

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 21, 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 with various members of senior staff
- Completed budget review meetings with senior staff

Spoke to, attended and/or met with:

- Reel in the Fun fishing tournament
- Rotary meeting
- United Way Board of Directors meeting
- Economic Prosperity Hour
- Chamber Board of Directors meeting
- Crimestoppers banquet

PIO – Public Information

- Press Releases/Media
 - Hurricane Prep: Residents with Functional/Special Needs Urged to Register With Volusia County.
 - Ormond Beach Celebrates Independence Day with Fun, Food, Family, and Fireworks.
- Social Media
 - Cross-channel audience (Facebook Instagram, Twitter and Youtube) is at 6.77k with an 11.7% increase in the past seven days.
 - LinkedIn profile page created and now included in social updates.
- Training
 - FEMA G-290 Public Information Officer Training (16 hours)
 - National Incident Management System Training

Community Development

Planning

- The next Downtown Steering Committee shall be on June 26, 2019 at 6 p.m. at the Anderson-Price building at 42 North Beach Street. The Steering Committee shall review the final components of an updated master plan. The packet information is available at: <https://fl-ormondbeach2.civicplus.com/242/Downtown-CRA-District>.
- A variance application has been submitted for the construction of a single-family house at 53 Wilmette Avenue. The variance seeks to reduce the side yard setbacks to 10' and 5' for lot which is 50' in width. The application shall be heard on July 3, 2019.
- A neighborhood meeting regarding associated with a Comprehensive Plan land use map application for the land at 135 and 145 North Yonge Street and 195 and 205 Highland Avenue is

scheduled for Tuesday, June 25, 2019 at the Ormond Beach Public Library at 30 South Beach Street between 5:30 p.m. and 6:30 p.m. The land use application seeks to (1) Amend the land area of approximately 2.52 acres from "Low Density Residential" to "Medium Density Residential" and (2) restrict the residential units allows on the overall 6.0 acre parcel within the two land uses of "General Commercial" and proposed "Medium Density Residential" to 60 units.

Portions of the project have an expired Planned Business and Residential Development zoning designation associated with the Courtyards project. The project would require (after action on the land use amendment) Site Plan Review Committee review, a neighborhood meeting on the development project, Planning Board review and City Commission action for site development.

- Planning staff attended the neighborhood meeting for the Ocean Club project located at 88 South Atlantic Avenue. The project proposes to rezone the property at 88 South Atlantic Avenue from B-4 (Central Business) to PBD (Planned Business Development). The project proposes to demolish the existing structure and re-construct a retail building of approximately 8,596 square feet and associated site improvements. There was approximately 20 individuals in attendance. The applicant provided a summary of the project followed by a question/answer period. The application is scheduled for the July 11, 2019 Planning Board meeting.
- Planning staff attended the East Central Florida Regional Planning Council Resilience Collaborative Workshop. The workshop focus on resilience efforts over an eight county area.
- Attended the Ormond MainStreet Downtown Board meeting.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 355 inspections performed within the City (5 by Private Provider).
- 123 permits issued within the City, with a valuation of \$1,436,751.

Development Services

- The Site Plan Review Committee met with:
 1. Go Juice, 762 South Atlantic Avenue. Pre-application meeting regarding the concept to establish a small juice business in association with an existing retail store. Items discussed included water, sewer, fencing, landscaping and handicapped site access.
 2. Antares Assisted Living Facility, 720 West Granada Boulevard. City staff, the project engineer, project representative, and contractor met with an abutting property owner of the Antares development. A summary of the project including the layout of proposed improvements was provided. The Antares project is currently in process of establishing the project silt fencing and tree barricades. The project representatives did not provide a date of site construction.

SPRC projects approved:

1. Huntington Green (Flagler County utilities). Provision of utilities to a Flagler County subdivision.
 2. 1190 Ocean Shore Boulevard, Dunkin' Donuts Utilities. Sewer services for Dunkin' Donuts to be constructed in unincorporated Volusia County.
 3. 1345 North U.S. Highway 1, Total Comfort. Construct 2-story 25,841 square foot building (phase 2) and RV/Boat storage (phase 1) with associated site improvements on 11.47 acre parcel.
- Projects under SPRC review include:
 1. Security First Insurance Company Final Plat. 3rd review. One lot plat of tract 18 of the Ormond Crossings development
 2. 101 Town & Country Lane (Volusia County) Sewer connection. 2nd review. Sewer services for an existing 10 unit multi-family use in unincorporated Volusia County.

