

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 24, 2019

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

City Manager

Reviewed and prepared with staff as follows:

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

Spoke to, attended and/or met with:

- Individual agenda review meetings with Mayor and City Commissioners
- Rotary meeting
- United Way Board meeting
- Claims Committee meeting
- VLOC annual banquet
- Senior staff and FDOT representatives on transportation issues

Community Development

Planning

- No variance applications have been submitted for the June 5, 2019 Board of Adjustment and Appeals and the meeting has been canceled.
- The following items are scheduled for the June Planning Board meeting:
 1. 1246 West Granada Boulevard (Shoppes on Granada, Phase 2) drive-thru restaurant. The Special Exception seeks to allow drive thru restaurant (end user has not been identified) and associated site improvements.
 2. 48 West Granada Boulevard, wall signage. The site is the Ormond Garage and is under renovation for a restaurant with a brewery. The Special Exception is needed based on the number and sizes of the existing and proposed signage.
 3. 2260 Airport Road, land use map amendment. The administrative amendment seeks a land use change from "Public/Institutional" (P/I) to "Suburban Low Density Residential" (SLDR).
 4. 220 East Granada Boulevard, outdoor activity. This is a request to allow outdoor activity, the display of two surfboards) in front of the building at 220 East Granada Boulevard.
- Staff presented the Capital Improvements Program for the Downtown area to the MainStreet Board of Directors.
- 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.

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued.
- 395 inspections performed within the City (84 by Private Provider).
- 99 permits issued within the City, with a valuation of \$1,135,631.

Development Services

- The Site Plan Review Committee met with:
 1. Pineland Trail extension, pre-construction meeting. This project proposes to re-align Pineland Trail abutting the Security First property within Tract 18 of Ormond Crossings.
 2. 1480 North U.S. 1, Ace Hardware, pre-application meeting. The project seeks to develop an Ace Hardware at the southwest corner of U.S. Highway 1 and Gowers Street. The concept plan shows retail, office, a garden center area and associated site improvements.
- SPRC projects approved:
 1. 1535 North US Highway 1, Dunkin Donuts. This project proposes the demolition of existing gas station and construction of a Dunkin Donuts coffee shop building with drive thru and associated site improvements.
- Projects under SPRC review include:
 1. Deerfield Trace, 4th submittal. Provision of utilities to a Flagler County subdivision - 14 lots.
 2. 1170 Ocean Shore Boulevard, B-Tran Enterprises and Upscale Nails, 3rd 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. 101 Town & Country Lane (Ormond by the Sea) sewer connection, 1st submittal. Demolition of four existing septic tanks and to City sewer system. The project is located in unincorporated Volusia County.
 5. 1246 West Granada Boulevard Drive-thru Restaurant Special Exception, 3rd review. The project proposes two unit building (1,400 SF and 2,400SF) with one unit having a drive-thru restaurant window and associated site improvements. A Special Exception for the project is scheduled for the June 13, 2109 Planning Board meeting.
- 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.
 - Staff attended the Florida Economic Development Annual Conference on May 21 and May 22 in Palm Coast and moderated a panel discussion on Holistic Approaches to Economic Development.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 28 companies have been visited.

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 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 42 Journal Entry Batches.
 - Approved 31 Purchase Requisitions totaling \$223,766.51.
 - Issued 30 Purchase Orders totaling \$3,279,973.95.
 - Prepared 157 Accounts Payable checks totaling \$158,678.39 and 42 Accounts Payable EFT payments totaling \$984,410.12.
 - Issued 426 past due notices on utility accounts.
 - Auto-called 215 utility customers regarding receipt of a past due notice.
 - Processed 447 payments through Interactive Voice Response System totaling \$47,500.90.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.33 million dollars.

Grants/PIO

- Press Releases
 - Memorial Day of Remembrance (5/27, 9:00 a.m.)
 - Environmental Discovery Center Seeks Volunteer Support
 - Water Treatment Plant Host for 2019 Southeast Desalting Association
 - Andy Romano Beachfront Park Playground Closure (May 28-30)
 - Cassen Park Fishing Pier Ribbon Cutting (5/27, Noon; Ike's celebration 11 a.m.-2 p.m.)
- 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.
 - Completed ad for Hometown Heroes Banner Program.
 - Attended weekly staff meeting.
 - Attended City Commission meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted application to the US Department of Justice Bulletproof Vest Partnership for new police officer vests through August 31, 2021.

