

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: April 21, 2017

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with Utilities Manager, HR Director, Chief Building Official and Planning Director

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Selby
- Rotary meeting
- Team Volusia Board meeting
- Funeral service for former Zone 4 Commissioner Joyce Ebbets
- State of the County event
- City Commission Workshop, Downtown Murals
- City Commission meeting
- PACE Board meeting
- Senior staff and I met with Greg, of Greg's Roofing regarding permitting process

**Community Development**

**Planning**

- The Florida Department of Environmental Protection provided training to Planning staff on several mapping tools related to sea rise, flood exposure, storm surge, and coastal resiliency. These mapping tools will be of great benefit to the planners when the Comprehensive Plan is updated to meet the 2015 approved state statute requiring local governments to assess infrastructure and critical facilities that are prone to hazardous events.
- Staff met with the applicant of Ormond Central to discuss several issues related to the proposed development at the intersection of W. Granada and Old Kings Road.
- The Planning Director attended the Technical Coordinating Committee meeting of the Transportation Planning Organization. Presentations of interest included the Pedestrian crash statistics and the updates to the Florida Greenways and Trail System (FGTS) Plan. SR40 and the US1 trail were upgraded to a Priority Trail making them eligible for SunTrail funding.
- All reviewing agencies and staff attended a mandatory training session on the ProjectDox upgrade to Version 8.6. In a previous weekly report, the new enhancements were discussed.

**Building Inspections, Permitting & Licensing**

- 4 new business tax receipts issued
- 398 inspections performed
- 130 permits valued at \$2,343,701.00

**Development Services**

- SPRC did not meet with any applicants this reporting period.
- Projects receiving Building Permits and percent completed are provided below.

Project	% Complete
146 North Orchard Street	95%
783 North US 1	30%
Antares of Ormond Beach	0%
McDonald's, 1530 North US 1	95%
McDonald's, 105 Interchange Boulevard	95%
Pet Street Vet, 240 South Nova Road	7%
Realty Pros	80%
Specialty Surgery Center	30%
Valiant Diners, Phase 2	10%
Huntington Villas, Phase 1B	50%
Ormond Renaissance Condo	65%
Plantation Oaks Phase 1 Utilities	0%

**Economic Development/Airport**

**Economic Development**

- Ormond Crossings
  - Staff is facilitating the Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. Several design projects are underway by the SFM consultants including architectural and site planning and utility extension planning. SFM's objective is to begin construction in the fall of 2017.
- Airport Business Park
  - Staff is working with SKYO and the Florida Department of Economic Opportunity in monitoring of the 2016 job creation data.
  - Staff met with Florida Production Engineering plant managers as part of the City Economic Development Department visitation program.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff continues working with Ormond Beach Chamber Executive Director to implement the 2017 Rediscover US1 Scavenger Hunt, which will run from April 21-29. Staff visited the 3 Ormond Beach businesses participating in this year's scavenger hunt: Houligan's on North US1, Wall-Y-World Gallery at 173 South Yonge Street, and T&M Floors at 275 South Yonge Street. The scavenger hunt forms are available at City Hall Department of Human Resources and Ormond Beach Chamber of Commerce.
  - Staff attended the VCARD seminar on Alternative Funding for Development Projects. There were several speakers from the banking and the Federal Reserve that presented information regarding New Market Tax Credits.
  - Staff attended the Volusia County annual State of the County event at the Ocean Center in Daytona Beach.
  - Staff presented the economic development happenings to the Chamber Leadership Program participants.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

**Airport Operation and Development**

- Staff has been advised by the Florida Department of Transportation (FDOT) that Joint Participation Agreements to provide state funding for the design phase of two airport

improvement projects have been prepared and will be sent to the City for review and approval by the City Commission. The two projects that will receive state funding are design projects for new airport access roads from the Airport Business Park and improvements for the public use heliport.

- Representatives from Zev Cohen continue to work on the environmental assessment phase of the runway approach area obstacle mitigation project.
- Staff has received the third monthly update report on the wildlife hazard assessment project.
- Staff is working to effect repairs to Gate 9 near the main entrance to the airport, and also the gate used to secure the former nursery site adjacent to the airport business park.
- Staff continues working with Hoyle, Tanner and Associates and KB Environmental Science to collect data in support of noise and air quality monitoring as part of the Runway 8/26 environmental assessment project.
- Officers and cadets from the Ormond Beach Composite Squadron will participate in a fly-in at the New Smyrna Beach airport this weekend. The event is being held to benefit the Halifax Humane Society.

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

#### **Finance**

- On-going Projects
  - FEMA reimbursement preparations are in progress.
- Completed Projects - Weekly
  - Processed 74 Journal Entry Batches (2833-3083).
  - Approved 2 Purchase Requisitions totaling \$50,055.88.
  - Issued 11 Purchase Orders totaling \$92,678.91.
  - Processed 3,711 cash receipts totaling \$383,746.80.
  - Prepared 111 Accounts Payable checks totaling \$138,027.67 and 31 Accounts Payable EFT payments totaling \$282,126.02.
  - Issued 1,575 past due notices on utility accounts.
  - Auto-called 247 utility customers regarding receipt of a past due notice.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Earth Day Celebration (April 20)
    - Inaugural Donut Dash 5K (May 13)
    - Florida Licensing on Wheels (April 25)
    - Hurricane Season 2017
    - Art in the Park (May 6 & 7)
    - West Ormond Recreation Center 2<sup>nd</sup> Public Input Meeting (April 27)
    - Jim Miller's Big Band America Holiday Concert (April 23)
    - The Casements Closed for Tours (April 26)
    - The Casements' Summer Schedule
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and 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.
  - Coordinated and attended Ormond Beach 2 Go! at Aberdeen
  - Issued weekly CodeRED notifications to residences where hydrant flushing will occur.
  - Attended Munis training.
  - Completed May 2017 Employee Newsletter.