3. Partial ROW Vacation (Stor-It site plan) for Gower Street, Magnolia Street, and Flagler Road. 2nd review. Partial right-of-way vacations associated with the Stor-It project. It is anticipated that the notice of intent to vacate would be on the July 30, 2019 City Commission agenda.
 4. 680 Riverside Drive, easement release. 1st review. Release of a drainage and utility easement along the side of the property.
 5. 1558 Poplar Drive, easement releas. 1st review. Release of a utility easement within the middle of the rear yard of the property.
- Below is the construction status of projects under construction:

| Project | % Complete |
|---|------------|
| 589 South Yonge Street | 98% |
| 783 North U.S. Highway 1 | 50% |
| Antares of Ormond Beach | 0% |
| Breakaway Trails Ground Storage tank | 5% |
| Cardinal Drive Beach parking | 88% |
| Chase Bank | 55% |
| Coolidge Avenue Office/Warehouse | 15% |
| Granada Pointe | 98% |
| Independence Recycling of Volusia | 95% |
| Love's Travel Store | 15% |
| Lucky's Market | 99% |
| Oceanside Golf and Country Club (seating) | 15% |
| Ormond Beach Surf Style | 30% |
| Ormond RC, Building 1C | 55% |
| Pineland Trail re-alignment | 10% |
| Security First | 88% |
| Shoppes on Granada, Phase 2 | 85% |
| Starbucks @ Granada Plaza | 90% |
| Thomas & Betts parking improvements (Phase 1) | 92% |
| Volusia Memorial Mausoleum | 85% |
| WaWa | 35% |
| Residential | |
| Cypress Trails subdivision | 72% |

| | |
|----------------------------------|-----|
| Huntington Green | 20% |
| Huntington Villas | 40% |
| Pineland residential subdivision | 70% |

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 has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is currently moving into the facility.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
 - Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff continues participation in the Downtown CRA Master Plan update process.
 - Staff participated in the Chamber's Economic Prosperity Hour on Wednesday and provided an update on economic development activity.
 - Staff participated in a presentation at Daytona State College with regional business leaders interested in starting a local FAME (Federation for Advanced Manufacturing Education) chapter.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 29 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 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 fourteen (14) hurricane Irma projects.
- Preparations for the Munis Phase 3, Utility Billing system are underway.
- 2019-20 budget preparations are underway.
- Completed Projects - Weekly
 - Processed 90 Journal Entry Batches.
 - Approved 40 Purchase Requisitions totaling \$354,778.24.
 - Issued 28 Purchase Orders totaling \$94,363.56.
 - Prepared 155 Accounts Payable checks totaling \$298,559.43 and 39 Accounts Payable EFT payments totaling \$569,094.11.
 - Issued 609 past due notices on utility accounts.
 - Auto-called 237 utility customers regarding receipt of a past due notice.
 - Processed 491 payments through Interactive Voice Response System totaling \$48,634.07.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.70 million dollars.
 - Prepared 375 Direct Deposits totaling \$505,639.50.
 - Transferred IRS 941 payment of \$167,184.00.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Preparing for Community Development Block Grant (CDBG) on site monitoring in July.
- Grant reimbursement requests to date for FY 18-19: \$2.4 million
- 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.
 - Scheduled ad space in the Observer for special ads in July and August.
 - Completed employee newsletter for July.

Risk Management Projects

- Attended final hearing for WC claim
- Processed subrogation claims
- Worked on updating property schedule

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 8
 - Hazardous: 5
 - EMS: 80
 - Motor Vehicle Accidents: 4
 - Public Assists: 47
 - TOTAL CALLS: 144
- Aid provided to other agencies: 10 Calls – Daytona Beach (5), Volusia County (5)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 72

- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 111
- Training Hours
 - NFPA 1001: Firefighting 109
 - NFPA 1002: Driver 78
 - NFPA 1021: Officer 8
 - NFPA 1500: Safety/Equipment 47
 - NFPA 1620: Preplanning 19
 - EMT/Paramedic 24
 - TOTAL TRAINING HOURS: 285
- Station Activities
 - Updated 29 pre-fire plans
 - Conducted 5 fire inspections
- Significant Incidents
 - 6/12/19, 4:49 PM: W. Granada Blvd. / Shadow Crossings Blvd. – Motor Vehicle Accident – Responded to a motorcycle vs. SUV – heavy damage to both vehicles – motorcycle smoking and was extinguished – one patient pronounced on-scene.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Accreditation Specialist (Police)
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Maintenance Worker I (The Casements/Leisure Services)
 - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Permit Technician (Planning)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Tradesworker (Building Maintenance/Leisure Services)
 - Interviews Scheduled
 - Office Assistant IV (Support Services)
 - Treatment Plant Operator C, B, A, or Trainee (Wastewater Treatment Plant/Public Works)
 - Background/Reference Checks/Job Offers
 - Firefighter/EMT (Fire)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Maintenance Worker II (Wastewater Collection & Reuse/Public Works)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Police Officer (Police)
 - Separations
 - Part Time Maintenance Worker I (The Casements/Leisure Services)
 - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Permit Technician (Planning)
 - 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: 27
 - Completed: 61
 - In progress: 35
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,343
 - Inbound E-Mails Blocked: 21,183
 - Delivered Inbound E-Mails: 18,160
 - Quarantined Messages: 1,418
 - Percentage Good Email: 46.2%
 - Virus E-Mails Blocked: 11
 - Notable Events: None.
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 4
 - Corrections: 0
 - Map/Information Requests: 29
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 31 : Total in system = 2,644
 - Meters GPS Located this week: 1 : Total in system = 23,737; 22,926 potable, 800 Irrigation, 11 Effluent
 - Notable Events: Set-up/Updated EOC laptop for 2019 and Updated Street Atlas