Risk Management Projects

- Mayor's Health & Fitness Challenge – wrap up activities
- Attended Claims Committee meeting
- Attended WC mediation

Fire Department

- Weekly Statistics
 - Fires: 5
 - Fire Alarms: 8
 - Hazardous: 4
 - EMS: 83
 - Motor Vehicle Accidents: 12
 - Public Assists: 43
 - TOTAL CALLS: 155
- Aid provided to other agencies: 9 Calls – Daytona Beach (1), Volusia County (8)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 70
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 322
- Training Hours
 - NFPA 472: 2
 - NFPA 1001: Firefighting 80
 - NFPA 1002: Driver 8
 - NFPA 1021: Officer 5
 - NFPA 1500: Safety/Equipment 46
 - NFPA 1620: Preplanning 25
 - EMT/Paramedic 21
 - TOTAL TRAINING HOURS: 187
- Station Activities
 - Updated 18 pre-fire plans
 - Conducted 4 fire inspections
 - Participated in Kids Day America/International event at Calvary Christian Center
 - Participated in Chamber of Commerce and Safe Kids Worldwide demonstration at Station 92
- Significant Incidents
 - 5/15/19, 5:47 AM: W. Granada Blvd. / N. I-95 – Motor Vehicle Accident – Upon arrival found vehicle vs. pedestrian accident – one fatality on-scene.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - 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)
 - Tradesworker (Building Maintenance/Leisure Services)
 - Applications Under Review
 - Assistant City Clerk

- Interviews Scheduled
 - Administrative Assistant (HR)
 - Firefighter/EMT (Fire)
 - Police Officer (Police)
 - Utilities Engineer (Public Works)
- Background/Reference Checks/Job Offers
 - Maintenance Worker II (Streets/Public Works)
 - Police Officer (Police)
 - Public Information Officer (City Manager)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Summer Camp Counselors (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: 46
 - In progress: 25
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 60,661
 - Inbound E-Mails Blocked: 42,125
 - Delivered Inbound E-Mails: 18,536
 - Quarantined Messages: 2138
 - Percentage Good Email: 30.6%
 - Virus E-Mails Blocked: 3
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 2

- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 17 : Total in system = 2,589
- Meters GPS Located this week: 0 : Total in system = 23,734; 22,924 potable, 799 Irrigation, 11 Effluent

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
- City Commission meeting
- Lion's Club meeting
- OB Chamber Leadership meeting
- Commemorative banner event

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
- The EDC Coordinator & EDC Volunteers worked a table at the Kids Day America event at Calvary Christian Center on Saturday from 9:30 am to 2:30 pm
- Thirteen homeschool students from Classical Conversations took a Plants & Pollinators field trip at the EDC on Tuesday from 10 am to 12:30 pm
- Danielle Ramsey from Volusia County Environmental Management held a Green Volusia program on Friday from 10 am to 11 am.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- Golden Spikes and Lady Renegades continued practicing this week Monday through Thursday at 6 pm on the Nova Fields and the Softball Quad at the Sports Complex.
- Ormond Beach Soccer Club continued practices this week nightly, Monday through Friday.
- OBYBSA baseball games this week, Monday through Friday, at both the Nova Fields and the Softball Quad at the Sports Complex, 6 pm.
- Adult Coed 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.
- NSA Softball Tournament was held on Saturday & Sunday at the Sports Complex, Softball Quad, 8 am to 6 pm.

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
- Removed soccer goals, tofers, nets, goals, corner flags, etc.
- Dragged Osceola Elementary & South Ormond softball field
- Prepped Quad for weekend NSA Softball Tournament

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 is preparing to host the following event:
 - Daytona Beach Concert Band Patriotic Concert on Sunday at 2 pm (100)

South Ormond Neighborhood Center

- Splash pad open until November 30
- Open park and playground at sunrise to 11 pm daily
- Jazzercise Monday evening 5:45 pm to 7 pm
- Youth basketball practice, Monday - Wednesday and Friday, 6 pm to 8 pm; Saturday, 11 am to 12:30 pm
- YMCA soccer, Monday, Tuesday and Friday, 5 pm to 8 pm
- PAL gathering in activity room

