

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 6, 2016

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney
- Staff meeting
- Prep work for June City Commission Health Care Workshop with senior staff and Brown & Brown representatives
- Began CIP meetings with individual departments

Spoke to, attended and/or met with:

- As requested, agenda review with Cm Boehm
- Ed Noseworthy, new CEO of Memorial Hospital
- Volusia County Council candidate Heather Post, general discussion on Ormond Beach
- Senior staff and Flagler County Manager on Hunter's Ridge water and waste water service
- Spoke with citizen regarding speeding concerns on North Halifax
- Annual Crime Stoppers Banquet
- United Way allocation meeting

Community Development

Planning

- Flagler County Meeting: The Planning Director attended, with the City Manager, Assistant City Manager, City Attorney and Utilities Manager, a meeting with the Flagler County Administrator and staff to discuss an interlocal agreement for provision of retail water and sewer service and the draft developer agreement provisions related to the Flagler County portion of the Hunter's Ridge DRI development.
- 1521 North US1: Quentin Hampton (QH), engineer for the City, estimated sewage capacity on US1 at about 168,000 GPD when Plantation Oaks was contemplating signing an annexation agreement. As a result of the analysis, the Plantation Oaks development was vested for 400 units or 112,000 GPD rather than the 600 units QH indicated could be developed immediately without offsite infrastructure upgrades. This left approximately 56,000 GPD (200 units) for development on North US1. 1521 North US1 is anticipated submitting a PBD site plan for 168,500 square feet of which only the out-parcel has a contract. The rest of the development is considered speculative (no contract). The 3 years of automatic vesting which also reserves sewage capacity for the same time period consistent with the LDC would leave only 525 GPD for any actual development on the corridor to occur before improvements to the existing sewer lines on US1 will be needed.

Building Inspections, Permitting & Licensing

- 362 inspections performed.
- 5 new business tax receipts issued.
- 94 permits issued with a valuation of \$610,225.00

Development Services

- The SPRC had a pre-application meetings with the following applicants:
 1. RaceTrac – 1521 North US1 Reservation of Capacity for 5 years.
 2. 680-686 John Anderson Drive
- Approved projects Under Construction (percentage completed):

Project	% Complete
146 North Orchard Street	95%
Children's Workshop	25%
CVS Health	40%
Environmental Discovery Center	95%
Moss Point, entry wall	0%
Riverbend Church	30%
Vystar Credit Union	45%
Huntington Villas	98%
Giant Recreation World	98%
Huntington Green	0%

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings this week to continue the discussions for the construction of utilities to the Commerce Park portion of the project. Estimates were presented by Tomoka Holdings. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- Staff is working with an existing manufacturing company to locate a site for the construction of a 60,000 sf facility. The company is undergoing a due diligence process.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff met with the Rediscover US1 committee to formulate plans for a 3rd business promotion event along the US1 corridor. Staff worked with 5 businesses on US1 to arrange a second annual scavenger hunt. The event ran from Wednesday, April 13- Saturday, April 23. The 5 participating Ormond Beach businesses along US1 included River Grille Restaurant, Rossmeyer Harley Davidson, Platinum Fitness, A Floral Boutique, and State Farm Insurance. Staff collected the completed forms and a random drawing of donated prizes offered by the participating businesses was conducted. Five winners were selected from Ormond Beach and the gift bags were provided to each winner.
- Staff attended the Volusia County Quarterly economic development breakfast meeting at the Daytona Beach Airport.
- Staff presented an economic development update to the Daytona Beach Area Association of Realtors located at their Holly Hill headquarters.
- Staff met with Main Street staff to review and discuss enhancements to the City's signage in the Ocean District. Further analysis of the business signage in the Ocean District is underway, including cost estimates for new signage components.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm that has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program. A conceptual site plan was presented to City staff and it appears

to comply with the City's Land Development Code. The company purchased 3 Aviator Way and is in the process of expanding and renovating the industrial building. Staff is processing an application for Growth Assistance Program economic development incentives which will be presented to the City Commission for review and approval in June/July.

- Staff met with a company interested in purchasing land at Destination Daytona to construct a Jeep dealership and related uses. Amendments to the land development code may be required.

