

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 5, 2017

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 Police Chief, Planning Director and Fire Chief
- Began CIP meetings with departments

Spoke to, attended and/or met with:

- Individual agenda review meetings with Mayor Partington, Commissioner Boehm and Commissioner Littleton
- Rotary meeting
- Conference call with senior staff and AVCON representatives regarding Taxiway G project

Community Development

Planning

- The Planning Director attended Tyler Training.
- The Planning Director attended a meeting with Legal and Roger Merriam of Municode to discuss revisions to the Land Development Code.
- The Department has begun the process of scanning all planning and building permit files stored at the off-site storage facility. The first 20 file boxes have been purged of duplicates and triplicates; and categorized based upon the address, name of plan, number of pages, and approval date has been completed in less than 1 week. Consequently, the Department has determined how many large size pages (22x34 and 34x44) will need scanning (500 per box) and is in the process of getting quotes. The goal is to convert all of the Department's paper files (150 boxes) to electronic scans which will then be placed into the City's permanent document management system Questys. All storage of on-site plans prior to October 2015 when ProjectDox became operational has been scanned. The goal is to have this initiative completed before the end of the calendar year.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued
- 399 inspections performed in-house
- 125 permits valued at \$3,253,826.00

Development Services

- SPRC met with applicants to discuss Gold Choice ALF and 589 South Yonge Street.
- Projects receiving Building Permits and percent completed are provided below.

Project	% Complete	
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)

783 North US 1	30%	
Antares of Ormond Beach	0%	Building Permit issued on March 21, 2017
McDonald's, 1530 North US 1	95%	Construction completed. Waiting on As-builds.
McDonald's, 105 Interchange Boulevard	95%	Construction completed. Waiting on As-builds.
Pet Street Vet, 240 South Nova Road	5%	
Realty Pros	80%	
Specialty Surgery Center	45%	
Valiant Diners, Phase 2	0%	
Huntington Villas, Phase 1B	50%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	5%	

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.
 - Staff is preparing the first amendment to Ormond Crossings Development Agreement to modify the timing for the installation of a signal at Broadway Avenue.
- Airport Business Park
 - Staff is working with SKYO and the Florida Department of Economic Opportunity in monitoring of the 2016 job creation data and the facilitation with Career Source for training grants.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff worked with Ormond Beach Chamber Executive Director to implement the 2017 Rediscover US 1 Scavenger Hunt, which ran from April 21-29. Three Ormond Beach businesses that participated in this year's scavenger hunt were Houligan's on North US1, Wall-Y-World Gallery at 173 South Yonge Street, and T&M Floors at 275 South Yonge Street. Prizes are to be awarded to participants.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working with Edgewell in their continued capital investment and infrastructure upgrades to improve the US1 manufacturing plant including fire pump system, storage tanks, underground drains, and roadway egress points on US1.
 - Staff met with a potential restaurateur who visited several available sites in the City. The company continues to review the alternative sites in Ormond Beach.

Airport Operation and Development

- Flight testing of the airport's new precision approach path indicator (PAPI) lights by the Federal Aviation Administration was successfully completed this week.

- Staff from the airport and the City's Engineering Division conducted a final inspection of the Taxiway G project this week.
- Staff has received from Zev Cohen Associates, Inc. the final draft of the environmental assessment report for the runway approach area obstacle mitigation project. Information from this report will be used by staff to develop a bid advertisement to conduct the construction phase of the mitigation project.
- Staff is in receipt of two Joint Participation Agreements (JPAs) from the Florida Department of Transportation (FDOT). These agreements provide state funding for the design phase of two airport improvement projects; new access roads into the southwest quadrant of the airport from the Airport Business Park, and improvements to the airport's public use heliport. Both of these agreements will be presented to the City Commission for approval at their meeting on June 6.
- 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.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement preparations are in progress.
 - Phase 1 of the Tyler Munis Enterprise Resource Planning system went live May 1.
- Completed Projects - Weekly
 - Processed 2 Journal Entry Batches.
 - Approved 91 Purchase Requisitions totaling \$1,898,302.80.
 - Issued 15 Purchase Orders totaling \$66,083.37.
 - Prepared 27 Accounts Payable checks totaling \$9,717.42 and 7 Accounts Payable EFT payments totaling \$1,464.66.
 - Issued 609 past due notices on utility accounts.
 - Auto-called 79 utility customers regarding receipt of a past due notice.
 - Processed 272 payments through Interactive Voice Response System totaling \$24,652.31.