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Planning of 2019 events in the months of May through July:
 - Memorial Day Remembrance rehearsal and service
 - Cassen Pier Ribbon cutting and 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

- 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, 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; Wednesday and Thursday from 5:45 pm to 6:45 pm; Saturday from 9 am to 10 am
- Ms. Debby's Dance and Acting Classes met 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

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
- Paddles & Pups fundraiser event took place in Fortunato Park on Saturday from 8 am to 4 pm
- Herb Society met at Bailey Riverbridge on Saturday from 9 am to 12:30 pm
- Staff continued planning for Enviro Camp during this week
- The Guild held their tea party on Saturday from 12:30 pm to 2:30 pm
- Ormond Sings event held by Missing Peace took place at The Casements on Sunday from 3 pm to 5 pm
- Missing Peace met at Bailey Riverbridge on Tuesday from 4 pm to 5:00 pm
- A Guild General Meeting took place on Wednesday at The Casements from 10 am to 1 pm
- Casements Camera Club held a meeting at The Casements on Thursday from 7 pm to 9:00 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

- Performed inspections of pavilions and posted reservations
- Performed citywide park inspections
- Installed 3 trash receptacles on Forest Hills Trail
- Installed wood framing for archery at Environmental Discovery Center
- Installed new park bench at County Park 3
- Replaced deck boards at Birthplace of Speed
- Repaired damaged handrail and grill at Andy Romano Beachfront Park
- Installed signs at Cassen Pier
- Removed and replaced picnic table at Community Garden Hammock Lane

Building Maintenance

- 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
- Repaired water fountain at South Ormond Neighborhood Center
- Repaired ladies toilet, water cooler and installed cabinets at South Ormond Neighborhood Center
- Adjusted front door at Ames Park
- Installed new pressure switch at Andy Romano Beachfront Park splash pad
- Made repairs to men's restroom and A/C at Public Works
- Repaired drinking fountain at Nova Community Center
- Repaired men's restroom at Cassen Park
- Changed Breakaway Trails water filter and A/C filter
- Changed 2 taxi lights at the Sports Complex
- Cleaned lenses for Automated Weather Observing System at the airport
- Repaired water fountain Central Park I
- Repaired Senior Center elevator
- Repaired The Casements restroom exhaust
- Repaired Senior Center A/C
- Repaired Nova Community Center outside drinking fountain

- Replaced ceiling tile in the new Finance area at City Hall
- Water fountain repaired at Riviera Park

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Attended DARE graduation at Temple Beth-El
- Hosted Coffee with a Cop at 7-11
- Attending Crime View meeting
- Attended Young Athletes Celebration Day at Pathways Elementary
- Staff is conducting two (2) new hire background checks
- Staff completed a new complaint form
- Staff attended the Chamber Leadership Public Safety Day
- Staff attended a Gold Wing Road Riders Association dinner

Community Outreach

- Youth Leadership Council (YLC)
On Wednesday, May 15, seven members of the YLC attended a study session to review their current grades and set goals to finish the school year positively. Twelve members of the YDC attended the Graduating Seniors Party for D'Asia Hall, Amarri Davis and Akarri Davis on Sunday May 19 at the South Ormond Neighborhood Center. The next YLC meeting will be held after school ends to allow students to focus on finals and attend individual school programs.
- OBPAL Basketball
Practice was held for the boys' basketball teams on Monday and Friday last week. Eighteen boys attended practice at the South Ormond Neighborhood Center. On Wednesday 11 girls attended practice at the South Ormond Neighborhood Center. The next tournament for the boys' teams is the Gainesville Stampede this weekend May 24 – May 26, 2019. Two teams will be attending the tournament.
- OBPAL Educational Programs
 - R.E.A.D., Reading, Exploration, Adventure and Discovery
The R.E.A.D. program at Ormond Beach Elementary School concluded the weekly classes last week. The Ice Cream Social and Book Reception was held at Ormond Beach Elementary Library on Tuesday, May 21. The Ice Cream Party began at 2:15 pm followed by the Book Reception from 3:00 pm to 5:00 pm. The exhibition featured seventeen original short stories written and illustrated by students in grades 3, 4 and 5.
 - Do the Right Thing
Fourteen students attended the OBPAL Do the Right Thing ceremony at the Ormond Beach Police Department on Thursday, May 16. The program honored middle school aged youths who made positive citizenship choices with a luncheon with the Chief and were given a tour of the Police Department.
 - Summer Programs
OBPAL will be partnering with the Department of Leisure Services Summer Connections program to provide summer science, summer art, summer computer lab and summer tutoring. Statistics reveal that students who participate in summer learning programs maintain academic achievement levels for the upcoming school year. Field trips will be provided to attractions including Jacksonville Zoo, SeaWorld, Wonderworks and Daytona Lagoon.