Leisure Services

Administration

- Staff meeting
- Public Works meeting
- Park visits
- Janitorial Services meeting
- Met with landscape contractor for weekly updates
- Draft Ordinance for Mobile Food Dispensing Vehicles meeting
- Riverbend Trail Volunteer Dinner

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

- Tours were given as needed on Saturday and Tuesday through Friday.
- EDC staff, EDC volunteers, and community gardens volunteers set up information tables at Tomoka State Park's pollinator program on Saturday from 9 am to 2 pm.
- EDC staff and volunteers held a Father's Day Crafts program on Saturday from 2 pm to 3 pm.
- EDC summer hours continued this week with the facility open Tuesday to Friday from 3 pm to 5 pm and Saturday 10 am to 4 pm.
- Enviro Camp was held at the EDC Monday to Friday from 9 am to 3 pm.
- Boy Scouts visited on Tuesday between 9:30 am to 12 pm. EDC staff and volunteers led the program.
- Enviro Camp installed a bird garden at the EDC on Wednesday between 12 pm to 3 pm.
- A community gardens volunteer board meeting was held in the EDC classroom on Wednesday from 3:30 pm to 4:30 pm
- Cub Scouts visited on Thursday between 9:30 am to 12 pm
- A master gardener led the Enviro Camp on a tour of the Community Garden on Friday at 10:30 am.
- Girl Scout Troop 1251 worked on weeding the butterfly garden on Friday from 5 pm to 6 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
- 12U Golden Spikes continue practicing this week on Tuesday through Thursday nights at 6 pm at the Nova Fields
- LR Softball practiced on Tuesday and Thursday at 6 pm at the Sports Complex
- SHS Baseball practiced on Monday and Thursday at 6 pm at the Sports Complex

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
- Dragged Osceola Elementary & South Ormond (2) Softball Field
- Edged & weeded Osceola Elementary
- Put up "Closed Fields" Signs at Sports Complex on Soccer
- Repaired windscreen at Nova tennis
- Added nets to MP Field #11

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:
 - Children's Musical Theatre 10th Annual Dance Showcase, Saturday, 7:00 pm (300)
- The Performing Arts Center is preparing to host the following event:
 - Center Stage Dance and Performing Arts is presenting their 11th annual performance, Saturday, 6 pm to 8 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
- Youth basketball practice, Wednesday, 6 pm to 7:15 pm; Saturday, 11 am to 12:30 pm
- Summer Camp Connection, Monday through Friday, 7:30 am until 5:30 pm
- Summer Food Program, Monday through Friday, Breakfast at 9:00 am and Lunch at 12 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisting Senior Games Committee with planning tasks
- Attended Economic Prosperity Hour
- Clean up of supplies and equipment from Reel in the Fun and other events
- Preliminary planning of Riverbend Trail Volunteer Appreciation Dinner, June 20
- Planning of 2019 events:
 - Independence Day Celebration – July 4
 - Summer Sounds Concert Series – July 12, 19, 26
 - Hometown Heroes Banner Ceremony, November 9

Gymnastics

- June session in progress
- July registration open

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons
- Open Play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room
- Adult Jazzercise Monday through Friday from 9 am to 10 am; Wednesday and Thursday from 5:45 pm to 6:45 pm; Saturday from 9 am to 10 am
- Summer basketball league will take place Monday through Friday 2 pm to 4 pm
- Pickleball will start its summer schedule on Tuesday and Thursday from 10:30 am to 1:30 pm
- Camp T-Rec begins this week and will run 6 weeks

The Casements

- Tours were held at The Casements on Saturday at 9:30 am and 10:30 am.
- A large group tour from Stewart Marchman toured The Casements on Saturday from 10:30 am to 11:30 am.
- Herb Society met at Bailey Riverbridge on Saturday from 9:00 am to 12:00 pm.
- A Memorial Service was held at Ormond Memorial Gardens on Saturday from 11:00 am to 1:00 pm.

- A birthday rental took place at Fortunato Park on Sunday from 11:30 am to 3:30 pm.
- Beaux Arts "This is Why I Wake Up Every Morning!" Gallery exhibit remains on display at The Casements through the month of June.
- Enviro Camp Week 3: "Diggin' It!" took place Monday through Friday from 9:00 am to 3:00 pm at the Environmental Discovery Center.
- Pat Spano's Art Explosion Summer Camp Week 3 took place at The Casements Monday through Friday from 9:00 am to 12:00 pm.
- Greek Cooking Class took place at The Casements on Tuesday and Thursday from 4:30 pm to 8:30 pm.
- A wedding rehearsal took place at Ormond Memorial Gardens on Friday from 3:00 pm to 4:00 pm.
- Pilates took place on Monday and Wednesday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday and Thursday from 10:00 am to 11:30 am.