Grants/PIO

- Public Information
 - Press Releases
 - Inaugural Donut Dash 5K (May 13)
 - Free Credit & Budget, Foreclosure Prevention and Homebuyer Education Workshop (6/1)
 - Youth Summer Volleyball League
- 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.
 - Attended City Commission meeting.
 - Attended Tyler training.
 - Submitted City's nominations to FLC Municipal Achievement Awards.
 - Issued weekly CodeRED notifications to residences where hydrant flushing will occur.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics

- Fires: 1
- Fire Alarms: 8
- Hazardous: 4
- EMS: 81
- Motor Vehicle Accidents: 9
- Public Assists: 50
- TOTAL CALLS: 153

- Aid provided to other agencies: 18 Calls – Daytona Beach (5), Holly Hill (3), Volusia County (10)
- Total staff hours provided to other agencies: 22
- # of overlapping calls: 41
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 73
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 491

- Training Hours
 - NFPA 1001: Firefighting 9
 - NFPA 1002: Driver 10
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 9
 - NFPA 1620: Preplanning 6
 - EMT/Paramedic 17
 - TOTAL TRAINING HOURS: 55

- Station Activities
 - Updated 10 pre-fire plans
 - Completed 3 fire inspections
 - Serviced 84 fire hydrants
 - Provided tour of Station 94 to 115 children from Pathways Elementary

Human Resources

- Staffing Update
 - 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, 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, Indeed, and internally.
 - Maintenance Foreman (Water Distribution/Public Works) open 4-20-17 until 5-5-17. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker III (Wastewater Collection Reuse/Public Works) open 4-20-17 until 5-5-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Community Events Technician (Leisure Services) re-posted 4-24-17 until 5-19-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Summer Camp Counselors (Leisure Services) open 3-7-16 until 5-19-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.

 - Applications Under Review
 - Engineering Inspector (Engineering)
 - Maintenance Worker II (Water Distribution/Public Works)

 - Background/Reference Checks/Job Offers
 - Police Officer (Police)

- Office Manager (Leisure Services)
- Neighborhood Improvement Officer (Police)
- Maintenance Worker II (Streets/Public Works)
- Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
- Separations
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
- Employee Events
 - Skin cancer screening program began May 1
 - Nationwide representative here May 5
 - ICMA representative here May 11
 - Blood drive June 5
- Risk Management Projects
 - Leadership graduation
 - American Cancer Society Relay for Life leadership event activities
 - Mayor's Health and Fitness Challenge awards ceremonies
 - Claims research and management
 - Write narrative and summary for Florida Municipal Achievement Award submission
 - Drug-free Workplace program management

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff prepared for go live May1 with Financials and Purchasing.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.
 - IT Strategic Plan – Gathering requested documentation, stakeholder interviews have been completed.
 - iSeries replacement– Sungard Naviline host system – The new iSeries installation has proved to be very successful. System performance is noticeably faster. A welcome relief.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 12
 - Completed: 34
 - In progress: 51
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 47,056
 - Inbound E-Mails Blocked: 28,728
 - Delivered Inbound E-Mails: 18,328
 - Quarantined Messages: 2,944
 - Percentage Good Email: 38.9%
 - Virus E-Mails Blocked: 2
 - Notable Events: Phase 1 Go-Live with the Tyler Munis system financials and purchasing went live Monday May 1, 2017. The team from Finance, IT, and Tyler assembled in a conference room to have a coordinated effort to resolve any issues that might arise. Only a

few minor configuration tweaks were needed. Overall, the launch was successful. A testament to the extensive planning and hard work done over the past 10 months by the implementation team.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 40: Total in system = 1,243
 - Meters GPS Located this week: 0: Total in system = 23,459; 22,716 potable, 732 Irrigation, 11 Effluent
 - Notable Events: GeoTax Completed and Approved by DOR: 4,383 Deletes; 1,726 Adds; 3 Changes

Leisure Services

Administration

- Supervisory Staff Meeting
- 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
- Tyler Training

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

- New EDC Display inventory and installation
- Eagle Scout project: Work out table at Community Garden
- Update City Website
- Update social media
- EDC Weekly Attendance 4/15 to 4/21: 87

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm 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 Saturday through April.
- Lady Renegades is holding practices for their two teams on Tuesday and Thursday nights at 6 pm 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 practiced this week on Monday, Tuesday and Thursday. They had a regional game on Wednesday.
- SHS Baseball will be practicing this week Tuesday and Thursday at 3:30 pm on Wendelstedt Field 3.
- Tee Ball practices continued this week on the Tee Ball Fields at the Sports Complex, with games each Saturday morning.
- OBYBSA continued recreational games this week at the Nova Fields Monday through Friday at the Nova Fields and Sports Complex Softball Quad.
- City Adult Spring Volleyball enters week #9, Tuesday nights at 6:15 pm. Tuesday night brought in 10 players.
- CCA Soccer Game took place on Tuesday at 4 pm on Field 8 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, corner 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 due to the warm, windy, dry weather
- Preparing/painting fields for rugby tournament