Community Services & Animal Control

- Animal Calls responded to: 37
- Animal Reports: 5
- Trap Neuter Release: 2

- Animal Bites: 0
- Animals to Halifax: 11
- Wildlife Calls: 2
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 8
- Inactive: 11
- Fraud: 8
- Burglary Business: 0
- Burglary Residential: 6
- Larceny Car break: 6
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 1
- Police Information: 2
- Suspicious Incident: 0
- Baker Act: 1

Records

- Walk - Ins / Window: 87
- Phone Calls: 119
- Arrest / NTA'S: 12
- Reports Generated: 115
- Reports Entered: 100
- Citations Issued: 62
- Citations Entered: 45
- Warnings Entered: 73
- Trespass Warnings: 14
- CORF Entered: 79
- Mail / Faxes / Request: 59

Patrol

- Total Calls: 1,103
- Total Traffic Stops: 114

Operations

- Crime Opportunity Report Forms: 79

05/15/2019

- Stolen Vehicle, 1614 North United States Highway One (Econo Lodge). A known subject stole the vehicle overnight.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Loss Prevention stopped a subject that was concealing items.
- Traffic Crash, 1600 Block West Granada Boulevard. A pedestrian was struck by a vehicle and was pronounced deceased at the scene.
- Burglary-Residence, 37 Wilmette Avenue. Entry was made by forcing open a window. Nothing was stolen.

- Burglary-Residence, 741 John Anderson Drive. Entry was made by forcing open a door. Keys were stolen.
- Burglary-Residence, 470 North Tymber Creek Road. Entry was made by forcing open a door. \$30,000 in jewelry was stolen.
- Traffic Arrest, 100 Block East Granada Boulevard. A traffic crash occurred and the driver of one (1) of the vehicles was under the influence of some type of substance.

05/16/2019

- Stolen Vehicle, 1670 West Granada Boulevard (RaceTrac). Known subject stole the vehicle while the owner went into the store. The vehicle was found shortly later with the subject. The victim did not want to press charges.
- Traffic Arrest, 300 Block South Atlantic Avenue. A traffic stop found the driver intoxicated.
- Warrant Arrest, 170 Williamson Boulevard (Sleep Inn). Contact was made with a subject that had an open warrant. Narcotics were also found on the subject.

05/17/2019

- Larceny, 715 South Nova Road (Wash Up). Subject put clothes into a dryer and when they returned, the clothes were gone.
- Trespass Arrest, 1478 West Granada Boulevard (Ormond Towne Square). Subject was arrested for trespassing after warning.
- Larceny, 24 Sugarberry Circle. A subject in Port Orange was arrested for shoplifting and property from this address was found. The victim did not know the subject.
- Warrant Arrest, 1050 Ocean Shore Boulevard (Oceanside Manor). A subject with a warrant was found at this location.

05/18/2019

- Carbreak, 22 South Beach Street (City Hall). A purse was stolen from an unlocked vehicle.
- Battery/Domestic Violence, 1567 North United States Highway One (Econo Inn). Two (2) subjects were in a physical fight. The aggressor fled the scene prior to arrival.
- Battery, 1614 North United States Highway One (Econo Lodge). Two (2) subject were in a physical fight. Neither subject wanted to press charges.
- Narcotics Arrest, 690 South Nova Road (7-11). Subject in the parking lot was found with narcotics.