Parks Maintenance

- Performed city wide park cleaning and inspections
- Performed cleaning and posting of reservations at Pavilions
- Swing replaced at Nova Community Park
- Repaired telescope in playground at ARBP
- Made wall safe at BPOS after car accident
- Repaired and adjusted kayak launch pad at Cassen 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.
- Added additional lighting to hallway in Finance.
- Replaced the shoreline reel (standby electricity for the fire truck) at Fire Station #91.
- Repaired and adjusted the entrance gate at the WWTP.
- Repaired the track lights at the Museum.
- Repaired the lights in various rooms at the Police Department.
- Ran new wire to control box at the east gate at the Police Department due to a short in the line.
- Repaired the lights in the ARBP bathrooms after ceiling repairs were completed.
- Adjusted the toilet at CP#1 woman's room from continually running.
- Painted and delivered puppet dtage to EDC.
- A/C repair and maintenance in various City facilities
- Repaired the outside toilet at SONC
- Repaired leak in Softball Quad concession stand
- Replaced rollers at the PW main gate
- Replaced ARBP toilet sensors in bathrooms 2 & 3

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff conducted DAVID audit
- Staff is attending a state conference all week
- Staff is preparing for body camera training
- Staff is preparing for new hire officer training next week
- Staff is scheduling Coffee with a Cop events
- Staff is attending Crime View this week
- Staff has set up an account with Ring Neighborhood application

Community Outreach

- Youth Leadership Council (YLC)
YLC members met this week to review and practice for the Lip Sync Battle that will be held on the first night of the YLC conference. The YLC Conference is July 11 – 14, 2019. Tuesday night eight (8) members went to a movie for their monthly fun night out.
- OBPAL Basketball
Practice was held for the boys' basketball teams on Monday and Friday last week. Seventeen (17) boys attended practice at the South Ormond Neighborhood Center. On Wednesday, six (6) girls attended practice at the South Ormond Neighborhood Center. The next tournament is June 21-23 in Daytona Beach.
- PAL Summer Programs
 - Summer Reading with a Cop
Thirty-three attended the first summer *Reading with a Cop* at the Ormond Beach Library on Wednesday, June 12, at 10:30 am. Guest reader, Capt. Roos read two books about kites. After the question and answer session the attending families participated in a craft project and made kites.
 - Summer Educational Programs
The summer program partnership at the SONC began on Monday, June 17. Science, art, tutoring and computer lab is offered Monday through Thursday. Statistics reveal that students who participate in summer learning programs maintain academic achievement levels for the upcoming school year. The first field trip was held on Wednesday, June 19 to the Jacksonville Zoo.

Community Services & Animal Control

- Animal Calls responded to:
 - Animal Reports: 8
 - Trap Neuter Release: 1
 - Animal Bites: 0
 - Animals to Halifax: 2
 - Wildlife Calls: 0
 - Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 13
- Inactive: 4
- Homicide: 1
- Fraud: 8
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 5
- Grand Theft: 8
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 98
- Phone Calls: 103
- Arrest / NTA'S: 17
- Reports Generated: 103
- Reports Entered: 90
- Citations Issued: 108
- Citations Entered: 93
- Warnings Entered: 244
- Trespass Warnings: 20
- CORF Entered: 33
- Mail / Faxes / Request: 11

Patrol

- Total Calls: 1,303
- Total Traffic Stops: 240

Operations

- Crime Opportunity Report Forms: 33

06/12/2019

- Battery, 350 South Ridgewood Avenue (Bridgeview Center). Known subject battered the victim then displayed a knife. A charging affidavit was completed.
- Larceny, 1637 North United States Highway One (Bruce Rossmeyer's Harley Davidson). A tag was stolen off a rental motorcycle sometime in the last two (2) years. The tag received a toll violation in Hillsboro, Florida and that is how the victim discovered the tag was missing.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to leave the store without paying for items.
- Carbreak, 243 South Nova Road. Unlocked trailer was entered overnight. Tools were stolen.
- Battery Arrest, 1608 North United States Highway One (Days Inn). Known subject battered two (2) subjects then went after them with a knife but was unsuccessful with it.
- Shoplifting, 1458 West Granada Boulevard (Bealls). Two (2) subject concealed items in a purse and left the store. One (1) of the suspect's identity is known and being investigated.
- Battery/Domestic Violence, 272 McIntosh Road. Juvenile subject battered a parent then attempted to overdose on pills. The subject was placed into custody under a Baker Act and a charging affidavit was completed.
- Miscellaneous Arrest, 100 Block Thompson Creek Road. Two (2) subjects were arrested for open containers.