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted CDBG FY 17-18 Annual Plan (application) to Volusia County Community Assistance by deadline of April 21 in "draft" form pending City Commission review at its May 2 meeting.

### **Fire Department**

- Weekly Statistics
    - Fires: 2
    - Fire Alarms: 11
    - Hazardous: 6
    - EMS: 89
    - Motor Vehicle Accidents: 5
    - Public Assists: 41
    - TOTAL CALLS: 154
  - Aid provided to other agencies: 10 Calls: Daytona Beach (2), Volusia County (8)
  - Total staff hours provided to other agencies: 7
  - # of overlapping calls: 37
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
  - Total EMS patients treated: 69
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 412
- Training Hours
    - NFPA 1001: Firefighting 8
    - NFPA 1002: Driver 56
    - NFPA 1500: Safety/Equipment 18
    - EMT/Paramedic 3
    - TOTAL TRAINING HOURS: 85
- Station Activities
    - Updated 5 pre-fire plans
    - Completed 3 fire inspections
    - Serviced 38 fire hydrants
    - Participated in Walgreens Easter Egg Hunt

### **Human Resources**

- Staffing Update
  - Requisitions
    - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
    - Maintenance Foreman (Water Distribution/Public Works)
  - Approved/Active Recruitment
    - Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, Indeed, National Testing Network, and internally.
    - Public Works Director (Public Works) open 3-23-17 until 5-5-17. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida City and County Management Association, American Society of Civil Engineers, National Society of Professional Engineers, American Public Works Association, ICMA, and internally.
    - Summer Camp Counselors (Leisure Services) open 3-7-16 until 5-19-17. Advertised on City web site, governmentjobs.com, and internally.
- Applications Under Review
  - Engineering Inspector (Engineering)

- Maintenance Worker II (Water Distribution/Public Works)
- Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)
- Maintenance Worker II (Streets)
- Part Time Community Events Technician (Leisure Services)
- Part Time Recreation Leader (Gymnastics/Leisure Services)
  
- Background/Reference Checks/Job Offers
  - Police Officer (Police)
  - Office Manager (Leisure Services)
  - Neighborhood Improvement Officer (Police)
  - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
  
- Employee Events
  - Skin cancer screening program begins May 1
  
- Risk Management Projects
  - Leadership activities
  - American Cancer Society Relay for Life activities
  - Mayor's Health and Fitness Challenge activities

#### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations, Access to Tyler trainers via RemoteAccess.
    - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.
    - IT Strategic Plan – Gathering requested documentation, stakeholder interviews have been scheduled.
    - iSeries replacement– Sungard Naviline host system – The new iSeries was placed in to service over the past weekend. The vendor coordinated the transition and final cleanup steps. IT Staff worked thru the transition of the 3<sup>rd</sup> party software packages. Full systems functional verifications were performed by IT staff.
  
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None
    - Windows Servers: None
    - Networking System: None
  
  - Work Orders
    - New: 10
    - Completed: 49
    - In progress: 52
  
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 44,060
    - Inbound E-Mails Blocked: 26,440
    - Delivered Inbound E-Mails: 17,620
    - Quarantined Messages: 3,846
    - Percentage Good Email: 40.0%
    - Virus E-Mails Blocked: 0

- Notable Events: The new IBM iSeries mainframe, which is the central server for most City functions, was successfully placed in service over the previous weekend. This was a large project that involved significant planning. The project was completed with in-house staff locally and vendor personnel working remotely. Downtime was held to a minimum, Friday 6pm – Saturday 11 am. Performance has improved significantly for all users of the system.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 8
    - Changes: 2
    - Corrections: 1
  - Map/Information Requests: 6
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0: Total in system = 1,202
  - Meters GPS Located this week: 0: Total in system = 23,458; 22,715 potable, 732 Irrigation, 11 Effluent
  - Notable Events: None

#### Leisure Services

- City Manager's Meeting
- Public Works Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- One-on-One Meetings
- City Commission Meeting
- SONC Camera Inspection Meeting
- Earth Day
- Swing Into Spring Concert
- IT Strategic Plan Meeting

#### Contract Manager – Grounds and Athletic Maintenance

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

#### Environmental Discovery Center

- Social media updates
- City website updates
- Former Commissioner Joyce Ebbets Memorial Reception
- Spring Bird Walk
- Earth Day Celebration
- Preparation for Earth Day Program at EDC 4/22
- EDC Weekly Attendance 4/8 to 4/18: 90

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.