Airport Operation and Development

- Halifax Paving, Inc. has requested permission to begin stockpiling fill dirt at the airport in preparation to commence construction activity on the Taxiway Golf project. The fill dirt will be stockpiled within the airport perimeter fence on a closed taxiway surface near the air traffic control tower.
- A new, automatic closing mechanism has been installed on the primary pedestrian gate at the airport. The new mechanism ensures that the gate remains securely closed and latched at all times.
- Staff participated in a conference call with personnel from the FAA's Orlando Airports District Office to review a draft scope of services for the planned Runway 8/26 Environmental Assessment and Runway Length Analysis project.
- FAA personnel and federal contractors continued work on rehabilitating the FAA's VHF Omni Directional Range (VOR) facility. The VOR will be out of service for 45-60 days while the project is underway.
- Staff completed work to issue a purchase order to ATS Land Surveying (ATS). ATS will provide the airport with an updated survey of the northeast quadrant of the airport, which will enable the airport to better define and maintain the required clear zone around the FAA's VOR facility.
- AVCON, Inc. has scheduled a pre-construction gopher tortoise burrow survey at the airport for May 10th. AVCON will accompany staff from Zev-Cohen and Associates, Inc. to review the biological study findings from the design phase of the Taxiway Golf project. Staff anticipates that construction work on the taxiway project will commence in early June.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparing the Capital Improvement Plan
 - Preparing the 2017-18 fiscal year proposed budget
- Completed Projects - Weekly
 - Processed 43 Journal Entry Batches (#3884 - 3995).
 - Approved 20 Purchase Requisitions totaling \$125,675.49.
 - Issued 21 Purchase Orders totaling \$631,945.37.
 - Processed 4,601 cash receipts totaling \$644,876.88.
 - Prepared 145 Accounts Payable checks totaling \$144,353.60 and 28 Accounts Payable EFT payments totaling \$75,141.21.
 - Processed 1,445 utility bill payments through ACH totaling \$78,814.89.
 - Processed and issued 2,652 utility bills with billed consumption of water of 12,836K.
 - Issued 625 past due notices on utility accounts.
 - Auto-called 150 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (5/10)
 - Meeting with the Manager (5/12)
 - Environmental Discovery Center Grand Opening (5/21)
 - A Taste of Broadway (5/21)
 - Simply Barbra (5/22)
 - Homegrown County All Stars (5/26)
 - Legal Aid Clinic "Elder \$mart\$" (6/2)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to/updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended Playful City USA Webinar
 - CodeRED notifications for hydrant flushing.
 - Completed Employee Newsletter for May 2016.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 5
 - Fire Alarms: 2
 - Hazardous: 3
 - EMS: 98
 - Motor Vehicle Accidents: 15
 - Public Assists: 41
 - TOTAL CALLS: 164
-
- Aid provided to other agencies: 18 Calls: Daytona Beach (7), Holly Hill (2), Volusia County (9)
 - Total staff hours provided to other agencies: 35
 - # of overlapping calls: 40
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 75

Training Hours

- | | |
|-------------------------------|-----|
| • NFPA 1001: Firefighting | 11 |
| • NFPA 1002: Driver | 33 |
| • NFPA 1021: Officer | 7 |
| • NFPA 1500: Safety/Equipment | 15 |
| • NFPA 1620: Preplanning | 21 |
| • EMT/Paramedic | 13 |
| • TOTAL TRAINING HOURS: | 100 |

Station Activities

- Updated 78 pre-fire plans
- Conducted 8 fire inspections
- Serviced 30 fire hydrants

Significant Incidents

- 5/1/16, 2:55 a.m.: State Ave., Holly Hill – Structure Fire – Upon arrival found smoke and fire exiting residential structure – active fire found between floor and ceiling of first and second floors – sections of ceiling pulled down to locate and extinguish fire – crews cleared scene at 4:37 a.m.

Human Resources

Staffing Update

Requisitions

- Records Clerk (Police)
- Police Captain (Police)

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal and will remain open until filled.
- Assistant Finance Director (Finance) was advertised 4-18-16 on the City web site; internally; with the Government Finance Officers Association; with the Florida Government Finance Officers Association; and will remain open until 5-16-16.
- Permit Technician (Planning) was advertised on 4-28-16 on the City web site; internally; and will remain open until 5-13-16.
- Maintenance Worker II – Streets (Public Works) was advertised on 4-28-16 on the City web site; internally; and will remain open until 5-13-16.
- Summer Camp Counselors (Leisure Services) was advertised 2-15-16 on the City web site and will remain open until 6-3-16.
- Part Time Community Events Technician (Leisure Services) was advertised 3-11-16 on the City web site and will remain open until 5-31-16.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was advertised 4-18-16 on the City web site and will remain open until 5-6-16.

Interviews Scheduled

- Part Time Maintenance Worker II – Andy Romano Park (Leisure Services)
- Seasonal Part Time Maintenance Worker II - Andy Romano Park (Leisure Services)

Background/Reference Checks/Job Offers – Candidates selected and began pre-employment processing

- Police Officer (Police)
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works)
- Maintenance Worker II (Streets/Public Works)

Employee Events

- Sam's representative will be here to meet with employees on May 6
- ICMA representative will be here to meet with employees on May 12

Risk Management Projects

- Attended national wellness/health promotion conference
- Mayor's Health & Fitness Challenge Team meeting

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract approved by City Commission at the 4/19/2016 Commission meeting.
 - Finance – Interactive Voice Response System – Project underway, vendor to deliver Virtual Machine files to IT for installation.
 - Community Development – Electronic Plan Review – Project substantially complete, working on minor issues as they are discovered.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 20 New work - 42 completed - 42 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails 123,040 Inbound E-Mails Blocked 105,693

Delivered Inbound E-Mails	17,400	Quarantined Messages	343
Percentage Good Email	13.8%	Virus E-Mails Blocked	250

- Notable Events:
 - Unusually high volume of SPAM email last week. In a typical week we receive about 35,000 emails, the email filtering service rejects about 19,000 emails as spam, delivering to our systems about 16,000 emails. Last week we received over 120,000 emails and rejected over 105,000 emails. The volume of good emails was about the same, at just over 17,000. Upon checking with other municipalities, they reported similar high volumes of spam email last week.
 - Mounted antenna on a light pole at The Casements for the Point-2-Point wireless link to replace the current VPN connection. The new link should be operational in the next two weeks.
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 1 Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 729
 - Meters GPS Located this week: 52: Total in system = 23,208; 22,511 potable, 686 Irrigation, 11 Effluent
 - Notable Events: Updated all Utility Basemaps

