
- Adult Volleyball continued on Monday
- SPARC Prom will take place on Friday from 6 pm to 8 pm

#### The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10 am and the last tour at 3 pm
- The Ormond Rotary Beer Festival was held in Rockefeller Gardens on Saturday from 2 pm to 8 pm
- A wedding ceremony took place in Ormond Memorial Gardens on Saturday from 5 pm to 6 pm
- Staff is finalizing plans for Enviro Camp
- A Guild Board meeting took place in the Preservation Room on Monday from 9:30 am to 12 pm
- A Girl Scout Bridging Ceremony took place in Rockefeller Gardens on Tuesday from 4 pm to 7:30 pm

- Missing Peace met at Bailey Riverbridge on Tuesday from 4 pm to 5 pm
- Mary Maggio held an Italian cooking class at The Casements on Tuesday from 5:30 pm to 8:30 pm
- A Leadership meeting took place at Bailey Riverbridge on Thursday from 8 am to 1:30 pm
- A Greek cooking class took place at The Casements on Thursday from 4 pm to 7 pm
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am

#### Parks Maintenance

- Removed 2 pier 'Closed after dusk' signs at Cassen Pier
- Installed 3 signs at Misner's Branch
- Replaced NOVA Basketball nets
- Brought three large rocks to Public Works for cleaning and preparation for plaques
- Pulled out all large rocks from behind NOVA
- Prepared location for new park bench at Central Park III
- Replaced missing pavers under the Granada Bridge on both sides
- Cut, painted and replaced pickets at Magic Forest
- Performed inspections of pavilions and posted reservations
- Performed citywide park inspections

#### 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
- Ran new circuit to east gate at the Police Department
- Repaired junction box at Sanchez Park pavilion
- Replaced bay lights and wiring at Nova Recreation Center
- Repaired touch pad on Waste Water Treatment Plant gate
- Repaired GFI in kitchen at Fire Station 94
- Performed power checks at Rockefeller Gardens and repaired as necessary
- Installed new water heater at Sports Complex
- Made accident scene safe at streetscape on Nova
- Replaced photocell on canopy at SONC
- Repaired ladies toilets at Fortunato and SONC
- Key pad repaired at Waste Water Treatment Plant gate
- Removed 2 hot water tanks at soccer concession
- Installed new 50 gallon hot water tank at soccer concession
- Performed Splash Pad inspections
- Repaired A/C at Police Station and City Hall
- Repaired west gate at Police Station
- Repaired Senior Center ice machine

#### Police Department

##### Administrative Services

- Staff Hosted a budget meeting
- Staff attended Crime View presentation
- Staff hosted a supervisor's meeting
- Staff attended/participated the Police Department Awards Ceremony
- Staff attended a pre-determination conference
- Staff attended a Baker Act meeting in Daytona Beach
- Staff attended DARE graduation at Riverbend School
- Staff hosted weekly Staff Meeting
- Staff attended Safety Presentation of Harbor Baptist Church
- Staff attended DARE graduation at St. Brendan's School

#### Community Outreach

- Five members of the Youth Leadership Council attended the Mid-Eastern Atlantic Conference Softball games hosted by Bethune Cookman University on Friday May 10. Six members attended on Saturday, May 11. Senior members of the YLC will be honored at a YLC end of school party on May 19 at the South Ormond Neighborhood Center.
- 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. The next tournament for the boy's teams is the Gainesville Stampede the weekend of May 24 – May 26.
- The R.E.A.D. program at Ormond Beach Elementary School concluded for second and third grades last week. The fourth and fifth grade students had their final program on Thursday. The ice cream social and book reception will be held at 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. The exhibition will feature sixteen original short stories written and illustration by students in grades 3, 4 and 5.
- OBPAL hosted Do the Right Thing at the Ormond Beach Police Department on Thursday, May 16 in the training room. The program honors middle school aged youths who make positive citizenship choices with a luncheon with the Chief and a tour of the Police Department.
- OBPAL will be partnering with the Department of Leisure Services Summer Connections program to provide science, art, computer lab and tutoring. Statistics reveal that students who participate in summer learning programs tend to maintain academic achievement levels for the upcoming school year. OBPAL will also partner to provide field trips to area attractions including, the Jacksonville Zoo, SeaWorld, Wonderworks and Daytona Lagoon.