- OBSC rec and competitive teams are practicing nightly Monday through Friday at the Soccer Fields. The Rec Program has games each weekend through April.
- Lady Renegades are holding practices for their two teams on Tuesday and Thursday nights at 6pm at the Sports Complex on the Softball Quads.
- Golden Spikes are practicing Tuesday and Thursday nights at both the Nova Fields and Wendelstedt/Kiwanis Fields.
- SHS Softball continued practicing this week on Monday and Friday on Softball Quad 2 at the Sports Complex at 3:30 daily. They host a district tournament the following week on Monday, Wednesday and Friday at 3pm, 5pm and 7pm.
- SHS Baseball will be practicing this week Monday through Thursday at 3:30pm on Wendelstedt Field 2 and 3. They also have junior varsity and varsity games on Wednesday at 6pm and Friday at 4pm and 7pm.
- Tee Ball practices continued this week on the Tee Ball Fields at the Sports Complex, with games on Saturday morning.
- OBYBSA continued recreational games this week Monday through Friday at the Nova Fields and Sports Complex Softball Quad.
- City Youth Spring Volleyball continued this week Monday and Thursday night from 6pm to 7:45pm. Currently 75 participants are signed up.
- City Adult Spring Volleyball enters week #5, Tuesday nights at 6:15pm. The first Tuesday night brought in 16 players.
- SHS Flag Football had their final two home games of the season on Tuesday and Thursday nights at 6pm after five away games. Games are held at Championship Field 7 at the Sports Complex.

#### Athletic 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
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Prepped fields at Softball Quad for Lady Renegades and SHS practices/games
- Prepped Wendelstedt Fields 2 and 3 for SHS baseball practices
- Prepped Wendelstedt Fields 1 and 2 for SHS Baseball Games
- Dragged infields/sprayed weeds/used weedwacker at Osceola Elementary & South Ormond
- Blew out batting cages & dugouts at Wendelstedt, Kiwanis, and Softball Quad Fields
- Raked and dragged crimson stone at Wendelstedt in front of dugouts and on warning track
- Dragged all 20 fields daily and marked daily for games
- Painted 22 soccer fields for OBSC Spring Program
- Put out sandbags, toters, flags and benches for soccer games
- Painted bases at all fields
- Sprayed intruding grasses and picked up rocks/glass on Nova fields
- Painted grass parking lot in rear of Sports Complex
- Fixed up bullpens at Wendelstedt & Nova Fields
- Watered all 18 clay infields with the warm, windy, dry weather
- Prepped/painted SHS Flag Football Field #7 for games this week

#### Senior Center

- Granada Square Dance was held Tuesday from 6:30pm to 9pm
- Tomoka Duplicate Bridge was held Saturday from 11am to 5pm
- King Jesus Ministries was held on Sunday from 9am to 1pm
- King Jesus Ministries was held on Monday from 6:30pm to 9pm

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - CMT held regular classes Monday through Friday
  - Kopy Kats held regular classes Monday and Thursday
  - Ormond Church Sunday from 8:30am to 12:30pm
- The Performing Arts Center is prepared to host the following events:
  - Popovich Comedy Pet Theater, Friday, 4/21, 7:00pm to 9:30pm
  - Big Band America, Sunday, 2:00pm to 4:00pm

#### South Ormond Neighborhood Center

- Splash pad is open
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Jazzercise Monday
- YMCA Soccer Monday/Wednesday/Friday
- Youth baseball practice Tuesday/Thursday
- Staff working on summer camp preparation
- Pavilion Rental Saturday

#### Community Events

- Weekly administrative tasks, office work, meetings and activities
- Training of new Community Events Leader
- Tyler Training
- Assisted with City Commission Workshop meal
- Assisted with equipment for Earth Day at City Hall
- Planning of 2017 events through July
  - Art in the Park May 6 and 7 – ongoing events tasks and follow up with vendors, setup and rentals
  - Memorial Day Remembrance Service, May 29 – assisting Memorial Day Remembrance Committee with planning tasks
  - Reel in the Fun Fishing Tournament – June 17<sup>th</sup>
  - Independence Day Celebration – July 4 – solicited bids for sound, stage and lighting, rides and inflatable rides, entertainment and music selections
  - Summer Sounds Concert Series – July 14, 21 & 28

#### Gymnastics

- Classes are going well and growing
- April session in progress
- Registration is open for April session
- Trial classes are being offered to attract potential students
- Working with area schools to attract potential students
- Team girls preparing for State Competition in May

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open Play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- Challenger Baseball meets on Tuesday from 5pm to 6pm.
- Wednesday Drop-in Club meets on Wednesday.
- The City Spring Volleyball program met on Monday and Thursday.



- The City Adult Volleyball program met on Wednesday evening.

#### The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m.
- Missing Peace Church met at Bailey Riverbridge on Sunday from 10:30 a.m. to 11:30 a.m.
- The Guild Crafters met on Monday from 12:30 p.m. to 3:30 p.m.
- Training for new Guild members took place on Tuesday from 1:00 p.m. to 3:00 p.m.
- Staff has been planning the Guild Appreciation Luncheon which will take place April 26.
- New carpet was installed in Room 204 on Wednesday.
- The stage was set up for the Celtic Festival on Wednesday.
- The Memorial Day Remembrance Committee met on Wednesday from 11:30 a.m. to 1:30 p.m.
- After school tours of The Casements took place on Wednesday at 2:30 p.m. and Thursday at 3:30 p.m.
- Staff participated in the Earth Day celebration at City Hall.
- Greek Cooking class was held in The Casements kitchen Thursday evening from 4:00 p.m. to 8:00 p.m.
- Swing Into Spring Concert II, featuring the music of Hillbilly Jack, took place on the North Lawn Thursday evening from 7:00 p.m. to 8:30 p.m.
- Set up from the Celtic Festival took place on Friday. The Festival will be held Saturday from 10:00 a.m. to 7:00 p.m. and Sunday from 11:00 a.m. to 6:00 p.m. in Rockefeller Gardens.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Environmental Discovery Center – built plant holder
- South Ormond Neighborhood Center – repaired loose signs
- Community Gardens – shortened gate chains
- Fire Station 91 Playground – repaired handles on play equipment
- Magic Forest Playground – fixed loose boards