05/19/2019

- Carbreak, 785 East Victoria Circle. Subject attempted to make entry into the vehicle. Incident was caught on a Ring camera.
- Carbreak, 788 East Victoria Circle. Unlocked vehicle was entered overnight.
- Carbreak, 511 Laurel Drive. Unlocked vehicle was entered overnight. Registration and insurance card was stolen.
- Carbreak, 689 Wellington Station. Side window was smashed to gain entry. A workout bag was stolen.
- Traffic Arrest, 2000 Block North Beach Street. Subject was stopped for a traffic violation and was arrested for driving on a suspended license and narcotics.
- Warrant Arrest, 100 Block South Atlantic Avenue. Subject with a warrant was contacted at this location during a traffic stop.
- Warrant Arrest, 487 Bryant Street. Subject with a warrant was contacted at this location.

05/20/2019

- Burglary-Residence, 726 Garden Lane. Forced entry was made through the back door. A gun was stolen.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise and ran from officers upon arrival. The subject was not found.
- Battery/Domestic Violence Arrest, 14 Lakewood Park. Subject battered the victim while the victim was sleeping.

- Battery/Domestic Violence Arrest, 281 South Atlantic Avenue (Days Inn). Subject battered the victim for having an affair.
- Battery/Domestic Violence Arrest, 105 Interchange Boulevard (McDonalds). Subject battered the victim because of an argument over money.

05/21/2019

- Battery/Domestic Violence Arrest, 122 Southwind Drive. Subject battered an elderly family member.
- Carbreak, 433 Chelsea Place. Subject attempted to make entry into a locked vehicle. It was captured on camera.
- Battery/Domestic Violence Arrest, 950 North United States Highway One (River Grill). Subject battered the victim in the parking lot. One (1) person in the fight also had a warrant.
- Battery/Domestic Violence Arrest, 119 South Orchard Street. Subject battered the victim over an argument about a roommate.
- Traffic Arrest, 600 Block South Nova Road. Subject was stopped for a traffic violation and was found to have a suspended driver's license.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 6
 - Number of Uniform Traffic Citations Issued: 16
 - Number of Written Warnings Issued: 2
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 6
 - Number of Crashes with serious bodily injuries: 0
 - Number of Fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 15 Cases initiated
- Zone 2: 11 Cases initiated
- Zone 3: 11 Cases initiated
- Zone 4: 8 Cases initiated
- 23 signs have either been removed or sign cases created.
- 12 tree removal permit requests

Administrative staff assisted with four (4) walk-ins and seventy-eight (78) telephonic inquiries.

Public Works

Airport Operation and Development

- The Federal Aviation Administration (FAA) has issued new guidelines for the operation of Unmanned Aircraft Systems (UAS), commonly known as "drones." Due to changes in the law mandated by the 2018 FAA Reauthorization Act, all hobbyist or recreational UAS operators are required to have authorization from Air Traffic Control to fly in controlled airspace. The law puts restrictions in place that limit all recreational operations to less than 400 feet in uncontrolled airspace and requires approval for any operations in controlled airspace. The FAA is upgrading an online system, known as LAANC (the Low Altitude Authorization and Notification Capability), so that recreational operations can get automated airspace authorizations to fly in controlled airspace. This system is currently only available for certified Part 107 UAS pilots.
- Staff met with representatives from Hanson Professional Services, Inc. seeking to learn more about the airport, future plans for the airport, the City's capital improve program and RFQ process.
- Staff completed work on certain additional documentation for the purpose of acquiring three avigation easements needed to secure the Runway Protection Zone for the Runway 9 and Taxiway Alpha Extension Project.

- Staff has requested quotes from qualified firms to provide an Independent Fee Estimate (IFE) for construction engineering services for the Runway 9 and Taxiway Alpha Extension Project. An IFE must be included with the federal and state grant applications for this project.
- Staff successfully completed an upgrade to the computer software that is used to manage vehicular access to the airport. The gates served by this software have been tested since the upgrade and are functioning properly.
- Staff responded to a request from the FAA for information about the proposed southwest quadrant airport access road project. The FAA asked for confirmation that the project is reflected on the current Airport Layout Plan (ALP), and that any required environmental studies be completed prior to construction. The proposed access road project is included on the current ALP, and the project is categorically excluded under the National Environmental Policy Act (NEPA). This means that the project involves a category of actions which do not individually or cumulatively have a significant effect on the human environment and for which, therefore, neither an environmental assessment nor an environmental impact statement is required.