#### Community Services & Animal Control

- Animal calls responded to: 55
- Animal Reports: 9
- Animal Bites: 1
- Animals to Halifax Humane: 1 (dog)
- Vaccination Clinic: 78
- 24 Hour Notice: 1
- Notice of Violations: 2
- Solicitor Permit: 1
- Property Found Reports: 1
- Alarm Warning: 1

#### Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 3
- Inactive: 5
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 3
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 3
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1

### Records

- Walk - Ins / Window: 72
- Phone Calls: 100
- Arrest / NTA'S: 18
- Citations Issued: 68
- Citations Entered: 58
- Reports Generated: 133
- Reports Entered: 100
- Mail/Faxes/Requests: 30
- CORF Entered: 30
- Warnings Entered: 70
- Trespass Entered: 22

### Patrol

- Total Calls: 1275
- Total Traffic Stops: 114

### Operations

#### Crime Opportunity Report Forms: 80

- 05/08/2019
  - Domestic Violence-Battery, 251 South Orchard Street. The victim reported while seeking medical assistance she was assaulted by her boyfriend.
  - Burglary-Residence, 135 Live Oak Avenue. The victim reported that his residence was entered; however, nothing appeared to be missing.
  - Shoplifting Arrest, 1521 West Granada Boulevard. Asset Protection reported that an adult female failed to pay for \$268.03 worth of merchandise by concealing the items in a bag at the self-checkout.
  - Carbreak, 14 Tomoko Meadows Boulevard. The victim reported that an unknown person entered his vehicle by breaking the door lock. Victim reports that \$600 in Ridgid tools were stolen.
- 05/09/2019
  - Shoplifting, 1521 West Granada Boulevard. Asset Protection reported that an older adult female took clothes and failed to pay for the merchandise worth \$71.46. The suspect left in a red Hyundai prior to the arrival of officers.
  - Burglary-Residence, 2 Maplewood Trail. The victim reported that her residence was entered and the interior of the property was heavily damaged. The victim advised her 9mm handgun was stolen.
  - Domestic Violence-Battery Arrest, 193 Kimberly Drive. Officer responded to a disturbance between an adult male and an adult female who were dating. The adult male was placed into custody.
  - Domestic Violence - Aggravated Assault Arrest, 10 Fox Hollow Drive. Male subject had broken items in the house and defecated throughout a bedroom. While the victim was cleaning the area, the suspect picked up a golf club and started making threats. Upon search of the suspect he had methamphetamine in his pocket.
- 05/10/2019
  - Vehicle Theft, 280 Destination Daytona Lane (Giant Recreation World). Employees discovered a 2019 XLR Boost 29QBS toy hauler/travel trailer recreation vehicle on their back lot was missing and had been stolen sometime overnight.
  - Grand Theft, 280 Destination Daytona Lane (Giant Recreation World). Employees discovered today that a recreation vehicle on their back lot had parts stolen off of the exterior.
  - Car Break, 280 Destination Daytona Lane (Giant Recreation World). Employees discovered today that a recreation vehicle on their back lot had been entered sometime overnight. A radio