#### 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
- Monthly inspection and preventative maintenance of electric gates
- Changed water filters on City ice machines
- Replaced the showerhead in the men's room at Fire Station 91
- Repaired the mail box at SONC
- Repaired the exhaust fan in the pistol range at the Police Department
- Removed and installed room 204 door to swing in at The Casements
- Checked the east gate for repairs at WWTP
- Inspected gate 9 for operation problems at the Airport
- Removed shelving from the second floor closet at The Casements
- Met various contractors for upcoming jobs
- Reattached shutters at the PAL House
- Replaced the men's room soap dispenser at Central Park I
- Checked the basketball and racquetball lights at Nova Community Center
- Repair the upstairs east window and caulk A/C electric cord at Emmons Cottage
- Replaced ceiling tiles in lobby ladies room at the PAC
- Hung new historical marker and pack the old marker at The Casements
- Repaired the power box at Andy Romano
- Repaired the water spigot at maintenance bldg. at Breakaway

## **Police Department**

### **Administrative Services**

- Hosted Weekly Staff Meeting.
- Staff attended the User Group Meeting.
- Staff hosted New Supervisor Training at the Police Department.
- Chief Godfrey attended the City Manger's Staff Meeting.
- Captain Roos attended New Employee Orientation session with Human Resources.
- Staff attended the Crime View Presentation hosted at the Police Department.
- Staff attended a Grant meeting at City Hall.

### **Community Outreach**

- The R.E.A.D., Reading, Exploration, Adventure and Discover program for 2nd, 3rd, 4th and 5th grade continues at Ormond Beach Elementary School. Forty-seven (47) youths are registered.
- Members of the boys' 10U, 12U and 14U teams are practicing at the South Ormond Neighborhood Center on Tuesdays, Wednesdays and Saturdays. Thirty-three (33) youths attend the practices each day. The next tournament will be the Battle at the Beach in Ormond Beach April 28-May1, 2017.
- The Donut Dash 5K family event will be held on Saturday, May 13 at the Ormond Beach Sports Complex. This event is an opportunity for community businesses and community members to join together to support programs for at-risk youth in the Ormond Beach Community. On-line registration is at the following link: <http://getmeregistered.com/OBPALDonutDash5K>

### **Community Services & Animal Control**

- Animal Calls responded to: 57
- Animal Reports: 9
- Trap Neuter Release: 4
- Animals to Human Society: 2

### **Criminal Investigations**

- Cases Assigned: 11
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 8
- Inactive: 4
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 1
- Grand Theft: 2
- Auto Theft: 1
- Vandalism: 3
- Death Undetermined: 1

### **Records**

- Walk - Ins / Window 52
- Phone Calls 67
- Arrest / NTA'S 21
- Citations Issued 73
- Citations Entered 143
- Reports Generated 129
- Reports Entered 110
- Mail / Faxes / Request 18

### **Patrol**

- Total Calls: 1,335
- Total Traffic Stops: 84

Operations

Crime Opportunity Report Forms: 144

- 04/12/17
  - Traffic Arrest, West Granada Boulevard and South Ridgewood Avenue. Officers received a call of a subject slumped over at the wheel of his vehicle. Subject was safely awoken and removed from the vehicle. His driver's license was found to have been suspended and revoked since 2006.
- 04/13/17
  - Burglary Business, 333 West Granada Boulevard #100 (Spectrum Cable). Three generators and five gas cans stolen out of a fenced in outside compound, entry gained by cutting a hole in the fence.
  - Grand Theft, 461 South Nova Road (Florida Health Care). iPad stolen from a doctor's office.
  - Battery Domestic Violence Arrest, 274 Palm place. Officers responded to the residence for sisters involved in a physical altercation. An adult sister was charged with Child Abuse and the minor sister was charged with Domestic Battery.
  - Battery Domestic Violence Arrest, 10 Cypress Circle #B. Officers responded to an open line 911 call with a disturbance going on. A verbal argument initiated over money concerns which eventually turned physical and an arrest was made.
- 04/14/17
  - Battery Domestic Violence Arrest, Hand Avenue and Chelsea Place. This case started as a traffic crash before determining there was a Battery involved. A subject and her son were involved in an argument. The mother slapped the son and he reacted by throwing his drink on her. This caused her to lose control of the vehicle and go in the ditch. Both subjects were transported to the hospital where one was arrested.
  - Battery Arrest, 195 West Granada Boulevard (Maria Bonita's). The victim stated that when she came out of the stall in the bathroom, a waiter attempted to kiss her and pull her back into the stall. The waiter was arrested for battery.
  - Disorderly Intoxication Arrest, 260 North United States Highway One (Ormond Lanes). Subject was intoxicated and angry and reportedly threw a bowling ball on the ground inside the bowling alley. The subject was driving recklessly on a motorcycle and managed to strike his own truck causing damage to the truck. The subject was confronted by customers and employees and was swearing and threatening them upon police arrival.
- 04/15/17
  - Stolen Tag, 1608 North United States Highway One Room #119 (Days Inn). The Victim's Delaware tag was stolen from her vehicle that was parked in the parking lot at this location.
  - Narcotics Arrest, 915 Ocean Shore Boulevard (Shoreham Condo). While conducting a traffic crash investigation, officers detected an odor of marijuana coming from inside one of the vehicles that was involved, paraphernalia was located within.
- 04/16/17
  - Aggravated Battery Domestic Violence Arrest, 140 Arlington Way. Victim reported that his girlfriend backed into him with her vehicle. They were in an argument in reference to Easter activities with their daughter and neither party could come to an agreement. The female was contacted and taken into custody, the minor child was turned over to the victim and the Department of Children and Families was contacted.
  - Driving Under the Influence Arrest, Granada Plaza. Officers received a report of a vehicle driving recklessly on West Granada Blvd. from I-95. The vehicle was swerving and hitting curbs to the point that the rear passenger side tire flattened. Officers located the vehicle at the bridge and were able to stop it in the Granada Plaza where the driver was taken into custody after failing Field Sobriety Exercises.
  - Narcotics Arrest, Laurel Drive and Hand Avenue. While officers were conducting directed patrols, they observed a vehicle with expired tags and a traffic stop was conducted. During the traffic stop, the driver was observed removing Oxycodone tablets from her pocket and putting them into a child's sippy cup to conceal them.