06/13/2019

- Battery/Domestic Violence Arrest, 100 Block East Granada Boulevard. Subject violated a pretrial release order and was arrested.
- Larceny, 153 East Granada Boulevard (AT&T). Subject grabbed five (5) iPhones off a display and ran from the store.
- Narcotics Arrest, 900 Block South Nova Road. A vehicle was stopped for a traffic violation and three (3) subjects in the vehicle were arrested for possession of Heroin, Methamphetamine, and paraphernalia.

06/14/2019

- Battery, 2000 Block West Granada Boulevard. Two (2) subjects were in a physical fight. Neither party wanted to press charges.
- Larceny, 177 East Granada Boulevard (Ashley Lane). A purse was stolen from the business.
- Warrant Arrest, 224 Ponce De Leon Drive. Subject with a warrant was contacted at this location.
- Burglary Residence, 404 Flormond Avenue. Subject made forced entry through a door and damaged property.

- Warrant Arrest, 89 Hickory Hills. Subject with a warrant was contacted at this location.

06/15/2019

- Larceny, 75 South Tymber Creek Road (Platinum Car Wash). An Apple watch was stolen out of a customer's vehicle.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject placed items in a bag and attempted to leave the store.
- Larceny, 1521 West Granada Boulevard (Wal-Mart). Employee has been taking money from a register while working.
- Carbreak, 5 Sherrington Drive. Forced entry was made by breaking a window. A cell phone was stolen.

06/16/2019

- Burglary Residence, 69 Fairview Avenue. Entry was made by going through a window. A firearm and cash was stolen.
- Shoplifting Arrest, 3 North Yonge Street (Sunoco). Subject ate food without the ability to pay for the items.
- Battery/Domestic Violence Arrest, 500 Shadow Lakes Boulevard. Subject battered the victim by strangulation.
- Battery/Domestic Violence Arrest, 570 Collins Street. Subject battered the victim for yelling at the dogs.

06/17/2019

- Larceny, 1521 West Granada Boulevard (Wal-Mart). A bicycle was stolen from the bike rack out front.
- Carbreak, 170 Williamson Boulevard (Sleep Inn). Unsecure vehicle was entered overnight. A GPS unit was stolen.
- Carbreak, 170 North Nova Road (7-11). Lawn equipment was stolen from a vehicle.
- Larceny, 14 Deep Woods Way. \$20,000 in jewelry was stolen from the home. Suspect is a house keeper.
- Carbreak, 18 Minnow Drive. Entry was made by breaking a window. A laptop was stolen.
- Warrant Arrest, 91 North Arbor Drive. Subject that was in violation of probation was located at this location.

06/18/2019

- Stolen Vehicle, 85 Country Club Drive. A vehicle was stolen from the driveway overnight.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Battery/Domestic Violence Arrest, 119 Ormwood Drive. Subject battered the victim during an argument over alcohol.
- Narcotics Arrest, 1515 San Marco Drive. Subject with marijuana was contacted at this location.
- Warrant Arrest, 600 Block South Nova Road. Subject with a warrant was contacted at this location.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 25
 - Number of Uniform Traffic Citations Issued: 45
 - Number of Written Warnings Issued: 19
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 7
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 16 Cases initiated
- Zone 2: 9 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 9 Cases initiated
- 18 signs have either been removed or sign cases created.
- 16 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and seventy-one (71) telephonic inquiries.

Public Works

Airport Operation and Development

- The FAA's Southern Region Office has scheduled a site survey for the planned mission support upgrade project at the air traffic control tower. The site survey will occur on June 27 and will include representatives from the City, the FAA, LS Technologies, and AT&T.
- Staff completed additional work to respond to a survey from the Department of Transportation Inspector General (IG). The IG is conducting an audit of the Federal Contract Tower (FCT) Program. Past IG audits of the FCT program have been positive and helpful with maintaining strong bi-partisan support of the program in Congress. The information requested seeks to measure the resources local airport sponsors spend to support contract tower operations.
- Robinson Aviation, Inc. (RVA), which provides air traffic control services at the airport under contract with the FAA, conducted an annual audit of the control tower facility this week.
- Technicians from the FAA visited the control tower facility this week to complete routine maintenance work on the data management systems used to monitor and control air traffic in the region.

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 that construction is complete.
 - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Project is complete. Fire hydrants will be flow tested.
 - Storm and Sewer Lining – Phase 2 – The contractor is expected to begin cleaning the storm lines the week of June 17 with lining to follow a few weeks afterwards.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – The project is complete.
 - Water Plant Upgrades – Construction contracts are being finalized for signatures by contractor.
 - 2019 Roadway Resurfacing – The contractor will begin milling and resurfacing Bovard and Coquina Court at the end of June.
 - Force Main Repairs – Contractor is working in the area of Spanish Waters and A1A.
 - Breakaway Trails Storage and Pumping Improvements – The tank sub-base has been placed and compacted; yard piping work has begun, the contractor is making preparations to pour the tank base.
 - Cassen Park Public Dock and Breakwater – The contractor's surveyor was on-site to set grade stakes. The engineer of record will review for approval prior to starting construction.
 - WWTP Sludge Dewatering Improvements – A pre-construction meeting was held on May 16. Material submittals are being reviewed.
 - Bidding:
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Bid was awarded at the May 7 CC meeting, contracts are being executed.