- head control unit and a control panel for the exterior electrical awning were stolen from within the vehicle. The large exterior awning was also stolen from the vehicle.
- Hit & Run Crash – Affidavit, 125 South Orchard Street (Orchard Garden Apartments). Male subject side swiped another vehicle. After he learned law enforcement was being contacted, he fled on foot and was unable to be located.
  - Loitering/Prowling – Arrest, 432 Collins Street. An officer attempted to stop a male subject for a bicycle violation at South Nova Road/Hand Avenue. The suspect threw the items he had on his bicycle and attempted to flee from the officer. He was captured in the side yard at this location.
- 05/11/2019
    - Shoplifting – Arrest, 1521 West Granada Boulevard (Wal-Mart). Female stole \$76.82 in merchandise via concealing within handbag. The offense was witnessed by Asset Protection.
    - Shoplifting – Arrest, 1521 West Granada Boulevard (Wal-Mart). Female stole \$80.28 in merchandise by switching the UPC tags for that of a lesser value. The offense was witnessed by Asset Protection.
    - Grand Theft, 1474 West Granada Boulevard (Agave Grill). The victim advised that he forgot his iPhone X with a dark blue Otterbox case in the bathroom at this location. The phone was tracked to 153 Echo Street, Pierson. Attempt to contact yielded negative results.
    - Crash – City Property, 176 Division Avenue (South Ormond Neighborhood Center). Single vehicle crash at this location. The water had to be shut off and was repaired on Monday.
    - Resisting w/o Violence – Arrest, 200-Block of Clyde Morris Boulevard. A traffic stop was conducted for unlawful speed. Male subject resisted officers while they were detaining him to search the vehicle due to him being noncompliant and yelling. Open beer bottle located in center console. Subject was also found to be in possession of drug paraphernalia.
    - Sex Offense, 1521 West Granada Boulevard (Wal-Mart). Victim was at this location when an unidentified male crouched down holding his phone beneath the victim and appeared to be taking up skirt photographs.
    - Violation of Probation – Arrest, 37 Standish Drive. An investigative traffic stop was conducted at this location in reference to a suspicious person and a reckless driver leaving the area of 110 Dawn Drive. Male subject was found to be intoxicated and part of his felony probation for burglary is no alcohol.
  - 05/12/2019
    - Grand Theft, 94 Saint Anne Circle. The victim reported that he had checks totaling \$785.00 stolen from the mailbox at this location.
    - Shoplifting, 727 South Nova Road (Blue Dragon). Two unknown white males stole three DVD's (totaling \$10) by concealing them in a backpack. The incident was captured on video. Management does not know which titles were taken.
    - Carbreak, 1521 West Granada Boulevard (Walmart). An unknown suspect entered the victim's vehicle and swapped out the victim's handicap placard for another one. The placard that was left behind was collected and submitted into evidence.
    - Narcotics – Arrest, 145 S Atlantic Avenue (The Cove). Officers contacted male subject after his employer called to report he was in possession of narcotics.
    - Narcotics – Arrest, 190 South Atlantic Avenue (IHOP). A traffic stop was conducted for a traffic violation. K-9 conducted a sniff and alerted. Female suspect was found to be in possession of drugs and paraphernalia. She was also found to be driving with a suspended driver license.
  - 05/13/2019
    - Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). Loss Prevention reported that an adult male concealed \$99.00 worth of merchandise in his waistband. He left the store without paying for the property. The suspect also had an open warrant and violation of probation.
    - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Asset Protection reported that an adult male suspect was switching out tags of merchandise. Officers contacted the suspect who fled from the scene.

- Shoplifting Arrest, 1521 West Granada Boulevard. Asset Protection reported that an adult male suspect skipped scanning \$22 worth of merchandise.
- Stolen Vehicle- Recovered, 1230 N US Highway 1 (Hull Point Plaza). While working a suspicious person call in Ormond Lakes Subdivision, a Chevrolet Silverado was located on the side of the roadway. The vehicle showed as being stolen out of Putnam County from earlier that day.
- Burglary Residence – Arrest, 103 Lorillard Place. Male subject was heard chanting in the victim's backyard. Subject started to break into the residence by striking his walking stick to a rear glass door. The victim came outside chased suspect out of his backyard. A perimeter was established and the suspect was located in the side yard of 35 Lorillard.
- Warrant- Arrest, 735 South Nova Road (Tomoka Plaza). While verifying a female's information so she could take possession of a vehicle, she was found to have an open warrant out of Volusia County for Violation of Pretrial Release, reference to Battery (Domestic Violence).
- 05/14/2019
  - Burglary-Residence, 16 Park Terrace. The victim reported a burglary at the residence. Garage was left open and a Huffy bicycle with purple and black accents and an after-market seat was stolen.
  - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention reported a retail theft in the amount of \$104.28. Suspect description was obtained. The suspect was not located in the area.
  - Narcotics Arrest, 1521 West Granada Blvd (Wal-Mart). Female subject was in possession of methamphetamine and marijuana. Contact was made with her at Wal-Mart in reference to an open warrant. The female also had an active warrant for her arrest.
  - Burglary Residence, 387 North Beach Street. Victim advised her rear door was found unsecured and an unknown subject made entry into her residence. Victim advised nothing was found taken at this time.
  - Fraud. 1567 North United States Highway 1. Victim provided her credit card information to a known female to purchase items at Dollar General for her. Three other acquaintances of the known subject were also given access to this credit card and apparently used it fraudulently.
  - Fraud, 330 South Nova Road (Dunkin Donuts). Employees advised that there were a male and female at the business that used a counterfeit fifty dollar bill and that they were waiting for officers to make contact with them regarding the counterfeit bill.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 30
  - Number of Uniform Traffic Citations Issued: 32
  - Number of Written Warnings Issued: 12
  - Number of parking tickets issued: 1
- Traffic Crash Reports
  - Number of Crashes without Injuries: 10
  - Number of Crashes with Injuries: 3