- 04/17/17
  - Warrant Arrest, 1657 North United States Highway One (Loves Truck Stop). Subject was contacted at this location for shop lifting and was found to have an open/active Pinellas County warrant for dealing in stolen property (VOP).
  - Trespassing Arrest, 135 East Granada Boulevard (Outback Steak House). Subject was contacted at this location and was found to be trespassing after warning.
  - Warrant Arrest, 465 Bryant Street. Subject was contacted at this location and was found to have an open/active Volusia County warrant for possession of amphetamines.
  - Theft, 1 John Anderson Drive #718 (Ormond Heritage Condos). Black Aero mountain bike was stolen from this location.
  - Battery Domestic Violence Arrest, 57 Hernandez Avenue. Officers responded to a domestic disturbance where the victim reported she was pushed by her boyfriend whom she used to live with. Subject was eventually contacted and arrested for the offense.
  - Warrant Arrest, 25 Byron Ellinor Drive #A. Officers responded to a civil complaint and made contact with a subject who was found to have an open warrant for Grand Theft.
  - Narcotic Arrest, 432 South Atlantic Avenue (Pizza Hut). Pizza Hut employees called in because a female had been in the bathroom for an extended amount of time. Contact was made with the female. Drug paraphernalia and narcotics were located and the subject was arrested.
- 04/18/17
  - Driving Under the Influence Arrest, Corbin Avenue and South Washington Street. A subject was contacted who was passed out behind the wheel of his vehicle. It was determined that he was intoxicated and was arrested.
  - Aggravated Assault Arrest, 244 Washington Place. Officers responded to the residence due to a disturbance where one person was threatening another with a metal broom handle.
  - Narcotics Arrest, 400 Block South Atlantic Avenue. Subject was stopped for a traffic violation where narcotics were located inside the vehicle.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 52
  - Number of Uniform Traffic Citations Issued: 51
  - Number of Written Warnings Issued: 19
  - Number of Parking Tickets Issued: 1
- Traffic Crash Reports
  - Number of Crashes without Injuries: 13
  - Number of Crashes with Injuries: 2

#### Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
  - Zone 1: 4 Cases initiated
  - Zone 2: 7 Cases initiated
  - Zone 3: 3 Cases initiated
  - Zone 4: 2 Cases initiated
  - 6 signs have either been removed or sign cases created.
  - 8 tree removal permit requests.
  - Administrative staff assisted with three (3) walk-ins and eighty-two (82) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Water Treatment Plant Controls and Pump Upgrade – Substantial completion walk-through was held on April 12, and the Contractor is addressing punch-list items.

- SONC Surveillance and Lighting – The Contractor has completed the path lighting installation and 80% of the security system installation.
- Police Department Sally Port – The Contractor has completed 80% of the proposed work and will return to replace the entry door as soon as it arrives in May.
- ARBFP Ramp Repairs due to Hurricane Matthew Repairs – The construction is complete.
- 2017 Storm Drain Pipe Lining – Contracts are being signed and staff has scheduled a pre-construction meeting for April 20.
- Seawall Repair at Ames and Riviera Parks – Contracts have been signed and a pre-construction meeting is scheduled for April 26.
- Sanitary Sewer Inspection – The Contractor has inspected approximately 22,900 feet of sewer systems of the 93,238 feet in the contract. They are moving into the area of South Beach Street, and then to Laurel Oaks.
- 2017 Roadway Resurfacing – The resurfacing of Aaron Circle, Thomas Street, and Trina Street is complete. The Contractor is working on Cordova and South Ridgewood at Plaza Grande areas.
- Design Projects:
  - South Peninsula Reclaimed Expansion – Consultant has recommended awarding this contract to General Underground from Groveland, Florida in the amount of \$2,199,918.42. Bid approval is scheduled for the May 2nd CC Meeting.
  - West Ormond Community Center – A joint meeting with the LSAB and QLB Boards was held on March 8th to present and discuss the project. A community meeting was held on April 6th at 6:00 pm at Pathways Elementary School. A second community meeting is planned for April 27th at 6:00 pm at the Senior Center.
  - Ormond Sports Complex Field 9/10 Lighting – Staff is finalizing the LED lighting designs of soccer fields 4-6 (Hurricane Matthew Damage – insurance and FEMA funded) and multi-use fields 9 & 10. To have the fields ready for the fall season staff has requested a turn-key installation proposal from one of our construction management firms under continuing contract.
  - WTP Sludge Residuals Facility Improvements – Met with Consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and is being reviewed. Staff has asked the engineer to look into the screw press design technology for sludge dewatering. Screw presses could save the City up to \$60,000 per year in operating costs in comparison with the continued use of centrifuges. Andritz has agreed to come on site to perform a pilot test of their screw pump to confirm its ability to dewater the lime sludge. This will occur in June.
  - Cassen Park Public Dock –The Army Corps of Engineers has issued the public notice for the permit and no comments were received. The consultant submitted the response to FDEP for the RAI received and expect that permit processing will follow shortly. Staff submitted the grant applications to FIND and FFWC for grant funding for construction costs.
  - WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant is proceeding with design.
  - Effluent Outfall Replacement – Two bids for the project were received. The bids were above the engineer's estimate and the budgeted amount. Staff is investigating the possibility of slip-lining the existing outfall in order to determine if this is a viable alternative repair option.
  - Forest Hills Connector Trail – Staff responded to FDOT comments on April 4, a meeting was held on-site with a Consultant to review threatened and endangered species likelihood, per FDOT comment.
  - CDBG (canoe kayak launches) – Staff is soliciting written installation proposals to complete the installation of both stored launches. We recently received notification from FDEP that our application for permit was approved.
  - Ph III 2-Inch Water Main Replacement – Mainland – Bids were opened on April 11.
  - Ph III 2-Inch Water Main Replacement – Peninsula – Bids were opened on April 12.