- HVAC Replacements – City Hall, SONC, The Casements – The bid was awarded at the May 21 CC meeting, contracts are being prepared for execution.
- Granada Median Landscape Improvements (Orchard Street to I-95) – The apparent low bidder is RJ Landscape Contractors, Inc. Bid award is scheduled for the August 7 CC meeting.
- Memorial Gardens Retaining Wall Improvements – Bids were opened on June 11 and are under review.
- Nova Community Park Underground Electric Utilities – Bids were due on June 12, no bids were received. The project will be re-advertised.
- Downtown Landscape Renovations – Design is complete, project will be placed as a disposition item for approval to bid at the July 30 CC meeting.
- Landscape Renovations - Design is complete, project will be placed as a disposition item for approval to bid at the July 30 CC meeting.
- WTP Sludge Residuals Facility Improvements – The project was advertised on May 26, bids are due on June 26. A pre bid meeting was held on June 6.
- 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 bid together as one project.
 - Fleming Ave Stormdrain Improvements – The consultant has submitted 60% design plans. Additional survey work was required and is being performed.
 - Wilmette Avenue Pumping – Provided information to FEMA for project review RFI's. Awaiting FEMA approval and issuance of construction contract agreement.
 - OBSC Improvements – Championship Field 7 – An ECHO grant application was approved by Volusia County. Grant contract documentation is in process. A groundbreaking ceremony was held on June 1.
 - Secondary Raw Water Main – The consultant continues to work on the design plans.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – the consultant is reviewing survey for Tomoka Avenue, and scheduling survey work for Williamson Blvd.
 - 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 – The award for design is being placed on the July 30 CC meeting.
 - 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 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.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for North Orchard Street and Lincoln Avenue directional bores, as requested by Brighthouse.
 - Researched old plans and completed topographic survey of Rivera Park for proposed paving and landscape project.
 - Completed the sketch and legal description required to address the gaps in the Plantation Oaks Blvd. right-of-way annexation, as requested by the Planning Department.

- Researched old as-built drawings and provided PDF copies of City utilities along North US1 at Airport Road intersection, per consultant's (Newkirk Engineering) request.
- Researched old drawing plans and provided information for drainage complaint at Ormond Beach Municipal Airport.
- Created Fleet/Public Works base drawing for City Landscape Architect.
- Researched plat information for Seabridge South, for public information request.
- Researched Airport Business Park expansion exhibits, per City Engineer request.
- Surveyed Riviera Park for City Landscape Architect.

Environment Management

Street Maintenance - Asphalt/Concrete

- Replaced asphalt patch in front of PW shop
- Concrete work on Banyan Dr
- Asphalt patch on Sand Dollar; Lincoln Ave; Banyan Dr; PAC; Pineland Trl
- Concrete pour on A1A

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 on Neptune Ave; in Tomoka Oaks
- Removed debris pile at Nova Community Center
- Set up lane closure for pole install at US1 & Nova Rd

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Trimmed for visibility of stop sign at c/o Division & Grove St; Palms over sidewalk at Ponce De Leon & Benjamin
- TTC (temporary traffic control) class at PW

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
- Installing (2) new Stop signs, posts, & anchors for 3-way at Fleming Ave/Laurel Oaks Dr
- Installed 4th of July signs in various parks
- Putting up and setting out signs & barricades for 4th of July

Stormwater Maintenance

- Reachout ditch mowing on US1; Sanchez Ave
- FDOT pond mowing on SR40
- Locates; basins inspected & cleaned Citywide
- Ditch inspection at Airport
- Cleaned basin inlet on 400 block of Main Trl

- Inlet repair on 700 block of Garden Ln
- Road repair at Sanchez Park
- Ditch maintenance on Hand, Division, and Hammock Ln
- MOT class at PW
- Outfall inspected and cleaned on Military Blvd

Street Sweeping/Streetsweeper (3 days – on vacation)