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 in mid-May.
 - Forest Hills Connector Trail – The project is complete.
 - 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 ribbon cutting 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 was held on May 14.
 - Force Main Repairs – Work has begun 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 is beginning this week, the contractor is making preparations to pour the tank base in early June.
 - 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, contracts have been sent to the contractor for execution.
 - HVAC Replacements – City Hall, SONC, The Casements – Bids were opened and one bid was received from AMSCO, Casselberry, FL. The bid was awarded at the May 21 Commission meeting.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – The bids were received on May 21. Staff will review prior to making a recommendation to award.

- 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 (City Parks) – 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 disposition was approved to advertise 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. Additional survey work was required and is being performed.
 - 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 – A kickoff meeting was held this week, 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 – Staff received a revised scope of work and cost after sending the consultant comments from their initial draft 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 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 Little Tomoka Way and 18-22 Tomoka Ridge Way missile bore, per Brighthouse request.
 - Assisted homeowner at 56 North Beach Street in searching for documents to support the Lincoln right-of-way vacation to correct his survey error.
 - On-site meeting at 713 Garden Lane for Engineering final inspection of the SWMP plan.
 - Modified plan set for 32 Ocean Shore water valve replacement for Utilities Division.
 - Checked the bid quantities for the Landscape Renovations Project, per Project Manager's request.
 - Created exhibit drawings for the Fleming Avenue pump station project.
 - Completed Trees-in-the-Right-of-Way locate along the Kingsbridge Crossing subdivision entrance, and at 25 Hernandez Avenue, per Streets Division request.

- On-site visit to 21 Manderly Lane to review proposed retaining wall and lot filling plan limits, per homeowner request.
- Completed sketch and legal description for 5 Nottingham Drive partial easement vacation, per Planning Department request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Replaced 40' asphalt on N Orchard St; asphalt patches at Cassen Park
- Asphalt patch on Windward Cir
- Formed 115 ft. of sidewalk on 500 block of Tomoka Ave; poured 3 yds. of concrete
- Filled storm drain depression at Water Plant

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
- Removed dead tree in waterway on Hand Ave walking trail; on bike trail at Division Ave; Oak tree on Rogers Pk; fallen tree on Brookwood Dr
- DOT trimming on State Road 40; low limbs over ROW on Ocean Pine Dr neighborhood; Grey Dapple Way; Chamber of Commerce parking lot; Tomoka Oaks subdivision
- Picked up fallen tree at Division & Old Kings 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
- Built up low areas with shell & graded in Cassen Park

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
- Replacing various HIP stop signs on Washington St

Stormwater Maintenance

- Reach out & pond mowing on SR40
- Outfalls inspected & cleaned citywide
- Ditch and pond spraying citywide
- Hotspots inspected & cleaned citywide
- Gates & pumps citywide
- Basin repair on 100 block of Deer Lake Cir
- System inspection on Crossing Trl
- Easement mowing at the water plant
- Locates citywide
- Spraying at water plant & Rima Ridge
- Mowing/Bush Hog on West Tower Cir

Street Sweeping/Streetsweeper (4 days – serviced earlier this week)

- 120 miles of road cleaned
- 24 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,426
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 6,438 gallons unleaded, 8,072 gallons diesel
 - Fuel used in one week: 2,035 gallons of unleaded and 655 gallons of diesel.
 - Fleet completed 42 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Progress meeting #1 was held on May 17.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Progress meeting was held on May 17. Final wiring and cut over to new equipment is scheduled for the upcoming 3 weeks. Project 80% complete.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Tomoka Meadows final inspection was held on May 22. Ashford Lakes control panel delivery scheduled for mid-June.
 - SCADA Integration Services – VT Scada alarm text messaging interface module is on order. Star Controls provided final design document and user access levels for review. WTP integration ongoing.
 - Shadow Crossings Reuse Pump Facility Upgrades – VE meeting to be scheduled with staff.
 - WTP Elevated Water Tank Rehabilitation – Sand blasting and priming is completed, structural repairs scheduled to be completed mid-June.
 - WTP LPRO Membrane Replacement – Membrane delivery scheduled for June 10.
 - WTP Lime Slaker and Sodium Hypo Upgrades – Construction contracts are being finalized for signatures by contractor.
 - WTP Sludge Residuals Facility Improvements – The project disposition was approved to advertise for bids at the May 21 CC meeting.
 - 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 was held on May 16.
 - WWTP Operating Permit Renewal – Permit is ready for staff signatures.
 - 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.
 - WTP Chemical Feed System Upgrades – Justification form for sole source procurement of the static mixer has been submitted to purchasing.