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Art in the Park
 - City Commission Meeting
 - Movies on the Halifax
 - EDC Grand Opening Preparations
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Lady Renegades Softball continued their spring practices this week at 7:15 at the Softball Quad.
 - OBSC Soccer continued practices this week, with rec games on Saturday mornings at the Sports Complex.
 - Golden Spikes continued practices this week on Nova Fields #2 - #5, as well as the Kiwanis Field, at the Sports Complex at 6pm and 7pm Monday through Thursday.
 - OBYBSA Recreational Program continued games this week at both Nova and the Sports Complex Monday through Friday.
 - The City's Youth Volleyball finished their season this week at the Nova Gym. T-shirts and awards were presented on Thursday night. Sixty-six participants competed, our second highest total ever in the 24 years of the program.
 - NSA hosted another girls' softball tournament this weekend at the Sports Complex on Softball Quad/Field #7. 41 teams competed over the two days.
- Athletic Fields 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
- Daily clean up of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Dragged/prepped fields for recreational, competitive, and high school teams
- Painted all fields, put out benches/trash cans, and added corner flags for OBSC recreational soccer games this weekend
- Cut out mound on Nova #4 and added sod
- Repaired infield sprinklers on Nova #2 clay
- Repaired all soccer nets

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
 - Granada Squares Dance was held on Tuesday 6:30pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats and CMT held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: CMT held regular classes.
 - Thursday: Kopy Kats and CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center hosted the following events:
 - Miss Daytona Beach USA Pageant, Sunday, 5:00pm to 7:00pm
 - Ormond Beach Chamber Leadership Class and Graduation Ceremony, Thursday, 11:00am to 7:00pm
 - The Performing Arts Center is preparing to host the following events:
 - Warner Christian Academy Band, Friday, 8pm to 10pm

- South Ormond Neighborhood Center
 - Splash Pad open through December 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Youth Basketball
 - Jazzercise Monday
 - After school tutoring
 - Battle at the Beach Basketball Tournament Saturday and Sunday
 - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Assisting Senior Games Committee with planning tasks
 - Planning of 2016 events through July
 - EDC Grand Opening
 - Memorial Day Remembrance Service
 - Reel in the Fun Fishing Tournament
 - Independence Day Celebration Independence Day
 - Summer Sounds Concert Series

- Gymnastics
 - May session in progress
 - Trial classes are being offered to attract potential students

- Continued training of new Rec Leader
- Gymnastics Instructor on maternity leave
- Open Gym Friday 6-8pm

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise and Ms. Debby's Dance & Acting classes met at various times during the week.
 - Explore the Arts met on Wednesday from 3:15pm-4:00pm.
 - Youth Coed Volleyball met on Monday and Thursday evenings for practice.
 - Interviews for camp counselor positions took place on Tuesday and Thursday.
 - Battle at the Beach Basketball Tournament was held at the Nova Community Center, in addition to other venues, on Saturday and Sunday.

- The Casements
 - The Department of Leisure Services hosted the 44th Annual Art in the Park on Saturday and Sunday from 10:00 a.m. to 4:00 p.m.
 - Girl Scouts of Citrus Council held an art gala in The Casements' gallery on Saturday and Sunday during Art in the Park. On Sunday, the Girl Scouts held a fashion show in the atrium at 2:00 p.m.
 - A birthday party was held at Bailey Riverbridge on Saturday from 5:00 to 11:00 p.m.
 - A wedding was held at Ormond Memorial Gardens on Saturday from 5:00 to 7:00 p.m.
 - Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 12:30 p.m.
 - A wedding ceremony was held in Rockefeller Gardens 3:00 to 7:00 p.m.
 - A wedding was held at Bailey Riverbridge on Sunday from 2:00 to 6:00 p.m.
 - Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given from 10:00 a.m. to 2:00 p.m.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - Interviews were held for summer camp counselors on Tuesday and Thursday.
 - Ormond Beach Garden Club held their monthly meeting at The Casements on Wednesday from 10:30 a.m. to 1:30 p.m.
 - Lohman's Healing Path workshop held a class in room 205 on Wednesday from 2:00 to 5:00 p.m.
 - The Casements Guild Crafters met on Thursday from 12:00 to 3:30 p.m.
 - A wedding rehearsal was held at Ormond Memorial Gardens on Thursday from 3:00 to 4:00 p.m.
 - Joe Costanzo held an opening reception for his art exhibit in The Casements' gallery on Friday from 6:00 to 8:00 p.m.
 - Movies on the Halifax will be showing "You've Got Mail" in Rockefeller Gardens this evening at 8:00 p.m. Staff will be assisting from 6:00 to 10:00 p.m.

- Parks Maintenance
 - Inspected and posted pavilions for reservations
 - Delivered picnic tables and benches to new EDC building
 - Swapped out picnic tables with new ones at Limitless Playground
 - Installed new Kiwanis sign at Central Park II playground
 - Formed up new park bench at Central Park II
 - Installed new tire swing at Magic Forest
 - Installed fabric and built stand for beehive area at EDC

- Building Maintenance
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements

- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Assisted with stair and deck repair at Emmons Cottage
- Call Out - Gate #9 stuck open
- Oversee/assist with A/C change out at Andy Romano Beachfront Park
- Repair work on restrooms at Andy Romano Beachfront Park
- Replace soap dispenser in ladies restroom at Public Works Admin
- Cut keys for various facilities as requested
- Escorted vendors through CID for alarm repair at Police Station
- Add a secure lock to bridge sign container at Public Works
- Repair work in restrooms at Softball Quad at Sports Complex
- Installed new faucet in the men's room at MacDonald House
- Repaired emergency lights at the PAC
- Repaired east side middle bay door at Fleet