- 58 miles of road cleaned
- 20 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,945
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,170 gallons unleaded, 5,196 gallons diesel
 - Fuel used in one week: 2,308 gallons of unleaded and 554 gallons of diesel.
 - Fleet completed 41 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – The tank sub-base has been formed with rebar installed; yard piping work has begun. Contractor is scheduled to pour the concrete tank base on June 19.
 - Breakaway Trails Yard Electrical and Pump Upgrades – RTU is onsite, contractor is making wiring connections for cut-over to 480 volt power.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Ashford Lakes pump control panel and RTU submittals are under review by the engineer. Equipment will be ordered upon approval.
 - SCADA Integration Services – VTScada alarm text messaging interface module has been delivered, training for lift sStations scheduled for June 27.
 - Shadow Crossings Reuse Pump Facility Upgrades – Value engineering meeting to be scheduled with staff.
 - WTP Elevated Water Tank Rehabilitation – Structural steel arrived on site June 10 and structural repairs are being completed. Paint drawdown sample colors have been approved with the exception of the yellow. An alternate yellow drawdown sample will be provided by Tnemec Paints for review by staff.
 - WTP LPRO Membrane Replacement – Membrane delivery and replacement scheduled to begin the week of June 24.
 - WTP Lime Slaker and Sodium Hypo Upgrades – Construction contracts were sent to the Contractor, Odyssey Manufacturing, for signatures.
 - WTP Sludge Residuals Facility Improvements – Bids are due June 26.
 - WWTP Influent Pumps VFD Replacement – Emerson Controls PLC programming for VFD #2 is scheduled for July 22.
 - WWTP Sludge Dewatering Improvements – Equipment submittals are under review.
 - WWTP Operating Permit Renewal – Completed WWTP Operating Permit has been submitted to FDEP.
 - Force Main Repairs – Work has begun in the area of Spanish Waters and A1A.

- SPRC Projects
 - 100 West Granada Blvd, The Pumphouse – Reviewed plans and provided comments.
 - 26 North Beach Street, FUGU Restaurant – Reviewed and approved plans.
 - Huntington Green (Flagler County) - Reviewed and approved plans.
 - 600 South Atlantic Avenue, Ormond Beach Surf Style – Reviewed plans and provided comments.
 - 1190 Ocean Shore Boulevard, Dunkin' Donuts Utilities Renewal - Reviewed plans and provided comments.
 - 1558 Poplar Drive, easement vacation - Reviewed and approved plans.
 - 101 Town & Country Lane (Volusia County) Sewer connection - Received plans for review.
 - ROW Vacation (Stor-It) Partial Gower, Magnolia, and Flagler - Received plans for review.

Water Treatment

- Delivered 41.29 million gallons for the week ending June 14, 2019 (5.90 MGD).
- Backwashed 12 filters for a total of 680,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 30, 2019 @ 6.761 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled 81 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Contractor working on plant elevated tank.
- Operators flushed system hydrants a total of 103,000 gallons.

Wastewater Treatment

- Domestic and Industrial Wastewater flow was 33.77 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.82 MGD.
- Produced 32.71 Million Gallons of Reuse.
- Produced 1.06 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (June 1, 2018 – May 31, 2019) (MGD)):
 - Influent 4.79 MGD (Permit 8 MGD)
 - Surface Water Discharge 1.13 MGD (Permit 6 MGD)
 - Reuse 4.07 MGD (Permit 10 MGD)
- Hauled 96.57 wet tons of dewatered residual solids (14% to 18% solids)
- Current weekly sludge hauling ending 6-15-2019
 - 5 trailer loads of treated sludge went to Shelley's.

Water Distribution

- Responded to 9 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 8 calls for water service leaks.
- Installed 3 new residential water services.
- Replaced 13 broken meter boxes.
- Replaced 2 water services due to low pressure or leaks.
- Initiated yearly fire hydrant maintenance activities in Ormond-by-the-Sea. Performed maintenance on 29 fire hydrants.
- Performed pressure testing on 5 and repaired 2 City owned BFP devices.
- Performed maintenance activities on 6 main line valves.
- Replaced 4 residential water meters.
- Performed accuracy testing on 8-2" commercial water meters. Scheduled 2 commercial sites for testing.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 111 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 2 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 4 reuse trouble calls.
- Continue to make adjustments to reclaimed distribution system due to heavy demand.
- Closely monitoring BAT tank levels due to SCADA being down caused by lightning strike.
- Replaced C/O cap at 49 Ponce de Leon per customer request.
- Assisted contractor in cleaning base of new tank for concrete pour.
- Assisted lift station crew in power outage at LS 1P
- Repaired broken force main at 1360 N US 1. Force main was hit by contractor.
- Located and marked reclaimed services at 83 Abacus Ave. and 34 Coquina Lake Way.
- Repaired alarm on PEP system at 95 Carriage Creek Way.
- Repaired broken 1½” discharge line from PEP system at 2 Tropic Lake Way.
- Investigated leak between 24 and 26 Abacus Ave. Area extremely wet shut off irrigation will follow up as area dries.
- Follow up to trouble call at 9 Crescent Lake Way, appears to be working normally.
- Located and marked C/O at customers request at 160 S. Ridgewood Ave.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 10 psi, Ocean Mist Hotel 0 psi, Ormond Mall 2 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 11 psi, Westland Run 18 psi Shadow Crossing Blvd. (4 inch) 8 psi.