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 15 Cases initiated
- Zone 2: 1 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 5 Cases initiated
- 2 signs have either been removed or sign cases created.
- 21 tree removal permit requests.
- Administrative staff assisted with 1 walk-ins and 58 telephonic inquiries.

## **Public Works**

### Airport Operation and Development

- Staff met with an executive from NexTower Development Group, LLC to discuss the design and construction of two wireless communications tower facilities at the airport. NexTower commissioned an airspace study to determine suitable tower locations on the airport, and has requested that the City consider option and lease agreements for two parcels in the northeast and southeast regions of the airport property. Staff will review the proposed parcel locations with the City's airport consultants as part of the lease preparation process.
- The required annual inspection and certification of the airport's Automated Weather Observing System (AWOS) was successfully completed.
- Quarterly service, inspection and cleaning of the windows and solar shields in the cab of the air traffic control tower was completed this week.
- The Southern Region of the Federal Aviation Administration (FAA) has provided details regarding efforts by the FAA and partner agencies on the development of an unmanned aerial vehicle (UAV), commonly known as a drone, detection information packet to provide to airport operators. The Southern Region provided additional information useful to airport operators interested in evaluating, demonstrating or otherwise installing UAV detection systems on or near their airports. It also provides information regarding the prohibition on non-federal use of countermeasure or mitigation technologies (generally referred to as counter-UAS or C-UAS) at or around airports. The FAA currently does not support the usage of C-UAS systems, which include active interdiction capabilities, by any entities other than those federal departments with explicit statutory authority to use this technology.
- Staff has been advised by the FAA that their project to upgrade certain mission support systems for the air traffic control tower will require another on-site survey. Staff is working with the FAA to facilitate this survey work.
- Staff completed minor repairs to the air cooling system for the airport's electrical vault.

### 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 completing construction will further increase flows such that all fire hydrants at Security First should meet minimum flows once construction is complete in mid-May.
    - Forest Hills Connector Trail – A ribbon cutting ceremony was held on May 14.
    - MacDonald House – Staff is finalizing a presentation showing the work completed and the projected work to complete repairs of the outside.
    - Fishing Pier Repair – Work is complete and a grand opening is scheduled for May 27 at noon.
    - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Water main installation is complete, contractor is pressure testing and bacteriologic testing the main prior to submitting for FDEP clearance to open the line for public use.
    - 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 – Site restoration is in process.
    - Water Plant Upgrades – Construction contracts are being finalized for signatures by the 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 was held on May 16.
- Bidding
  - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Bid was awarded at the May 7 CC meeting, staff is preparing contracts for execution.
  - 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 and bids are due on May 21.
  - Memorial Gardens Retaining Wall Improvements – The project was approved for bidding at the May 7 CC Meeting, and advertised on May 12. Bids are due on June 11.
  - Nova Community Park Underground Electric Utilities – The project was approved for bidding at the May 7 Commission meeting, and advertised on May 12. Bids are due on June 12.
  - Downtown Landscape Renovations – Design is complete, project will be placed as a disposition item for approval to bid at the July 30 City Commission meeting.
  - Landscape Renovations - Design is complete, project will be placed as a disposition item for approval to bid at the July 30 City Commission meeting.
  - WTP Sludge Residuals Facility Improvements – The project is being scheduled for disposition to approve advertising for bids at the May 21 CC meeting.
- Design Projects:
  - North US1 Water Main and Force Main Improvements – A Work Authorization has been approved and survey work has begun for the project. The Water Main project will be combined with the FM improvements project along US1 and is on hold until the FM project is designed and the combined bid package can be prepared.
  - 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.
  - 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
  - Continue to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.