Police Department

Administrative Services

- Attended Weekly Staff Meeting
- Attended monthly Volusia Flagler Police Chief's Meeting
- Conducted Prescription Drug Take Back Initiative
- Attended Social Media Archive Webinar
- Attended DARE at St. Brendan's
- Attended Crime Stoppers awards banquet
- Attended Awards Committee Meeting

Community Outreach

- Recruitment for Citizen Police Academy. Classes set to begin on May 12th at 6pm.
- Conducted "Badges & Brunch" at Aberdeen April 26th
- Completed the New Hire training for taser and OC spray on April 27th.
- Mentoring at Tomoka Elementary and Ormond Elementary.
- "Badges & Brunch" conducted for Lohman's Outreach program on April 27th at The Casements.
- DARE graduation at St. Brendan's and at Calvary.
- Taught DARE at Osceola.
- Eleven YDC members attended the Battle at the Beach Tournament in Ormond Beach and conducted the Florida PAL TAG Drive. The youths received 50 commitments to purchase the TAG. The State of Florida Association of Police Athletic League (SFAPAL) tag supports organizations like the YDC. Six members of the YDC will be participating in the One Day Rally hosted by SFAPAL.
- The third, fourth, and fifth grade READ program continues with Ormond Beach Elementary School. The students are writing and illustrating their books, which will be exhibited at the school.
- OBPAL basketball practice for the 8th and 9th grade teams was held. On April 30 – May 1, 2016, the teams participated in the Battle at the Beach Tournament in Ormond Beach. The eighth grade team placed third overall and the ninth grade team placed second overall. The next tournament is scheduled for May 20-22, 2016.
- Field trips and programs for the Summer Connections Partnership are being reviewed and finalized. Summer Art, Summer Science, Summer Reading, Summer Tutoring and computer lab will be offered Monday through Thursday from 1:30 AM – 4:30 p.m.

Community Services & Animal Control

- Animal Calls responded to: 41
- Animal Reports: 2
- Animals to Halifax Humane: 1 cat
- Trap Neuter Release: 4
- Injured wildlife: 1

- Received bicycle helmet donation from the Daytona Beach Bike Club.

Criminal Investigations

- Cases Assigned: 39
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 3
- Inactive: 15
- Fraud: 3
- Burglary Residential: 5
- Larceny Carbreak: 11
- Grand Theft: 5
- Auto Theft: 4
- Offense Against Family/DCF Reports: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 3
- Robbery: 1
- Shooting: 1
- Police Information: 1
- Undetermined Death: 1
- Arson: 1
- Vandalism: 2

Records

- Walk - Ins / Window 129
- Phone Calls 106
- Arrest / NTA'S 26
- Citations Issued 87
- Reports Generated 138
- Reports Entered 108
- Mail / Faxes / Request 28

Patrol

- Total Calls 1,553
- Total Traffic Stops 154

Operations

Crime Opportunity Report Forms: 213

- 4/26/16
 - Stolen Vehicle, 6 Choctaw Trail. An SUV was taken. Victim advised they had all sets of keys.
 - Carbreak, 432 Idlewood Drive. Two unlocked vehicles were entered sometime overnight. A bag of change was taken out of one vehicle. Nothing believed taken from the other.
 - Carbreak, 116 Wildwood Avenue. Unlocked vehicle was entered and the glove box was ransacked. Sunglasses were taken.
 - Stolen Vehicle, 791 Marvin Road. A 2016 Hyundai was taken from the open garage.
 - Burglary Residence, 67 Cypress Grove Lane. Entry was made through a window that was pried open. The screen was found in the woods nearby, jewelry was taken.
 - Warrant Arrest, 205 East Granada Boulevard (Granada Plaza). Suspect had two felony warrants, one for Fraud and the other for Theft out of Osceola County, Florida. He was arrested without incident.
 - DUI Arrest, 900 Block North US1. Suspect was seen driving erratically. A traffic stop was initiated. It was determined the driver was intoxicated and was arrested.
- 4/27/16
 - Burglary Residence, 187 South Atlantic Avenue #324 (Plantation Island Resort). Victim had a Beretta .32 Caliber firearm taken from his room.