- Downtown Stormwater Phase 2 – Consultant is gathering information in order to commence production of bid documents for the Phase 2 construction.
- Fleming Ave Stormdrain Improvements – Consultant has completed the preliminary engineering and cost estimate. Staff is considering applying for HMGP funding for this project available through Hurricane Matthew. The project estimated cost is \$650,000 and if an HMGP grant is approved it would fund 75% of the project's cost.
- Wilmette Avenue Pumping – Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- Cassen Park Restroom Replacement – Conceptual design is under review.
- Rockefeller Gardens Shade Screen - Conceptual design is under review.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Roof repairs at the Water plant and Wastewater plant will commence this week.
- CDBG 2017 Trail & Sidewalk – Bids were opened on April 12th.
- OBSC Improvements – Field 3 Lighting – The area is scheduled to be surveyed so the preliminary design can be finalized and submitted to FAA for review and pole height approval.
- OBSC Improvements – Championship Field 7 – The survey work is complete and staff is reviewing preliminary layouts.
- PD Security Fencing – Staff is preparing a PO for the fence purchase and installation.
- North US1 Landscaping Ph II – Design plans were submitted to FDOT for review and permit.
- Sandpiper Lane Drainage Improvements – Design is in progress.
- Water Plant Upgrades – Staff received and is reviewing a proposal from the Consultant to replace the Sodium Hypochlorite system and Lime Slakers.
- Secondary Raw Water Main – Staff met with a Consultant to prepare a scope of work for the secondary raw water main project.
- 554 Riverside Drive – The headwall and first section of pipe has been installed, work continues on the replacement of the City stormwater outfall located in the easement on the property at 554 Riverside Drive.
- Departmental Activities
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 875 Sterthaus Drive for multiple directional bores, per FPL request.
  - Reviewed plans and created approved Wetland Protection permit for 591 South Atlantic Avenue for Hurricane Matthew damage repairs.
  - Continued to update Sandpiper Lane Piping project drawing, as requested by Project Manager.
  - Updated Forest Hills Connector Trail drawing files to show proposed walkway lighting plan and conduit location, per FDOT request.
  - Researched old as-built file of Wastewater Treatment Plant and provided requested PDF copies to consultant (QLH), as requested.
  - On-site visit to 85 North St. Andrews to verify lot filling code complaint.
  - On-site visit to 17 Foxfords Chase for lot grade-and-fill approval.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Asphalt work in roadway on Chrysanthemum Dr, Mayfield Cir, S Halifax Dr
- Pulled forms, cleaned up job on SR40, 200' west of Lowe's
- Pulled forms and cleaned job on A1A

- Patched asphalt driveway in Knollwood Estates
- Cut out and removed uneven sidewalks, formed up on Aston Cir

#### 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
- Picked up deceased tree in Memorial Gardens
- Removed 2 trees dropped by Allen's Tree Service on Domicilio & Lindwood easement
- Changed forks on loader for Stormwater Dept
- Removed 3 oak trees at Nova Rec
- Preparations for Earth Day Celebration

#### 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
- Picked up tables and chairs for Earth Day Celebration

#### 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
  - Ordered Sign Shop materials
  - Wrapping up project on Plaza Grande/Beach St
  - Removed (2) signs in concrete at Sports Complex and replaced with square post

#### Stormwater Maintenance

- Pond maintenance on Timberlake Ln, Airport
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates Citywide
- Basins inspected/cleaned Citywide
- Ditch maintenance, Citywide
- Moved pipe to Riverside Dr
- Delivered sandbags to the Casements
- Earth Day Preparations