Senior Center

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

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 8:30 am to 12:30 pm
- The Performing Arts Center hosted the following events:
 - Ormond Beach Chamber Leadership Class Graduation, Thursday, 11 am-7 pm
- The Performing Arts Center is prepared to host the following events:
 - NGA Gator Classic Bodybuilding, Saturday, 10 am-6 pm

South Ormond Neighborhood Center

- Splash pad open through November 31
- 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
- Battle at the Beach Basketball Tournament Saturday/Sunday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- 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
 - 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
- May session in progress
- Registration is open for May session
- Trial classes are being offered to attract potential students
- Working with area schools to attract potential students
- Team girls preparing for State Competition this weekend in Tampa May 5-7

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.
- Wednesday Drop-in Club meets on Wednesday.
- The City Adult Volleyball program met on Tuesday evening.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. and on Saturday at 10:00 a.m. and 11:00 a.m.
- The Mayors Health & Fitness Challenge held their awards ceremony on The Casements' North Lawn on Saturday at 9:00 a.m.
- A wedding ceremony and reception were held in Rockefeller Gardens and The Casements on Saturday from 12:00 p.m. to 11:00 p.m.
- Creative Happiness Institute and Ormond MainStreet hosted Poetry Day at The Casements on Sunday from 12:00 p.m. to 4:00 p.m.
- Pilates classes met Monday through Friday at The Casements.
- Staff set up an Enviro Camp display at the Ormond Beach Regional Library on Monday at 9:00 a.m.
- An iPhone Basics class was held in Room 205 on Monday from 9:00 a.m. to noon. A Google Docs & Sheets class was also held in Room 205 from 1:00 p.m. to 4:00 p.m.
- The Casements Guild Crafters met on Monday from 11:30 a.m. to 3:30 p.m. in Room 203.

- Yoga class met on Tuesday morning at The Casements.
- Ormond Beach Garden Club held their monthly meeting and luncheon in The Casements' gallery on Wednesday from 9:30 a.m. to 12:30 p.m.
- The Memorial Day Remembrance committee held a meeting on Wednesday in the Preservation Room from 11:30 a.m. to 1:30 p.m.
- Lohman's Healing Path Workshop met in Room 205 on Wednesday from 12:00 p.m. to 4:00 p.m.
- On Thursday morning, staff began setting up the gallery for the Girl Scouts' Art Gala.
- On Thursday and Friday, staff began setting up Rockefeller Gardens and the North Lawn for Art in the Park.
- Zumba class met on Thursday at Bailey Riverbridge.
- A wedding ceremony was held at Ames Park on Friday from 4:00 p.m. to 5:00 p.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Nova Community Center Park – completed map layout of workout station equipment
- Andy Romano Beachfront Park – installed parking sign for tollbooth
- South Ormond Neighborhood Center – fixed broken bench on tennis courts and siding on building
- Magic Forest Playground – installed new section on guardrail fence and rebuilt guardrail fence in front of Pavilion #1

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
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Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey attended "Tyler Training."
- Chief Godfrey attended the City Manager's Staff Meeting.
- Staff participated in the On Site Accreditation Review.
- Staff Hosted a Supervisors' Meeting.
- Staff attended the Crime View session hosted at the Police Department.
- Staff hosted a meeting with a citizen, David Spearin, to discuss a traffic inquiry.
- Staff attended "Coffee with a Cop" at Einstein Bagels.
- Staff hosted a meeting with investigators from the Volusia County Sheriff's Office.
- Staff hosted and Field Training Officer Meeting.

Community Outreach

- The R.E.A.D. (Reading, Exploration, Adventure and Discover) program for 2nd, 3rd, 4th and 5th grade continues. Forty-seven (47) youths are registered for the program. R.E.A.D. is offered in partnership with Ormond Beach Elementary School on Tuesday and Thursdays from 2:05 p.m. until 4:30 p.m. and 1:05 p.m. to 2:30 p.m. on non-early release Wednesdays.
- Summer Science, Summer Art, Summer Tutoring, Summer Computer Lab and four summer field trips are offered by OBPAL in partnership with the South Ormond Neighborhood Center during

the Summer Connections program. This year's field trips are Daytona Lagoon (2 times), the Brevard Zoo, and the Orlando Science Center.