- Reviewed plans and created approved Work-in-the-Right-of-Way permit for 5-7 Springer Court missile bores.
- Researched old files and provided multiple PDF as-built drawings for various systems at the Water Treatment Plant, per the plant operator's request.
- Researched old files and provided sketch and legal description and approved No Objection letter for Right-of-Way vacation at 1729 John Anderson Drive, per homeowner's request.
- Completed Trees-in-the-Right-of-Way locates at 243 John Anderson Drive, and 76 Rogers Park Drive, per Streets Division request.
- Researched old documents relating to the maintenance of a portion of Old Tomoka Road, and provided copies to Planning Division per request.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Poured 3 slabs of concrete at City Hall
- Ripped out and replaced curbing on 300 block of Andrews St
- Backfilled basin on Harvard
- Asphalt patch for Water on Waterfront Ct – 4x5
- Filled depression on Saint Andrews Ter
- Filled pothole on Buena Vista
- Ripped out & replaced 5x5 asphalt patch at Harvard Dr & Marvin Rd

##### 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
- Trimming in Tomoka Oaks Subdivision; FDOT (SR40 West of Nova Rd); around parking lot at Firestation 92
- Picked up tree debris on 200 block of John Anderson Dr
- Removed hollow oak and trimmed by light pole at Nova Community Center

##### 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
- Cleaned up walk on Hand Ave between Fir Ave and S Orchard St
- Trimmed around Stop sign on Cumberland Ave; Wilmette Ave & N Beach St

##### 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
- Checked citizen email concern on Shadow Lakes

##### Stormwater Maintenance

- Pond/ditch mowing at Hull Rd Ballfields
- Ditch maintenance citywide

- Locates citywide
- Reachout mowing at the ballfields; Nova Community; SR40
- Basin inspections/hot spots at ballfields
- Mowed all vegetation along new walkway in Forest Hills trail
- System inspection at Country Club; 100 block of S Halifax Dr; 300 block of Military Blvd
- Depression investigation at Royal Palm & Oak Dr
- Sampling outfalls citywide

#### Street Sweeping/Streetsweeper

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

#### Fleet

- Mileage traveled by all departments for the week: 22,015
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 8
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 8,473 gallons unleaded, 8,727 gallons diesel
  - Fuel used in one week: 2,214 gallons of unleaded and 835 gallons of diesel.
  - Fleet completed 51 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 – Progress meeting scheduled for May 17 to discuss transfer to new 480 volt utility service. Project 80% complete.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Ashford Lakes construction started May 13. Anticipated control panel delivery mid-June.
  - SCADA Integration Services – SCADA servers were installed on May 14, coordinating with Staff for VTScada alarm text messaging interface.
  - Shadow Crossings Reuse Pump Facility Upgrades – Design review meeting held on May 8.
  - WTP Elevated Water Tank Rehabilitation – Exterior blasting and painting scheduled for completion May 17 due to days lost to storms. Contractor continuing blasting and priming the tank interior.
  - WTP LPRO Membrane Replacement – Membrane delivery scheduled for June 10.
  - WTP Lime Slaker and Sodium Hypo Upgrades – CM services agreement approved at the May 7 CC meeting.
  - 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 – A preconstruction meeting is scheduled for next week.
  - WWTP Operating Permit Renewal – Permit will be presented for CM signature. \$5,000.00 check to the Florida DEP is ready.
  - Force Main Repairs – Work has begun 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.

- A Work Authorization has been approved for Mead & Hunt design and bidding services for the Replacement of the Static Mixer and Addition of a Mechanical Bypass.
- SPRC Projects (Utilities Review)
  - 125 E Granada, Starbuck's – The Ocean Shore Blvd 2" water main tap FDOT permit has been re-submitted for approval.
  - 5 River Bluff Drive, Easement Release – Reviewed and approved plans, utilities not affected.
  - 1401 Oak Forest Drive, partial easement release – Reviewed and approved plans, utilities not affected.
  - Lynnhurst Drive Sanitary Sewer Replacement – Reviewed plans and provided comments.
  - 263 S. Nova Road – Received request for "letter of utility availability."
  - 5 Nottingham Drive, Easement release – Reviewed and approved plans, utilities not affected.
  - 101 Town & Country Lane (Volusia County) Sewer connection – Received plans for review.
  - 1170 Ocean Shore Boulevard, B-Tran Enterprises and Upscale Nails – Received plans for review.