- Stolen Vehicle, 491 Fred Gamble Way. Victim reported her 1975 Mercedes stolen from the driveway.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was caught shoplifting various items.
- Carbreak, 955 Marie Circle. Victim advised he saw a suspicious person around 0100hrs walking in the area of his residence. Victim told the subject to move along and did not call to report the incident. Victim then discovered his vehicle entered and found the suspects t-shirt in the vehicle. No forced entry is suspected and nothing taken from vehicle.
- Narcotics Arrest, 600 Block of Riverside Drive. Suspect was stopped for a traffic violation. Misdemeanor amount of narcotics recovered and subject released on scene with a Notice to Appear.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by loss prevention for theft. Suspect met Notice to Appear criteria and was released from the scene. Suspect was also issued a trespass warning
- Narcotics Arrest, 1102 West Granada Boulevard (Speedway Gas). Suspect was issued a notice to appear for possession of marijuana. A reckless vehicle call went out in Daytona and suspect was found walking to his vehicle, when suspect opened the car door to get identification, the officer smelled the narcotics
- DUI Arrest, 300 Block South Yonge Street. Suspect was found sleeping behind the wheel, in the southbound lane, with the car running and in gear. At first it was a diabetic issue however once treated and the suspect gained normal blood sugar levels, it was found that suspect was intoxicated. Suspect was arrested and brought to the police station and submitted to a breath test. Suspect was also charged with driving on a suspended license.
- 4/28/16
 - Residential Burglary, 731 Fleming Avenue. Victim reported money stolen from residence. Victim has made multiple reports of theft from residence.
 - Stolen Vehicle, 743 Luna Drive. Victim reported that his 2014 Nissan was stolen from his driveway. Keys left in vehicle.
 - Solicitor Arrest, Williamson Boulevard and West Granada Boulevard. Suspect arrested again for panhandling and transported to the branch jail.
 - Carbreak, 332 Oak Avenue. Possible unlocked vehicle and diaper bag and wallet taken.
 - Carbreak, 64 Neptune Avenue. Vehicle unlocked and miscellaneous items taken.
- 4/29/16
 - Stolen Vehicle, 72 Wye Drive. Victim advised his 2015 Ford F-150 was stolen from the driveway.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was issued an Notice to Appear after attempting to leave the business with stolen merchandise
 - DUI Arrest, North US1/North Nova Road. Suspect was stopped for speeding, and subsequently placed under arrest for DUI.
 - Disorderly Intoxication Arrest, 3000 Saint Georges Road. Suspect tried to get into his vehicle to drive, but friends would not allow him to leave.
 - Shooting, 242 Arlington Way. Suspect got into a verbal argument with the victims earlier in the evening in Daytona Beach, and apparently a gun was displayed and shots fired. The suspect followed the victims to 242 Arlington Way. The suspect shot the victim's truck and residence. Bullet casings were found in the roadway.
- 4/30/16
 - Carbreak, 428 Oak Park Circle. Two suspects were seen in a black Nissan Sentra, one being a look out and the other running to the vehicle when the victim went outside. The vehicle left the area and was not located.
 - Carbreak, 56 Charles Terrace. Property found property behind 759 South Atlantic Boulevard (The Georgian Inn) belongs to the victim at this address. Ten dollars was missing after all other property returned to the owner.
 - Carbreak, 219 Woodland Avenue. Unlocked vehicle entered overnight, jewelry taken

- Burglary Residence, 61 Circle Creek Way. Resident advised that her house was entered and the burglary tools were left inside. Nothing is known to be missing from the residence at this time.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for shoplifting and transported to the branch jail.
- Warrant Arrest, 10 Cypress Circle. Suspect was arrested on a Volusia County Failure to Appear Warrant.
- Trespass Arrest, 839 South Atlantic Avenue (Andy Romano Park). Suspect was trespassed from the park several days ago. He was back on the property and arrested.
- 5/1/16
 - Battery-Domestic Violence Arrest, 587 South Center Street. Suspect arrested for going hands-on with the mother of his child.
 - DUI Arrest, 342 South Atlantic Boulevard. Suspect was found passed out in the front seat of his car. The driver's door was open and the engine was running. Suspect arrested.
- 5/2/16
 - Domestic Disturbance/False Report Arrest, 1 Laurel Oaks Circle. Suspect called to report a domestic disturbance between him and his girlfriend. The suspect completed a written statement stating he was battered, and after on scene investigation completed, a charging affidavit was completed on his girlfriend for the Domestic Battery. A short time later, the suspect called the police stating that he wanted to recant his statement and that he lied and made up the allegations of the battery. Contact made with both parties later at the residence and the girlfriend denied the battery and the suspect stated that he made up the allegations and lied in his statement and earlier report. The suspect was arrested for false report.
 - Carbreak, 9 Arrowhead Circle. Victim reported that his vehicle was burglarized and a Glock 17 firearm was stolen. No forced entry to vehicle located.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by loss prevention stealing an aerosol can of computer keyboard duster spray. Subject arrested.
 - Carbreak, 311 Rio Pinar Drive. Unlocked vehicle was entered overnight (05/01/16). Nothing was taken.
 - Battery-Domestic Violence Arrest, 1560 Crowne Ormond Lane unit 1126 (Crowne Apartments). Suspect was arrested for battering her husband. She shoved him during an argument.
 - Carbreak, 74 Broadmoor Circle. Unlocked vehicle was entered overnight (05/01/16). A set of keys was stolen.
 - Robbery, 361 West Granada Boulevard (Taco Bell). An employee was outside on his break when a truck full of suspects pulled up to him and asked "What's in your pockets?" When the victim ignored them, six of the suspects battered the victim and reached into his pockets which were empty. The victim refused to cooperate and did not want to pursue charges.
 - Narcotics Arrest, 800 Block Fleming Avenue. A traffic stop yielded two narcotic arrests. Two suspects were arrested for possession of cocaine and marijuana.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 39
 - Number of Uniform Traffic Citations Issued: 57
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 14
 - Number of Crashes with Injuries: 5

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 11 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 2 Cases initiated

- 6 signs have either been removed or sign cases created.
- 4 tree removal permit requests.
- Administrative staff assisted with five (5) walk-ins and eighty (80) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Project is being closed out.
 - Ph II 2-Inch Watermain Replacement – Mainland - Installation of long services were completed on Capri Drive, Grove Street, Willow Place and Washington Place. Received clearance from VCHD to place the new watermain constructed along North Beach Street into service. Staff is coordinating with contractor to schedule watermain shut-downs for performing the side street tie-ins along North Beach Street.
 - Ph II 2-Inch Water Main Replacement – North Peninsula – The Contractor is continuing work on the meter relocation; most northern streets have been fully restored.
 - Environmental Discovery Center – The Contractor is working on the interior display feature, landscaping, and irrigation installation.
 - North US1 Landscaping (Airport Road to I95) – The Contractor has installed irrigation and trees from Airport Road to I95, and all of the directional drills under the interstate have been completed.
 - Downtown Stormwater – Silt fence and tree protection barricades have been installed, crushed concrete for the trenches has been delivered.
 - WWTP Sludge Thickener Improvements – A pre-construction meeting was held and the contractor is mobilizing on-site.
 - Fire Station 93 Roof - Roof installation is being finalized.
 - City Welcome Sign – Sign & lighting installation is complete.
 - Communications Infrastructure – The Contractor has performed work at Fleet, and is scheduled to complete work making the point to point connection from City Hall to The Casements.
 - City Hall Chiller Pump Replacement – The electrician has started work and installation of the new blowers is underway.