- SPRC Projects (Utilities Review)
 - 125 E Granada, Starbuck's – FDOT requested changes to the permit plans and repaving 50 feet on both sides of the road opening.
 - 263 S. Nova Road – Provided "letter of utility availability."
 - 101 Town & Country Lane (Volusia County) Sewer connection – Reviewed plans and provided comments.
 - 1170 Ocean Shore Boulevard, B-Tran Enterprises and Upscale Nails – Received plans for review.
 - 1190 North US Highway 1, Edgewell Personal Care Loading Dock Addition – Received plans for review.
 - 1246 West Granada Boulevard Drive-thru Restaurant Special Exception – Received plans for review.
 - Pineland Trail extension, Security First – Pre construction meeting was held on May 22.
 - Ace Hardware concept, 1480 N US1 – Pre application meeting was held on May 22.

Water Treatment

- Delivered 43.37 million gallons for the week ending May 17, 2019 (6.20 MGD).
- Backwashed 11 filters for a total of 569,000 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.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Contractor working on Plant Elevated Tank.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 32.47 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.64 MGD.
- Produced 32.47 Million Gallons of Reuse.
- Produced 0.00 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (May 01, 2018 – April 30, 2019) (MGD):
 - Influent 4.89 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.31 MGD (Permit 6 MGD);
 - Reuse 3.94 MGD (Permit 10 MGD)
- Hauled 6 trailer loads totaling 129.35 tons of dewatered residual solids (14%-18% Solids).
 - Current weekly sludge hauling beginning May 11, 2019 and ending May 17, 2019

Water Distribution

- Responded to 14 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 18 calls for water service leaks.
- Replaced 7 residential water meters per Finance work orders.
- Installed 3 new residential water services.
- Replaced 13 broken meter boxes.
- Disconnected 1 water service due to a demolition.
- Replaced 14 water services due to low pressure or leaks.
- Performed maintenance activities on 13 fire hydrants on the beachside.
- Performed pressure testing on 8 and repaired 2 City owned BFP devices.
- Performed accuracy tests on a 2-1½" and a 2" commercial water meters. All tested accurate.
- Performed maintenance activities on 14 main line valves.
- Repaired a 6" water main leak on Timberline Trl.
- Repaired 2- 6" water main breaks caused by Volusia County Storm Water crews excavating to replace storm drain piping in Ormond-by-the-Sea.
- Repaired 6" water main at the Water Treatment Plant.
- Repaired landscaping due to excavations.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 133 regular and 1 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 1 reuse trouble calls.
- Continued to make adjustments to reclaimed distribution system due to heavy demand.
- Replaced leaking 1½” PVC ball valve and reset reclaimed box at 608 John Anderson Dr.
- Flushed reclaimed lines on side streets off of Ann Rustin Dr. due to low pressure complaints.
- Located PEP systems and reclaimed connections at 6 Little Tomoka Way and 18-22 Tomoka Ridge Way.
- Investigated low reclaimed pressure complaint at 222 Seminole Ave. Discovered 4 valves had never been opened after installation of reclaimed system.
- Located reclaimed connections at 61 Carriage Creek Way and 3 Foxcroft Run per customer request.
- Installed new C/O adaptor and cap at 52 Black Hickory Way.
- Follow up TV at 117 Driftwood Ave. Line is clear and clean, replaced C/O.
- Responded to low pressure complaint at 99 Royal Dunes Blvd. House is at end of 3” run and customer has 1 ½” system served by a 1” service. Pressure is adequate.
- DEMO’ed 8 Coolidge Ave.
- Replaced and rewired PEP pump at 48 Canterbury Woods
- Rewired PEP pump at 31 Black Pine Way
- Replaced PEP control box at 159 Black Hickory Way.
- Located PEP systems and reclaimed line for contractors at 33 Winding Creek Way and 195 Black Hickory Way.
- Responded to low pressure complaints at 87, 89, 91 Carriage Creek Way. City side good. Assisted homeowners with checking their systems to get them working.
- Located reclaimed service for customer at 160 and 168 Ocean Terrace.
- Cleaned and TV’ed 5 PM work orders for sanitary laterals.
- Assisted Stormwater with TVing line section in The Crossings.
- 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