#### Reach-out

- US1

#### Vactor

- Vac-con maintenance at Fleet

#### Street Sweeping/Streetsweeper (4 days)

- 107 miles of road cleaned

- 42 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 16,335
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 8
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 10,887 gallons unleaded, 8,349 gallons diesel
  - Fuel used in one week: 1,974 gallons of unleaded and 508 gallons of diesel.
  - Fleet completed 22 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Utilities Yard Electrical & Pump Upgrades – Specifications are being prepared. FPL is going to leave the power lines elevated.
  - Biosolids Hauling & Disposal 2017 – A piggy back contract with Daytona Beach will be pursued since bids were recently received for this item from qualified hauling and disposal companies. Awaiting Daytona Beach award and execution scheduled for May 3, 2017.
  - Fire Hydrant Replacement Program – Additional hydrants are being replaced.
  - Lift Station 8M1 – Received a draft easement description for review. A request for clearance form is being processed.
  - Lift Station 10M & 12M Rehabilitation –The bid date was extended until May 11, 2017. A check request was submitted for the FDEP construction permit fee. Changes were made to the bid documents to include a cost for bypass pumping for each lift station.
  - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Video inspection reports were received for Systems 1M, 4M, 6P and 8P. Approximately 1/3 of the piping has been televised and inspected.
  - Shadow Crossings Force Main Improvements – Field checked as-built drawings.
  - Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
  - Elevated Storage Tank Repairs & Maintenance – Bids received on April 19, 2017. Only two (2) bids were received and bid amount well exceeds current project budget.
  - South Peninsula Reclaimed Expansion – Consultant is scheduled to be awarded to General Underground in the amount of \$2,199,918.42 at the May 2, 2017 City Commission meeting.
  - Water Plant Aerator Housing Rehabilitation (CIP) – The second aerator structure was removed and shipped to the vendor for refurbishing. The connecting pipe opening was closed with a blind flange to increase raw water flow to the plant.
  - Water Plant Pump & Control Upgrades – Pumps 3 and 5 are being reset. Start up for lime sludge pumps occurred 3/30/17. Vibration issues were corrected. The final inspection was scheduled for April 19, 2017.
  - Water Plant Lime Sludge Dewatering Improvements – Andritz's schedule has an opening in the middle of June to set up screw pump equipment pilot tests to determine capabilities of their equipment to appropriately dewater lime for water plant purposes. Samples will be collected by manufacturer's representative prior to testing.
  - WWTP Outfall Pipe Replacement – Firms that can televise the interior of the pipe are being solicited.
  - WWTP Sludge Dewatering Improvements – Pilot testing to be performed middle of June by Andritz.
  - Utilities SCADA Upgrades – Additional radio survey to determine feasibility of using the Leeway Tank to enhance radio transmission capabilities scheduled for next week.



- 2016 2-inch Water Main Replacement Phase 3 Mainland – Bids were received on April 11, 2017. McMahan Construction is the apparent low bidder.
- 2016 2-inch Water Main Replacement Phase 3 Peninsula – Bids were received on April 12, 2017. The low bidder was Utility Services in the amount of \$1,196,342.
- Volusia County for Right of Way Utilization Permits – The construction of the service line at 2903 John Anderson Drive did not pass inspection. Additional grading and sodding is required to stop soil erosion into the storm drains.
- SPRC Projects (Utilities Review)
  - Big Bear Path Bridge Replacement – No utility review required – water main is private.
  - Celedine Subdivision – Revised plans were reviewed and comments provided.
  - Gold Choice ALF – Reviewed plans and provided comments.
  - Huntington Villas – Received water, sewer & irrigation system shop drawings for review.
  - Kingston Shores – The board of directors decided to construct a private water main to the property. Utility easements are no longer necessary.
  - Ormond Renaissance – Partial FDEP clearance was received for the sanitary sewer line.
  - Plantation Oaks Phase 2 A – Received copy of approved shop drawings.
  - Race Trac 1521 S. US 1 – Received plans for review.
  - Security First – Provided revised fire hydrant test data to the design engineer and answered additional questions concerning fire hydrant configuration.
  - Commercial Sampling Manhole – Distributed sampling manhole details for review.
  - 589 South Yonge Street – A wall is required to be installed on the east property line. Reviewed location plans for the wall and provided comments.
  - 630 S Atlantic, Beach Parking Lot – Reviewed plans and provided comments.
- Water Treatment
  - Delivered 40.70 million gallons for the week ending April 14, 2017 (5.81 MGD).
  - Backwashed 12 filters for a total of 540,000 gallons backwash water.
  - Raw water average daily withdrawal rate from all wells through March 31, 2017 @ 6.053 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
  - Produced & hauled 54 wet tons of dewatered sludge (65 - 70% solids).
  - Operated north & south plant generators for routine PM.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 30.30 Million Gallons.
  - Influent flows average for week @ 4.33 MGD, plant designed for 8 MGD.
  - Produced 28.94 Million Gallons of Reuse.
  - Produced 1.36 Million Gallons of Surface Water Discharge.
  - Annual Average (April 01, 2016 – March 31, 2017) for Surface Water Discharge 0.899 MGD.
  - Hauled 134.35 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
  - Responded to and/or repaired 14 water leaks.
  - Installed 6 new residential water meters.
  - Replaced 4 malfunctioning residential water meters.
  - Replaced or repaired 20 water meter boxes.
  - Replaced 3 water services due to low flow or leaks.
  - Repaired 6" CIP water main leak on S. Beach St - 3" hole broke open on the side of the pipe.
  - Performed pressure testing of 3 and repaired 2 City owned backflow preventers.
  - Responded to 13 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Performed maintenance on 13 fire hydrants located in the Hand Ave/ Chelsea Place Area.
  - Located & exercised 15 valves in Forest Hills subdivision.
  - Scheduled a water main shut down to remove the 2 each - 2" water line connections serving Lucerne Cir.
  - Relocated water service 30 Raymonde Dr. at customer's request due to driveway widening.

- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 153 regular and 5 emergency utility locates for the previous week.
  
- Wastewater Collection – Reuse
  - Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. Responded to 4 reuse trouble calls.
  - Responded to 4 Request for Utility Verifications for residential and commercial properties
  - Assisted Professional Piping Services with poly-pig cleaning of A1A Force Main
  - High pressures on Il Villagio force main. Locating ARV's and isolation valves to reduce pressure. Recent valve location and exercising seemed to clear obstruction.
  - Removed ARV from 2800 block of Ocean Shore after completing pigging downstream.
  - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 16/9 psi, Ocean Mist Hotel @ 6/5 psi, Ormond Mall @ 0/0 psi.
  - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 9/11 psi, Westland Run 10/9 psi & Shadow Crossing Blvd. (4 inch) 4/0 psi.
  
- Wastewater Plant – Lift Stations
  - Main MCC, Main plant generator out of service for repairs, assisted contractors and Fleet with connections of temporary plant backup generator.
  - Il Villagio – pump operations hindered along with private lift stations along westerly SR40 force main due to higher than normal main pressures – removed blockage – pressure reduced to normal.
  - 4M, assisted contractor during cleaning and video documentation of collection system.
  - Alum Building, programmed decant timer.
  - Influent Room, oversaw transfer of pump alternating scenario, ok.
  - McDonalds, Saddlers Run weekly odor control and wet well cleaning.
  - SCADA monitor/response: 1M, no starts #1, pulled pump, cleared blockage at volute; 2M, no starts #1, replaced non-operational motor starter; 8P, 10M, no starts #1, reset motor starter; 8M1, no starts #1, not alternating, reset RTU after recent factory modifications.
  - SCADA technician activities: obtained from IT software update key for SCADA operating systems; WIN911 edited database and reboot; installed screen updates for lift stations.
  - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
  - Monthly Plant PM's: Sand Filter #1; Poly Blend #1.
  - Quarterly Plant PM's: Screw Pump #1; Screw Pump #2.
  - Semi-annual Plant PM's: Bar Screens, #1, #2;
  - Lift Station PM's: 2 monthly performed.
  - 35 work orders completed and closed for this section for this week.
  
- Water Plant – Well Fields – Booster Stations – Reuse System
  - High Service pumps #2 & #3, correct control functions and perform startup of pumps after recent pump base replacement, ok.
  - Well 24H, check generator operation.
  - Standish Booster Station, measured clearance in discharge valve vault for replacement of automatic actuator.
  - Lime slurry pumps #2, #3, replace tubes, ok.
  - Shadow Crossings Reuse, unclogged drain line for the bearing cooling on fire pump and adjust packing, mechanical level gauge identified as non-operational, contact Crom Industries for repair, ok.
  - H.S.P. 5 & 6, make adjustments to control sequence, will monitor.
  - Lime Slaker #2, Adjust grit chain, will monitor, made additional adjustment, ok.
  - R.O. Clear-well #2, repaired sample pump, added disconnect switch, ok.
  - Aerator #2, replaced blower drive belt, ok.
  - Sodium Hypochlorite pump #6, Installed replacement unit, ok.

- PM's: Clari-cone injection ports; all Division Wells; Wells SR 19, SR21; BAT wells 2, 3, 4; Hudson Wells 25, 26,27,28,29.

#### Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation – Staff completed the sampling required to evaluate the Utility's current local limits. Analytical reports received from the contract laboratory. Staff reviewing and inputting lab analysis results to LIDS Program for comparison with current limits. The limits are a part of the Industrial Pretreatment Program to ensure the safety and sustainability of the waste water treatment facility.
- High Copper Level Consent Order – Staff is preparing the quarterly report required by the consent order. The report will highlight finding and activities related to maintaining compliance with the order.
- Reuse Groundwater Monitoring Report – Staff is preparing the quarterly report for the 1<sup>st</sup> quarter sampling activities to the FDEP. The report provides the analytical and field data for the sampling event.

#### Water Supply/ Treatment and Distribution System Regulatory Activities

- Consumer Confidence Report – Staff received approval from the Volusia County Health Dept. of the City's analytical data to be included in the 2016 CCR. Staff is now constructing the full report. The report will be provided electronically for the third year. The CCR provides the City's potable water customers information.
- Cross Connection Control Annual Report – Staff submitted a revision of the first annual CCC report to the Volusia County Health Dept. and received approval of the report. The report highlights the City's 83% compliance rate on the backflow prevention device testing for the 2016 calendar year.

#### 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 meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended Tyler (Enterprise Resource System) Training on April 17, 2017
- City Clerk attended State of the County presentation on April 18, 2017
- Staff attended and provided support for April 18, 2017, City Commission Workshop (Ormond Beach MainStreet Pilot Mural Program)
- Staff attended and provided support for April 18, 2017, City Commission Meeting
- City Clerk attended Florida Institute of Government Leadership Workshop on April 19, 2017
- Assistant City Clerk participated in Earth Day Celebration - Picnic on the Plaza event on April 20, 2017
- Staff attended IT Master Plan Meeting on April 21, 2017
- Agenda packet preparation and creation for April 26, 2017, Budget Advisory Board Meeting
- Agenda packet preparation for May 2, 2017, City Commission Meeting