- Design Projects:

- South Peninsula Reclaimed Expansion – Design has begun and the Cost Share grant application was submitted to the St. Johns River Water Management District (SJRWMD).
 - Laurel Creek Stormwater Pump Station Improvements – A pre-bid meeting was held. Bids open on May 11th.
 - West Ormond Community Center – A meeting has been set with senior staff to review the study results prior to presenting the study to the City Commission.
 - A1A Landscaping (Granada to Harvard) – Staff submitted the design plans for FDOT review.
 - Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
 - Water Treatment Plant Lime Silo Dust Arrestor – Bids were opened on April 7, McMahan Construction was the low bidder. Consultant has submitted a recommendation of bid for the project which will be presented to the City Commission for award on May 17.
 - Water Treatment Plant Controls and Pump Upgrade – Consultant is currently reviewing the bids and preparing a recommendation of award.
 - WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held.
 - Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is underway.
 - Ormond Beach Sports Complex Traffic Calming - Installation of speed tables for traffic calming on the roads of the Sports Complex is included in the 2016 Roadway Resurfacing Project bid.
 - Sanitary Sewer Inflow/Infiltration - System zone data has been compiled and completed.
 - Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed.

- 2016 Corrugated Metal Storm Pipe Repairs - Bid award has been submitted for Commission approval at the June 7 meeting.
- Lincoln Avenue Parking Lot – SPRC review is being addressed.
- 2016 Roadway Resurfacing - Bid award has been submitted for Commission approval at the June 7 meeting.
- Forest Hills Connector Trail – City staff is continuing survey work for the route from Forest Hills to Granada Blvd., as well as from Misner’s Branch to Tomoka Elementary School.
- Wilmette Avenue Pumping Station – Design is in process, a meeting is scheduled with the consultant and Public Works on May 12.
- Ph III 2-Inch Water Main Replacement – Mainland - Land survey work has been directed to begin to collect surface information for creating design base drawings.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Design is in process.
- Downtown Stormwater Phase 2 - A meeting with the design Consultant was held to develop a scope of work and proposal for the Phase 2 construction plan development.

Department Activities

Administration/Meetings/Customer Service/Other:

- Laurel Creek Culvert Replacement/FPL Orchard Street Substation – The culvert top has been cast.
 - Road Resurfacing Program - Staff is updating the road resurfacing 5-year capital outlay and preparing for the citywide pavement inventory inspection tentatively scheduled to begin in November this year.
 - Storm Water System Maintenance - Investigated drainage system and contacted HOA to address needed maintenance.
 - Deer Creek Reclaimed Water Main – Staff is working with Consultant to design reclaimed water main service to subdivision.
 - Reviewed plans and created Work-in-the-Right-of-Way permit for John Anderson Drive (Royal Palm to Orchard Lane), per AT&T request.
 - Researched as-built drawing availability for 1275 West Granada Blvd, per Utilities Division request.
 - Completed sketch and legal description for 26 Plaza Drive annexation, per Planning Department request.
 - Continued research of available aquatic species for the Environmental Discovery Center display, per Project Manager’s request.
 - Updated Proposed Union Church Parking Lot, per Site Plan Review Committee comments.
 - Researched Historical files to verify City ownership of Melrose Pump Station property and supplied information to Consultant, per request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Removed broken sidewalk at Neptune & Oak Dr
 - Repaired asphalt for Wastewater Div at 100 block of Country Club Dr
 - Filled asphalt around meter box on A1A near Bosarvey
 - Replaced and finished asphalt job on Oak Dr
 - Concrete in small driveway piece for Water Div on 1300 block of Oak Forest Dr
 - Cut out section of roadway & prepped for sod on Oak Dr
 - Cut raised sidewalk from tree on Tomoka at Orchard St

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station

- Grinded stumps citywide
- Picked up tree for callout on S Washington – Central Ave
- Removed sycamore tree on 400 block of Andrew St; dead tree on N Orchard St; palm tree in Memorial Gardens parking lot; dead palm on 600 block of Main Trl
- Cleaned up tree debris on Parque Dr
- Helped with antenna installation at The Casements
- Trimming in Fox Hollow Subdivision, Coolidge Ave, Indian Trl, Appaloosa & Cherokee Trl

Maintenance Crew

- 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 & Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimmed on SR40 – Winding Woods to The Trails
- Assisted with concrete pour on Neptune Ave
- Flagging (Tree crew) on Orchard Ave

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
- In-shop training
- Straightened sign posts in various areas of the City
- Removed sign at Rockefeller Dr/Casements for weekend event
- Checked for installation of (2) Do Not Enter signs on Riverside Dr
- Replaced (2) Stop signs in parking area at South Ormond Community Center
- Replaced (2) 25 mph Speed Limit signs on Washington St
- Replaced (2) HIP Stop signs in Ormond Green
- Replaced (2) Stop signs at Airport Rd/Pineland Trl