#### Water Treatment

- Delivered 41.62 million gallons for the week ending May 10, 2019 (5.94 MGD).
- Backwashed 11 filters for a total of 600,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 30, 2019 @ 6.608 MGD, SJRWMD 2018 allocation @ 7.556 MGD.
- Produced & hauled 64.8 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Contractor working on Plant Elevated Tank.

#### Wastewater Treatment

- Domestic and Industrial Wastewater flow was 32.37 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.62 MGD.
- Produced 32.37 Million Gallons of Reuse.
- Produced 0.00 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (April 01, 2018 – March 31, 2019) (MGD):
- Influent 4.88 MGD (Permit 8 MGD);
- Surface Water Discharge 1.37 MGD (Permit 6 MGD);
- Reuse 3.86 MGD (Permit 10 MGD)

#### Water Distribution

- Responded to 16 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 20 calls for water service leaks.
- Replaced 5 residential water meters per Finance work orders.
- Installed 4 new residential water services.
- Replaced 6 broken meter boxes.
- Disconnected 1 water service due to a demolition.
- Replaced 5 water services due to low pressure or leaks.
- Performed maintenance activities on 11 fire hydrants on the beachside.
- Performed pressure testing on 5 and repaired 1 City owned BFP device.
- Performed accuracy tests on 3- 2" commercial water meters. All tested accurate.
- Performed maintenance on 10 fire hydrants on the peninsula.
- Repaired 3-2" GSP water main leaks at Arbor Lake Park, 70 Ocean Shore Dr. & Scottsdale Dr.
- Repaired landscaping due to excavations.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 106 regular and 2 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 3 in the conventional system service area. Responded to 1 reuse trouble call.
- Continued to make adjustments to reclaimed distribution system due to heavy demand.
- Replaced broken meter box at 116 Driftwood Ave.
- Installed new valve box on reclaimed service at 608 John Anderson Dr.
- Rewired PEP pump at 25 Meadow Ridge View.
- Replaced and rewired PEP pump at 25 Forest View Way.
- Met with contractor to provide access for unloading heavy equipment for Breakaway reuse tank project.
- Follow up on overnight calls at 25 Circle Creek Way and 35 Creek Bluff Way.
- Installed new PEP tank at 76 Westland Run
- Located PEP and reuse systems at 3 Double Branch Way.
- Replaced and rewired PEP pump at 5 Sundrop Watch.
- Installed new shutoff valve on reclaimed line at 3 Slow Stream Way. Need to locate customer's service.
- Follow up on PEP alarm at 36 Tomoka Ridge Way. All looks good.
- Located PEP system for contractor at 6 Winding Creek Way.
- Responded to Trouble Call at 6 Crescent Lake Way. Replaced PEP pump. Customer has made damage claim. Turned over to Risk Management.
- Follow up TV at 19 S. Arbor Dr. City line looks good.
- Repaired broken C/O at 48 W. Granada Blvd.
- Attempted to open reclaimed valve to median in Crooked Bridge cul-de-sac. Unable to open, locates called.
- Located and marked reclaimed service at 3 Slow Stream Way.
- Demolished 53 Wilmette Ave.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 2 psi, Ocean Mist Hotel 0 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 12 psi, Westland Run 15 psi Shadow Crossing Blvd. (4 inch) 10 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 valve with repaired inventory, ok.
- Tomoka Meadows, pump noisy operations, replaced pump with new inventory.
- 4P, completed 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, assisted Star Controls 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 tested 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, will replace pump #2 during regular working hours as ongoing problem follows pump when circuits are switched, 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.
- 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.
- 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 as needed, 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.

#### 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.
- 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 hard copy 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.
- Backflow Device Testing Compliance – Staff fielded questions from several customers concerning their backflow device and compliance with the program. Commercial customers and their testers often need guidance regarding last test date and tester on record.

#### Support Services/City Clerk

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

- City Clerk attended weekly City Manager staff meeting
- City Clerk attended meeting with Assistant City Manager
- City Clerk and IT Manager attended web demo with an agenda management vendor on May 14, 2019
- City Clerk attended webinar with an agenda management vendor on May 17, 2019
- Agenda packet preparation, creation, and distribution for May 21, 2019, City Commission Meeting