- Sixty-two (62) participants representing the 6-7th, 8th, 9th and 10th grade basketball teams participated in the Battle at the Beach Tournament April 29 and 30, 2017. The 10th grade team finished 2nd overall in their division. The 9th grade team finished 3rd overall for their division.
- Ten (10) Members of the Youth Director Council (YDC) met last week to review upcoming requirements for the YDC Annual Conference. Seven (7) members of the YDC hosted a State for Florida Association of Police Athletic Leagues (SFAPAL) license plate tag drive Saturday, April 29 from 10:00 a.m. – 2:00 p.m. at the South Ormond Neighborhood Center during the Battle the Beach Tournament. They received thirty-five (35) commitments for SFAPAL tags. Proceeds from the SFAPAL tag drive supports conferences and events offered by SFAPAL for local chapters.
- The Donut Dash 5K family event will be held Saturday, May 13 at the Ormond Beach Sport 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: 53
- Animal Bites: 1
- Animal Reports: 3
- Animals to Human Society: 6

Criminal Investigations

- Cases Assigned: 34
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 17
- Inactive: 15
- Fraud: 4
- Burglary Residential: 7
- Larceny Carbreak: 6
- Grand Theft: 7
- Auto Theft: 1
- Missing Persons: 1
- Sex Offense/Rape: 2
- Suspicious Incident: 1
- Police Information: 4
- Found Property: 1

Records

- Walk - Ins / Window: 89
- Phone Calls: 72
- Arrest / NTA'S: 20
- Citations Issued: 86
- Citations Entered: 371
- Reports Generated: 140
- Reports Entered: 110
- Mail / Faxes / Request: 44

Patrol

- Total Calls: 1,275
- Total Traffic Stops: 127

Operations

- Crime Opportunity Report Forms: 174
- 04/26/17

- Battery Domestic Violence Arrest, 530 South Center Street. Subject punched her mother in the arm and was arrested.
- Carbreak, 808 North Halifax Drive. Unknown black male stole a silver ring from an unlocked vehicle.
- Theft, 151 Domicilio Avenue (Ormond Beach Middle School). A school employee reported that her iPad was stolen from her office.
- Narcotics Arrest, 839 South Atlantic Avenue (Andy Romano Park). Subject was contacted in reference to a suspicious person call. During the investigation, he was found to be in possession of less than 20 grams of marijuana.
- Fraud Arrest, 1470 West Granada Boulevard (Suntrust). Suspect in a vehicle attempted to cash a stolen check and the teller alerted authorities. An investigation was conducted and the female was arrested for Criminal Use of Personal Information, Uttering forged check, and Petty Theft.
- Carbreak, 495 South Nova Road #113 (Evolution Gym). Wallet was taken from an unlocked vehicle.
- Grand Theft Arrest, 8 Waterfront Court. Victim stated that two transients stole two kayaks from his property. One kayak was returned and the other was found in the 700 block of West Granada Boulevard. During an interview, one subject acknowledged taking the kayak and was arrested.
- Warrant Arrest, 800 Block South Nova Road. Subject stopped and was found to have an open warrant for her arrest.
- 04/27/17
 - Burglary Residence, 38 Timucuan Drive. Tools stolen from an open garage door.
 - Carbreak, 124 Royal Palm Avenue. Unlocked vehicle that had a wallet, bank cards, and cash stolen.
 - Carbreak, 170 Williamson Boulevard (Sleep Inn). Nothing taken, but door handle was broken during forced entry.
 - Fraud/Grand Theft, 1314 Wandering Oaks Drive. Suspect claimed to be a representative of Spectrum and obtained bank card information. On a different date around \$4,000 was charged to a business in the United Kingdom. Reporting persons believes the two incidents are related.
 - 620 South Atlantic Avenue (Family Dollar). Employee's cell phone stolen off of the counter by a customer. Victim does not want to pursue charges, only trespass the suspect.
 - Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). Felony Theft, but merchandise was recovered. Suspects were contacted in the parking lot.
 - Grand Theft, 3 Coquina Ridge Way. Victim endeavored into a business investment in an oil business overseas with a neighbor. Victim has invested nearly \$100,000 to date and has not seen a return on his money.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Two subjects were contacted and arrested after loss prevention personnel witnessed them taking and concealing items.
 - Theft, 266 North Yonge Street (Easy Does It Club). Unknown subject reached into the coffee jar and stole approximately \$100 in cash.
 - Carbreak, 8 Fox Run Trail. Victim went out to ride his bicycle and came back to find his vehicle burglarized. Vehicle doors left unlocked, a backpack containing a Smith & Wesson .38 revolver was stolen.
 - Battery Domestic Violence Arrest, 904 Oleander Avenue. Officers responded to a 911 check at the residence. Officers discovered a disturbance at the residence and both the victim and subject were contacted in the driveway. The subject had pushed his wife knocking her back while holding their baby.
 - Grand Theft, 528 Fred Gamble Way. Victim is going through a separation with her husband and had discovered her husband pawned multiples pieces of her jewelry.
- 04/28/17
 - Traffic Arrest, 1000 Block West Granada Boulevard. While working a traffic detail, a subject was arrested for having a suspended license.
 - Battery Arrest, 21 Cypress Circle. Two subjects sharing a duplex property with a third subject were in an altercation. One subject had battered the other two and was arrested.