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected citywide
- Inlets – inspected and cleaned citywide
- Basin cleaning – citywide, all zones
- Final inspection – Deer Creek Subdivision – Phase 4C
- Build gate to block road on Pineland Trl
- Cut road on 800 block of Loyola Dr
- Basin repair on Tomoka Ave
- Pond maintenance at the ballfields, Lakebridge, Arroyo Pkwy

Mowing

- Reach Out – RR – Hand Ave, Fleming Ave, Division ditch, Old Kings pond
- Pond mowing – FDOT ponds, Citywide

Street Sweeping/Streetsweeper

- 112 miles of road cleaned

- 36 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
30,518

PM Services completed for the week:

Emergency—Vehicles and Equipment
12

Non-Emergency Vehicles and Equipment
18

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 9,416 gallons of unleaded and 4,643 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,155 gallons of unleaded and 800 gallons of diesel.
- Fleet completed 64 work orders this week.

- Utilities
Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Engineering services work authorization to John Searcy & Associates was approved by the City Commission under Resolution 2016-68.
- Division Avenue Well Field Raw Water Piping – Revised as-built drawings were reviewed and comments sent to the contractor.
- Dual Check Valve Installation Services – Contract is nearing completion in the north peninsula reuse service area.
- Effluent Outfall Replacement – Review meeting is scheduled 5-12-16.
- Fire Hydrant Replacement Program – Prepared a memo to renew the contract to be presented at the 6-7-16 City Commission meeting.
- Hunters Ridge Low Pressure FM Upgrade – Project is advertised for bids. A pre-bid meeting is scheduled on 5-11-16.
- Lift Station 10M & 12M Rehabilitation – Work authorization was approved under Resolution Number 2016-64.
- Lift Station 8M1 – Bids were evaluated and tabulated. The lowest responsive bidder is Danus Utilities, Inc. for \$216,050. Award recommendation is scheduled for the 6-7-16 City Commission meeting.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A new seal was installed in Pump #2 and start up occurred on 5-2-16.
- Rima Wells Auxiliary Power Generator – A construction schedule was received from the contractor. Items are being fabricated and work is scheduled to start in June.
- Sanitary Sewer Inflow Infiltration Project – Received collection system maps and spreadsheets to isolate suspected areas of high infiltration for prioritizing system video activities.
- Sodium Hypochlorite Storage Tank Replacement – Revised shop drawings were received from the contractor for review.
- SR40 Irrigation – Median configuration was sent to landscape architect to determine if other feasible connection alternatives are available for consideration.
- Storage Tank Repairs and Maintenance – Additional logos requested from consultant having theme similar to new welcome feature using details previously forwarded for design information.
- Water Plant Aerator Housing Rehabilitation (CIP) – The lowest responsive bidder is E & D Contracting Services for \$163,000. An award recommendation is prepared for the 6-7-16 City Commission meeting.
- Water Plant Lime Silo Dust Arrestor Project – An award recommendation to McMahan Construction will be presented at the 5-17-16 City Commission meeting.