Wastewater Plant – Lift Stations

- Post Anoxic Submersible Mixer #2-1 - Called by operator on shift, mixer not working and won't reset, found controls responding as requested, tested fuses and starters, pushed start button at mixer local controls, mixer now operational, and controls within parameters, ok.
- Breakaway Trails, follow up from call out, checked station, making repairs as needed.
- Carousel Surface Aerator #1S – not working, checked unit, oil pressure gauge not working, replaced with new inventory, still now working property, trouble shooting of pressure sensor scheduled.
- Southern Pines, Saddlers Run, Deer Creek, Breakaway Trails, follow up from call out, checked station operations, ok.
- Generator fueling at the following locations: Shadow Crossings, 4M, Breakaway Trails, refill 100 gal tank and return to fleet.
- Chelsea Place #1, follow up from call out, pulled Pump #1 to repair/replace as needed.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 13M, phase loss, phase monitor chattering and extremely hot to the touch, replaced, station now operating, ok; 1M, 8M1, phase loss, FPL power down, storm related, both stations powered back up by FPL with no visible signs of spill or overflow, no further follow up needed. Southern Pines, Deer Creek, Saddlers Run, Breakaway Trails, phase loss, three station calls came in at once, checked all three stations and found FPL power restored upon arrival, confirmed the three stations to be operating within parameters, all three stations are within the same area as B.A.T. performed visual check to confirm operations, B.A.T. found to be operational and within parameters, will follow up on all stations during regular working hours, ok at this time; Chelsea Place #1, high level, wet well high, pump #2 not being called for by controller, motor starter #1 tripped, reset, pump #1 locked up and high amp draw, reversed pump, amp draw will not reduce, pump locked, found dirty probe to be cause of pump #2 not being called for, cleaned probe, pump #2 operating station, watched station pump down, set controller to lead #2, will pull pump #1 to repair/replace as needed during regular working hours, no known spills or overflows to report, ok at this time; 11M, phase loss, found FPL power up and running upon arrival, station checked good, ok; Spanish Waters, Ormond Mall, 7P, 5P, phase loss, power restored upon arrival, ok; Halifax Medical Center, phase loss, FPL power intermittent upon arrival, called outage in to FPL, power restored without further incident, ok.

- SCADA monitor/response: 1P, no starts, high run hours, both pumps stuck on, found FPL power down, called in outage, powered station using trailer generator, found multiple power and electrical failures throughout control cabinet and both motors MEG bad to ground, possible lightning strike, pulled Pump #1 and removed impeller to install on spare rotating assembly, installed spare rotating assembly, repaired assorted wiring issues throughout control cabinet, replaced duplexer with new inventory, powered station back up using generator, powered pump #1, vacuum pump cycled on, no vacuum draw, repaired vacuum system as needed, powered pump #1, and began to pump down the wet well, no SCADA at this time, FPL power back up, left generator on site as backup source, will continue to monitor station.
- Annual Plant PM's: Carrousel Surface Aerator #1S.
- Lift Station PM's: 0 monthly performed and 1 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Old Reuse pump station at WWTP, complete connection of 50 Hp pump and motor to Breakaway Trails reuse distribution, electrical connection and testing is scheduled.
- Breakaway Trails reuse, MOV feeder wire from lift station pump control panel to MOV panel burnt by lightning strike, replaced wire and returned to manually operated service only, RTU also affected by lightning, trouble shooting and repairs in progress.
- 12% Hypochlorite, changed the water supply filter at water softener, repaired leak at pump #2, installed and plumbed pump #1.
- Removed unused M.O.V's one at BWT and one at Forrest Quest and transported to BAT maintenance for possible future use.
- R.O. Vertical Turban Pump #2, intermittently shuts down, continuing to trouble shoot, will update when problem is identified.
- Operational Checks: Riverview, Granada, Tomoka State Park.

Utilities Regulatory Activities

- Water Treatment Plant Sanitary Survey Update – Staff is compiling information to provide the Volusia County Health Department an update to activities related to the latest Sanitary Survey Inspection as requested by the Department. Most items are complete or substantially complete.
- Sanitary Sewer Overflow (SSO) Event – On June 17 a private contractor bored through a 4 inch city force main. Approximately 6-10,000 gallons of untreated sewage discharged into a nearby ditch. Once alerted, the City's collection crew isolated the leak quickly and repaired the force main. The area was mitigated with lime and HDH the following day.
- Consumer Confidence Report (CCR) – The CCR, as known as the Water Quality Report, was approved by the Volusia County Health Department and is posted to the City's website for review by interested parties. The URL is also included on customer's May-June water bills. Hard copies should be back from printer and distributed next week to the City's bulk customers and public locations, such as Public Works office, City Hall (Finance), apartment complexes and library, to make available its important information.

Support Services/City Clerk

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

- City Clerk attended meeting with Assistant City Manager
- City Clerk and HR conducted interviews for Office Assistant position
- Agenda packet preparation for July 30, 2019, Operating Budget Workshop and City Commission Meeting