- Battery Arrest, 544 South Beach Street. Subject battered another person who is disabled. He was assisted by a third party and the offending subject was contacted and arrested.
- Burglary, 1513 San Marco Drive #203. The reporting party stated that she allowed some unknown people to be in her residence while she was not home and when she came back she was missing a number of electronic items.
- 04/29/17
 - Burglary Residence, 1502 San Marco Drive #303 (San Marco Apartments). Victim left the front door to her apartment unlocked while she went to the pool. When she returned home, she found her gaming console knocked over and her purse with its contents missing. Some fraudulent charges have appeared on her bank account.
 - Shoplifting Arrest, 1545 North United States Highway One (Dollar General). Subject walked into this location and stole an 18 pack of beer.
 - Battery Domestic Violence Arrest, 60 Plaza Grande Avenue. Subject came into the lobby to report that her boyfriend pulled her off of their washing machine, bringing her to the ground and then proceeded to grab her by her neck. He was contacted at this residence and taken into custody.
- 04/30/17
 - Grand Theft, 11 Ridge Trail. Two ceramic pieces were stolen from the front porch of this location overnight.
 - Shoplifting Arrest, 5 South Yonge Street (Mobil Gas Station). Subject was caught trying to steal two bottles of brake fluid and a large fountain drink.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was observed trying to steal 21 items by the Loss Prevention Officer.
 - Stolen Vehicle, Jefferson Street and South Yonge Street. A 1997, blue, 4-door Jaguar passenger car was having some mechanical issues and was left at this location. When the owner returned, the vehicle was gone.
 - Stolen Tag, 839 South Atlantic Avenue (Andy Romano Beachfront Park). Subject advised that while she was at this location, someone removed her Florida tag #356YVD from her vehicle.
 - Burglary Residence, 1567 North United States Highway One #207 (Econo Inn). Possible forced entry to door. Clothing, make-up bag, laundry soap, \$8 in quarters and a pair of heart shaped sunglasses were missing from the room.
 - Battery Domestic Violence Arrest, 408 Cherry Drive. Juvenile who is on our juvenile probation curfew list was arrested for battery to his father and for Violation of Probation.
 - Battery Domestic Violence Arrest, 1501 San Marco Drive. Subject pushed the victim causing her to fall to the ground.
- 05/01/17
 - Battery Domestic Violence Arrest, 5 Cypress Circle. Two adult female victims responded to the police department reporting that a subject forced his way into their residence and battered both of the victims and stole money from the residence. He was contacted and arrested.
 - Battery Domestic Violence Arrest, 191 Rosewood Avenue. Officers responded to the residence in reference to a report of child abuse due to a father and son in a physical altercation. Both parties were contacted and an arrest was made.
 - Theft, 150 Williamson Boulevard (Applebee's). Two adult females left the business and did not pay for their food bill which totaled approximately \$20.
 - Home Invasion, 602 Main Trail. Officers located the victim of a home invasion distraught and crying near the intersection of Main Trail and West Granada Boulevard. The victim described that a known subject that she had dated forced his way into her residence and stole her cell phone. The victim went after the subject and ended up on the hood of the vehicle. The vehicle was driven around in an attempt to get the victim off of the car and when it was stopped, the victim was threatened verbally and she backed away from the defendant and vehicle.
- 05/02/17
 - Grand Theft, 1470 West Granada Boulevard, Checks were fraudulently cashed on the victim's bank account in the amount of \$1,400.

- Theft, 883 West Granada Boulevard (Hale McGee and Associates). Mail was taken over one week ago.
- Grand Theft, 449 Chelsea Place Avenue. \$16,000 stolen out of victim's bank account.
- Sex Offense, 36 Parkview Lane. A 14 year old male had non-consensual sex with a 14 year old female. Report came in to the school resource officer at Ormond Middle School

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 57
 - Number of Uniform Traffic Citations Issued: 52
 - Number of Written Warnings Issued: 12
- Traffic Crash Reports
 - Number of Crashes without Injuries: 19
 - Number of Crashes with Injuries: 6
 - Number of Crashes with Serious Bodily Injury: 1