- Scum Well #1, high level alarm, controls not asking for pump operation, bad start float, replaced with new inventory, watched station pump wet well down and cycle on & off properly, ok.
- 7M1, follow up from call out, soft starts overheating pump panel cooling fans not functioning, make temporary repairs, ordered new fans, ok.
- 6M, scheduled power outage for installation of underground electrical service, support as needed.
- Halifax Medical Center, deragged both check valves, ok.
- Il Villagio force main pressures: Static/1pmp/2pmps = 0/0/2
- Citywide, Lift Station General, assisted SCADA contractors as needed with testing RTUs and signal tags.
- Tomoka Meadows, replaced support posts at electrical panel rack, ok.
- Chlorine Contact, installed conduit and measured for wire pull, in progress.
- SCADA, assisted Star Controls as needed with field testing of lift stations.
- Breakaway Trails - rental Thompson portable lift station pump, fuel as needed, tested float start system to confirm pump operation.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 7M1, high level, controller calling for both pumps, found both soft starters tripped, reboot both VFDs, watched station pump down and cycle through alternation, will follow up during regular working hours, ok; Cypress Place, high level, found both wet well

riser stacks broken, set up Thompson portable lift station, will follow up during regular working hours, ok at this time using portable station.

- SCADA monitor/response: Breakaway Trails, no starts #2, found loose wiring at VFD, ok; Harley Davidson, high starts, cleaned probe, ok; Sandy Oaks, no starts #2, reboot VFD, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Influent Bypass pump; Final Tanks Bypass pump; deragg Submersible Aerator #1 South.
- Monthly Plant PM's: Swing Zone Blowers, #1, #2; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Carrousel Surface Aerators, #1N, #1S, #2N, #2S.
- Semiannual Plant PM's: Carrousel Surface Aerators, #1N, #1S, #2N, #2S.
- Annual Plant PM's: Carrousel Surface Aerators, #1N, #1S; Carrousel Blower #3.
- Lift Station PM's: 9 monthly performed and 2 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 37R, well not responding, troubleshoot and replaced time delay relay, placed well back into service.
- Clari-Cone #1, 6" line between thickener and cones separated at underground connection, line repaired by Distribution crew.
- Lime Slurry Pump #2, replaced worn tube.
- Breakaway Reuse, instruction on operation of MOV.
- Shadow Crossings Reuse, make operational changes as instructed.
- Lime Slurry pumps #3, lubricate as needed.
- Operational check: Tomoka State Park. Standish, Granada, River View Booster stations.
- Monthly PM's: All Hudson wells; Rima 35, 39, 40, 41.

Regulatory Activities

- Consumer Confidence Report (CCR) – Volusia County Health Department reviewed and approved the analytical data for the CCR, as known as the Water Quality Report. The data was delivered to Tymber Creek Utilities as required since they are a consecutive water system. A consecutive system receives its potable water from the parent system and thus the analytical data for their CCR transfers also.
- The brochure is being revised and updated by the City's contract printer for delivery in June. The report is produced in both electronic and hardcopy forms to ensure thorough distribution to the City's potable water customers.
- Public Outreach Coordination – Utilities and the Environmental Discovery Center (EDC) staff are meeting next week to discuss partnership opportunities to deliver water conservation and protection information efficiently to the public. Utilities and the EDC have unique opportunities to engage the public in conserving water, protecting the sewer system and waterways.
- Backflow Device Testing Compliance – Staff fielded questions from several customers concerning their BF device and compliance with the program. Commercial customers and their testers often need guidance such as 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
- Staff attended and provided support for May 21, 2019, City Commission Meeting
- City Clerk attended Claims Committee Meeting on May 23, 2019
- City Clerk attended webinar with agenda management vendor on May 24, 2019
- Agenda packet preparation and distribution for:
 - May 29, 2019, Budget Advisory Board meeting
 - May 30, 2019, Quality of Life Advisory Board meeting