- Water Plant Pump & Control Upgrades – Bids were opened on April 21. Award memo being prepared by Engineering Division.
- Utilities SCADA Upgrades – The work authorization was approved at the 4-5-16 City Commission meeting.
- 30 Valhalla – Submitted Use Permit \ Application to Volusia County for the water service line replacement.
- 20, 22 and 24 Seacrest Drive – Prepared Volusia County Use Permit applications for execution.
- SPRC Projects: Campana Office Retail – Wastewater collection system construction permit was received. Deer Creek Phase 4C – Final plat was approved under Ordinance 2016-16. Dollar General – Reviewed plans. Granada Pointe – Water distribution and wastewater collection system construction permits were received. Kingston Shores – Awaiting updated information for project. Race Trac - 1521 N. US1 – Met with design engineer to discuss building expansion plans. 4 N. Perrott – Reviewed utility plans for a fire line installation. Sent comments to engineer. 680 – 686 John Anderson Drive – Reviewed lot split plans and sent comments to the engineer. SPRC met with engineer and owner's attorney to discuss comments. 1140 and 1245 W. Granada Force main near 1245 will need to be analyzed to determine capacity limitations. Lift station and pump station data is being obtained to assist the design engineer evaluation.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 36.92 million gallons for the week ending April 29, 2016 (5.66 MGD)
 - Backwashed 12 filters for a total of 570,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 29.46 Million Gallons.
 - Produced 24.31 Million Gallons of Reuse.
 - Produced 5.15 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.21 MGD, plant designed for 8 MGD.
 - Hauled 140.27 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 15 water service leaks.
 - Replaced 5 residential water meters.
 - Replaced or repaired 16 water meter boxes.
 - Replaced 3 water services due to aged piping. Contractor installed 2 - 2" casings for water service replacements under the road.
 - Installed 4 new water services and meters for new residential construction.
 - Performed yearly scheduled pressure testing of 8 City owned backflow preventers.
 - Water main break repairs: 8"- 2274 John Anderson Dr, 2-2" Cottonseed Trl & W. Lindenwood Cir.
 - Responded to 32 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 22 main line valves in the Hand Ave and surrounding subdivisions.
 - Performed maintenance and repairs on 6 fire hydrants in The Falls subdivision.
 - Disconnected temporary water main interconnects on Brooks Dr to accommodate the new water main installation. All customers have been connected to the new water main.
 - Repaired and adjusted the time on the permanent flushing device on Creek Bend Way.
 - Backfill and complete landscape all Water Distribution excavation sites.
 - Rescinded all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 126 regular and 3 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
 - Responded to 4 Request for Utility Verifications for residential and commercial properties.
 - Exercising low pressure sewer force main valves in Phase 1 sections of Hunters Ridge to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Crews installed a 12” riser and repaired the clean out on a PEP TANK @ 4 Foxfords Chase.
 - Located, cleaned and televised the sanitary service @ 815 Riverside Dr.
 - Crews performed the final walk through inspection of Deer Creek Phase 4C.
 - Replaced and flushed the reuse service @ 129 Country Club from the main to the curb.
 - Located and repaired broken clean outs @ 14 Wood Song Lane and 59 Crestwood Ave.
 - Televised sanitary service line from 5 Winding Creek Way to the cul de sac tank that serves this property.
 - Crews replaced a brass 1” reuse valve @ 34 Thornhill Chase
 - Located, marked and flushed the reuse service @ 220 John Anderson.
 - Cleaned and televised the sanitary service @ 28 Arroyo Pkwy.
 - Crews repaired a leaking 2” reuse main @ 116 Thornhill Chase.
 - Called in locates, and dug up and confirmed existing reuse main locations connecting Briargate subdivision to Forest Quest subdivision.
 - Located and high pressure flushed the reuse service @ 454 Druid Cir. and performed flow test.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 34/29psi, Ocean Mist Hotel @ 33/24 psi, Ormond Mall @ 16/16psi. Continued flushing of air release’s in an effort to lower the force main pressures.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 32/20psi. Foxhunters Flat (2 inch) 20/5 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
 - Televised 12 laterals from our PM list, Found 7 that needed to be cleaned, 4 were clean and clear, and 1 needing repair. These locations will be put on a 6 month follow up.
 - Performed annual root control on 4 Sanitary Service Laterals.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Sand Filter #2, repaired davit crane for weir gate as needed, ok.
 - Sandy Oaks, repaired guide rail system at pump #2, ok.
 - Camelot, repaired all guide rails in wetwell as needed, ok.
 - Saddler’s Run, repaired fence, adjusted gate brackets as needed, ok.
 - Carrousel Blower #3, motor fault, reset at SCADA and at VFD, ok.
 - Clarifiers, oversee onsite vendor repairs/inspection at all 4 Clarifiers.
 - Ormond Mall, follow up from call out, pull pump #2 to clear blockage at volute, ok.
 - Sandy Oaks, Hull Road Ball Field, met vendor on site to inspect pumps as needed.
 - Towne Square, repaired hinge on RTU cabinet, ok.
 - Plant Wide, continued cleaning & painting of plant bollards and safety markings.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: Ormond Mall, high level, pump #2 tripped at motor starter, high amp draw, reversed pump to clear blockage at volute, amp draw still high, additional follow up ongoing, using 1 pump to operate station
 - SCADA monitor/response: San Marco – no starts pump #1, reset motor starter, ok; Creekside – high run hours Pump #2, deragg check valve #1, ok; Halifax Medical Center, Deer Creek – high run hours, deragg both check valves, ok.
 - Plant wide oil & grease route.
 - Weekly Plant PM’s: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Quarterly Plant PM’s: Screw Pump #2; Screw Pump #3
 - Semiannual Plant PM’s: Centrifuge #1, #2.
 - Lift Station PM’s: 28 monthly performed.

- 63 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 9D, ran pipe and pulled wire for new pump and motor installed, would not start from SCADA, relay not functioning at master RTU located at 5D, replaced and tested, dispose of old 6" riser pipe, ok.
 - Well 12D not responding, reset overloads, performed electrical inspection, ok.
 - Well 38R, installed new control valve filter, ok.
 - Reuse High Service, vacuum pump full of water, drained, fabricated drain line, acquiring quotes for vacuum pump motor repair/inspection.
 - Paste Lime Slaker #1, belt not operating, clear debris from shute, ok.
 - Reuse high service #3, repaired check valve seals, ok.
 - Slaker building: fabricated hose hangers, ok.
 - Monthly PM's: Reuse high service station; Shadow Crossing reuse
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Industrial Pretreatment Program – Staff reviewed the analytical report from the annual sampling of the three (3) Industrial Pretreatment permittees. Two of the facilities had concentrations of one contaminate above the permit limit. These facilities will be re-sampled to confirm the results.
 - Local Limits Evaluation – Staff is developing the Plan of Study for the Local Limits evaluation for submitted to the FDEP. The study will provide the framework for the developing the new local limits.
 - Reuse Groundwater Monitoring Report – Staff submitted the Reuse Groundwater Monitoring Report for the 1st quarter of 2016 to the FDEP. The report supplies the analytical report of the City's five monitoring wells located on Oceanside Country Club golf course. The data allows the Department to determine the impact of using reuse on the groundwater.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report). The Volusia County Health Department provided feedback on the data and the Utility will apply those changes. Staff is contracting a local printer to design and produce the brochure. The report will be available on the City's website for customers to access electronically.
 - Wetlands Monitoring Report – The contractor, a local biologist, assessed the health of the wetlands in Rima Ridge which is a portion of the Wetlands Monitoring Report. The contractor's findings are being combined with City well monitoring data for the final report.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for May 3, 2016, City Commission Meeting
- Agenda packet preparation and creation for May 13, 2016, Pension Boards Meeting

Status of Department Projects

- Municode republication of Code of Ordinances
 - Project Status: Currently reviewing proof sent from Municode.