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases initiated
 - Zone 2: 5 Cases initiated
 - Zone 3: 5 Cases initiated
 - Zone 4: 3 Cases initiated
- 3 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and eighty-six (86) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - 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.
 - 2017 Storm Drain Pipe Lining – a Notice To Proceed was issued with an effective date of May 22.
 - Seawall Repair at Ames and Riviera Parks - A pre-construction meeting was held on April 26.
 - Sanitary Sewer Inspection – The Contractor has inspected approximately 46,000 feet of the 93,238 feet of sewer systems in the contract. They are working on South Beach Street moving North.
 - 2017 Roadway Resurfacing – The Contractor is working on the Lakebridge median area and preparing MOT and work plan for Amsden Road.
 - 554 Riverside Drive – Project is complete.
 - 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 was held on 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 application for resubmittal 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. The outfall pipe was televised with an underwater camera along the 1,000 feet of outfall pipe. After the report and video has been reviewed we will decide the course of best action for repairing the outfall.
- Forest Hills Connector Trail – Staff is finalizing 90% submittal to FDOT.
- 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, McMahan Construction is the apparent low bidder. Bid award anticipated at the June 6 City Commission meeting.
- Ph III 2-Inch Water Main Replacement – Peninsula – Consultant has recommended contract award to Utility Services from Loxahatchee, Florida in the amount of \$1,196,342.00; this contract is scheduled to be awarded by City Commission at the June 6 meeting.
- Downtown Stormwater Phase 2 – Consultant is working on bid documents for Phase 2 including the reworking of New Britain Avenue.
- Fleming Ave Stormdrain Improvements – Consultant has completed the preliminary Engineering and cost estimate. Staff is proposing to apply 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 was submitted and is under review.
- Rockefeller Gardens Shade Screen - Conceptual design was submitted and is under review.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Roof repairs at the Water and Wastewater plants are nearly complete.
- CDBG 2017 Trail & Sidewalk – Bids were opened on April 12th and are under review.
- 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 – PO has been issued 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 being finalized, staff is preparing the project manual for bidding.
- Water Plant Upgrades – Staff responded with comments on the proposed scope of work; the Consultant will be providing a revised scope and fee schedule.
- Secondary Raw Water Main – Water Plant Upgrades – Staff responded with comments on the proposed scope of work; the Consultant will be providing a revised scope and fee schedule.
- Wastewater Plant Influent Pump Station – Staff has set up a meeting with a Consulting Engineer to prepare a scope of work for a Power Quality Assessment and VFD replacement recommendations at the WWTP.
- Departmental Activities
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 14 Sunshine Blvd, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 1330 Fleming Avenue, per AT&T request.
 - Continued the update of the Forest Hills Connector construction plan set to reflect FDOT comments.
 - On-site meeting at 9 Circle Oaks Trail with Builder and Engineer to discuss SWMP options.
 - Completed elevation survey along Leeway Trail/Deer Creek Ph1 boundary for proposed swale construction.
 - Researched and provided copies of City of Ormond Beach LDC requirements pertaining to roof height requirements on covered docks and boat houses, per dock Contractor's request.
 - Researched and provided PDF copies of the water main as-built for Lynnhurst and La Palma streets, per Utilities Division request.
 - Researched and provided PDF as-built copies of lift station 10M, per Utilities Division request.
 - Completed Tree-in-the-Right-of-Way locates at 901 Woodmere Street.
 - Completed 141 Capri Drive annexation sketch and legal description, per Planning Department request.
 - Continued to update the CMP Rehab maps, per Project Manager's comments.
 - Updated the US1 Median Beautification project plans, per FDOT comments.
 - Updated the Sandpiper Drive Stormwater Piping construction plan drawing, per Project Manager's comments.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Formed up sidewalk on Melrose Ave; poured 40' sidewalk; removed forms, cut stress lines, cleaned job
- Patched section of asphalt on Druid Cir
- Job inspections citywide
- Assisted Maintenance with banners on the bridge/streetscape
- Cut out/grinded uneven sidewalk, formed up on Magnolia Ave
- Repaired basking tub at Ames Park

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide

- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed Oak tree & tree trunk on Colina Pl; cedar tree in PW parking lot; dead trees on Thompson Creek Rd; dead pine tree on Pinion Cir
- Trimming on Pinion Cir, CP3 (Hammock Ln)
- Removed debris on Park Pl

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
- Blocked off parking on Yonge St & Kenilworth 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
 - Install (2) HIP Stop signs on Pineland Trl
 - Straightened signs Citywide
 - Replaced HIP Stop sign at Valencia Dr/Orlen Way
 - Picked up Reserved Parking signs from event at PD
 - Checked for missing street names on Hull Rd for Halifax Paving
 - Installed No Outlet sign on Scott Dr

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
- Clean dump site on Airport Rd
- Basin repair on 500 block of John Anderson Dr
- Pipe repair on 100 block of Country Club Dr

Reach-out

- Arroyo Parkway, FDOT ponds

Vactor

- Pipe repair/Sante Fe Ave

Street Sweeping/Streetsweeper

(on vacation)

- miles of road cleaned
- cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 20,671
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 6
 - Non-Emergency Vehicles and Equipment: 4

- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 6,515 gallons unleaded, 6,743 gallons diesel
 - Fuel used in one week: 2,276 gallons of unleaded and 890 gallons of diesel.
 - Fleet completed 34 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – City front end specifications were prepared and forwarded to the consultant. Engineer's opinion of cost for the construction of the project is \$470,000.
 - Biosolids Hauling & Disposal 2017 – A piggy back contract with Daytona Beach is being pursued. Awaiting Daytona Beach contract award and execution.
 - Water & Wastewater Chemical Purchases – Preparing estimates of annual chemical costs.
 - Fire Hydrant Replacement Program – Hydrant replacements are continuing as prioritized.
 - Lift Station 8M1 – Received a draft easement description for review. A request for FDEP clearance form is being processed. Contractor is addressing as-built comments. Additional shrubbery was provided and City is watering in the landscaping.
 - Lift Station 10M & 12M Rehabilitation: FDEP permit application forms were processed and sent to the consultant for submittal to the regulatory agency. Addendum 1 was prepared.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Approximately 40,000 feet of the piping has been televised and inspected.
 - Shadow Crossings Force Main Improvements – Field checked as-built drawings. Comments were sent to the contractor for inclusion into the drawings.
 - Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
 - Elevated Storage Tank Repairs & Maintenance – Two (2) bids were received and bid amount well exceeds current project budget. Design engineer reviewing bid for comments.
 - South Peninsula Reclaimed Expansion – Contract was 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) – Two additional work authorizations were requested. Both work authorizations contained flange repairs for each aerator.
 - Water Plant Pump & Control Upgrades – The final inspection was held on April 19, 2017. The project is complete.
 - Water Plant Lime Sludge Dewatering Improvements – Andritz is scheduled to arrive in mid-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 – Pipe King was selected to televise the outfall pipe at a cost of \$3,988. Televising was performed successfully on April 26, 2017 – Engineering awaiting receipt of video for further review of findings prior to recommended repairs.
 - WWTP Sludge Dewatering Improvements – Andritz to perform pilot testing in mid-June.
 - Utilities SCADA Upgrades – Additional radio survey to determine feasibility of using the Leeway Tank to enhance radio transmission capabilities was completed last week.
 - Volusia County - 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 curtail soil erosion into the storm drains. A plan and schedule was sent to Volusia County for approval.
 - SPRC Projects (Utilities Review)
 - Argosy Beach Parking – Reviewed plans and provided comments.
 - Celedine Subdivision – Discussed plan comments with the design engineer and potential options to serve the adjacent commercial areas by connecting to existing gravity mains discharging to the Hunter's Ridge Blvd. lift station.
 - Granada Oaks – 595 West Granada – Received plans for review.
 - Hull's Seafood – Received plans for review.
 - Hunters Ridge DRI Flagler Co. – Reviewed master utility plan with the design engineer.

- Independence Recycling – 800 Hull Road – Reviewed plans and provided comments.
- Kingston Shores – Reviewed plans and provided comments.
- Ormond Renaissance – Received as-built survey & passing bacteriological test results for the privately owned water mains.
- Plantation Oaks – Received shop drawings for review.
- Race Trac 1521 S. US 1 – Reviewed plans and provided comments.
- Commercial Sampling Manhole – Distributed sampling manhole details for review.
- 142 East Granada – Fountain Square Mixed Use Building - A concept plan for a five (5) story building was presented.
- 589 South Yonge Street – A screening wall is required to be installed on the east property line. Reviewed location plans for the proposed wall and discussed existing utility conflicts on the east property line and provided comments.

Water Treatment

- Delivered 42.27 million gallons for the week ending April 28, 2017 (6.04 MGD).
- Backwashed 12 filters for a total of 526,000 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 30.06 Million Gallons.
- Influent flows average for week @ 4.29 MGD, plant designed for 8 MGD.
- Produced 29.01 Million Gallons of Reuse.
- Produced 1.05 Million Gallons of Surface Water Discharge.
- Annual Average (April 01, 2016 – March 31, 2017) for Surface Water Discharge 0.899 MGD.
- Hauled 102.61 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 5 water leaks.
- Installed 6 new residential water meters.
- Replaced 7 malfunctioning residential water meters.
- Replaced or repaired 5 water meter boxes.
- Replaced 2 water services due to low flow or leaks. Contractor installed 1 each - 2" casing for a water service replaced under a roadway.
- Performed pressure testing of 6 City owned backflow preventers.
- Responded to 9 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed maintenance on 38 fire hydrants located in Ormond-by-the-Sea/Volusia County Fire District.
- Locate & exercise 10 valves in Breakaway Trails (including installing concrete collars) and exercise other valves as necessary during main outages. Assisted WTP operations to close a 24" valve at the High Service Pump Building.
- Repaired 2 each - 2" GSP water main leaks on Roberta Rd and 1230 N. US1 Hwy (2" bypass for 4" commercial water meters service)
- Performed accuracy testing on 5 ea. - 2" and 1 ea. - 3" commercial water meters. All tested accurate.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 121 regular and 4 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 5 in the conventional system service area. Responded to 2 reuse trouble calls.
- Responded to 5 Request for Utility Verifications for residential and commercial properties.

- Repaired broken reuse service at 105 Amsden Rd.
- Rehabbed and rewired 2 PEP tanks.
- Replaced and relocated broken PEP tank at 43 Cambridge Trace.
- Repaired broken ARV on Hand Avenue FM.
- Continued to evaluate feasibility of adding addition flow to Il Villaggio lift station from Phase 1 of Breakaway Trails to increase flow volume to 10 inch force main system along SR40.
- Continued to assist contractor performing video inspection with locating manholes.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 9/9 psi, Ocean Mist Hotel @ 10/5 psi, Ormond Mall @ 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 12/13 psi, Westland Run 13/20 psi & Shadow Crossing Blvd. (4 inch) 2/4 psi.

Wastewater Plant – Lift Stations

- Chlorine Dosage Meter, leak at plumbing, replace fitting, ok.
- Spanish Waters, checked force main pressures: Static = 14 psi; 1 pump running = 26 psi; 2 pumps running = 30 psi.
- Halifax Med Center, checked force main pressures: Static = 0 psi; 1 pump running = 2 psi; 2 pumps running = 6 psi.
- Dewatering Pump #1 used at carousel, over temp fault, inspection showed normal operational values, reset and returned to service, ok.
- Post Anoxic Basin, assisted Operations as needed with draining of tank, completed work on spray mist system.
- Sand Filter #1, began leak repair at influent gate valve, still in service at this time with slight leak at base of valve.
- 8M1, watered sod and shrubs.
- Influent Room, overswq transfer of pump positioning, ok.
- McDonalds, Saddlers Run weekly odor control and wet well cleaning.
- WIN911 monitor/response: 5M, high level, found station in bypass mode, de-ragged transducer, reinstalled; now reading properly, ok.
- SCADA monitor/response: 3M, Ormond Mall, no starts #2, reset motor starter, ok; Shadow Crossings, high starts, cleaned probe, ok; The Crowne, #2 stuck on, cleaned probe, ok; 2P, high run hours #2, pulled pump, cleared blockage at volute, ok; 7M1, no starts #1, reboot soft start, ok.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Annual Plant PM's: Post Anoxic Submersible Mixer #2-1.
- Lift Station PM's: 51 monthly performed and 2 annual.
- 96 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Wells 37R, 38R, relocated RTU batteries to provide access for maintenance efforts, ok.
- Well 39R, emergency stop button outside of building is not operational, awaiting repair parts.
- Well 40R, surge arrestor faulted on B phase, replaced with shelf stock, ok.
- Reuse High Service, cycling, pressure switch not accurate, cleaned, restarted pumps, ok.
- Standish Booster Station, condition inspection of pumps and newly installed MOV, ok.
- Well 34H, replaced non-operational lighting time switch, ok.
- High Service pump #3, prepared new valve and actuator for installation.
- Lime Slaker #1, feed belt intermittent operation, adjusted as needed.
- Sodium hypochlorite pump 2, repaired leak at suction side, ok.
- LPRO train # 2, repaired leaking pressure transducer, ok.
- Degasifier # 2, replaced worn drive belt, ok.
- PM's: Hudson Wells, 22, 23, 24, 30, 31, 32, 33, 34; all Rima Wells; all Sodium hypochlorite pumps; all R.O. trains and pumps 1 thru 4; all clear wells.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation – Staff completed the sampling required to evaluate the Utility's current local limits. The Utility received the analytical reports from the contract laboratory, and staff began

reviewing the results and compare to current limits. Staff is utilizing the FDEP Local Limits Development System (LLIDS) program to evaluate the effectiveness of the 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 submitted the quarterly report required by the consent order to the FDEP. The report describes findings and activities related to maintaining compliance with the order.
- Reuse Groundwater Monitoring Report – Staff is preparing the quarterly report for the 1st quarter sampling activities to the FDEP. The report provides the analytical and field data for the sampling event.
- Industrial Pretreatment Program – Staff is preparing documents for the FDEP annual inspection of the City's program. The inspection will include a review of two of the programs four industry permits.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Consumer Confidence Report (CCR) – Staff received approval from the Volusia County Health Dept. for the City's analytical data to be included in the 2016 CCR. Staff is now constructing the full report. The report will be provided in an electronic web-based format for the third year. The CCR provides the City's annual water quality sampling and testing results for the potable water system for all customers.

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 and provided support for the May 2, 2017, City Commission Meeting
- City Clerk attended Enterprise Resource System Training on March 3, 2017
- City Clerk attended a Land Development Code review meeting.
- Agenda packet preparation and creation for May 12, 2017, Pension Boards Meeting
- Agenda packet preparation for May 16, 2017, City Commission Meeting