

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: April 22, 2016

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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:

- General discussion meetings with Economic Development Director, Fire Chief, and Planning Director
- Staff meeting
- Discussion with senior staff on Hunter's Ridge utility service agreement
- Mentored Chamber Leadership student Teresa Canales
- Prep work to participate on panel discussion for FCCMA annual conference

Spoke to, attended and/or met with:

- Agenda review discussions with Commissioner Boehm, Commissioner Stowers and Commissioner Partington
- Rotary meetings
- Commission Bike Plan workshop and Commission Meeting
- The Casements Guild appreciation luncheon
- ICMA webinar on supervisory training on communication, team building and leading change
- Site visits to gateway signs
- Habitat for Humanity Celebration of Hope event
- Earth Day Picnic on the Plaza
- S.R. Perrott groundbreaking event
- FPZA meeting in Orange City on content neutrality signage – Reed v. Town of Gilbert, AZ

### **Community Development**

#### **Planning**

- The Planning Director, City Manager, Assistant City Manager, Utilities Manager and City Attorney met to discuss the Hunter's Ridge-Flagler County Utility Service Agreement.
- The Planning Director attended the Technical Coordinating Committee (TCC) meeting of the TPO.
  1. A status report on the Pedestrian/Bicycle Safety Reviews for SRA1A that includes Ormond Beach (Focus Areas D and E) was discussed. Regarding the issue of repurposing of about \$4 million in funds from projects that have federal money remaining.
  2. The TCC was informed that FDOT Central is still working out the details but it will be up to FDOT as to how the funds will be spent. All indications seem to point to FDOT using the money to either offset additional costs related to projects already under construction or to advance priority projects waiting in line for additional funding.
- The Planning Director and Division Managers participated in Session 6: The Great Communicator webinar which was presented by ICMA Professional Development Series.
- The Planning Director and Building Official met with NID staff to discuss a code issue related to 96 S. Ridgewood Avenue.
- The City Manager and Planning Director attended the Florida Planning & Zoning Association monthly meeting. Guest speaker was Catherine Reischmann of Garganese, Weiss & D'Agresta, PA, which specializes in governmental law and discussed the implications facing local sign ordinances based on the 2015 Supreme Court ruling in Reed v. Town of Gilbert.

**Building Inspections, Permitting & Licensing**

- 308 inspections performed.
- 4 new business tax receipts issued.
- 100 permits issued with a valuation of \$6,88,340.00

**Development Services**

- The SPRC had a pre-construction meeting and review comments with Chelsea Place, Phase 3 and Granada Point respectively.
- Approved projects under construction (percentage completed):

	<b>Project</b>	<b>% Complete</b>
1.	146 North Orchard Street	95%
2.	Children's Workshop	25%
3.	CVS Health	40%
4.	Environmental Discovery Center	95%
5.	Moss Point, entry wall	0%
6.	Riverbend Church	30%
7.	Vystar Credit Union	45%
8.	Deer Creek, Phase 4C	98%
9.	Huntington Villas	98%
10.	Giant Recreation World	98%
11.	Huntington Green	0%

**Economic Development/Airport**

**Ormond Crossings**

- Staff is working with Tomoka Holdings to determine options to construct utilities to the Commerce Park portion of the project. Further estimates are being conducted by City staff and Tomoka Holdings. This is an ongoing process and staff will provide updates to the Commission.

**Airport Business Park**

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

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

- Staff met with the Rediscover US1 committee to formulate plans for a 3<sup>rd</sup> business promotion event along the US1 corridor. Staff is working with 5 businesses on US1 to arrange a second annual scavenger hunt. The event runs from Wednesday, April 13-Saturday, April 23. The 5 participating Ormond Beach businesses along US1 include River Grille Restaurant, Rossmeyer Harley Davidson, Platinum Fitness, A Floral Boutique, and State Farm Insurance. Staff was invited to discuss the scavenger hunt on the Dunn's Attic and Holland Financial WNDB radio programs. The scavenger hunt flyers and questionnaire forms are available at City Hall HR Department and second floor reception, City's web page, Ormond Beach Chamber of Commerce, and participating businesses. Staff will be collecting the completed forms for a random drawing of donated prizes offered by the participating businesses.
- Staff met with Main Street staff to review and discuss enhancements to the City's signage in the Ocean District. Further analysis of the business signage in the Ocean District is underway, including cost estimates for new signage components.
- Staff presented the City's economic development program to the Chamber of Commerce's leadership program.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm that has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program. A conceptual site plan was presented to City staff and it appears to comply with the City's Land Development Code. Staff met this week to discuss the applicable state and city economic development incentive applications with the business prospect. A closing on the property is expected in the next 2 weeks. The proposed economic development incentives will be presented to the City Commission for review and approval.
- Staff met with a company interested in purchasing land at Destination Daytona to construct a Jeep dealership and related uses. Amendments to the land development code may be required.

Airport Operation and Development

- FAA personnel and federal contractors continued work on rehabilitating the FAA's VHF Omni Directional Range (VOR) facility at the airport. The VOR will be out of service for 45 to 60 days while the project is underway.
- Hi-Lite Airfield Services continued work on the remaining elements of the Airfield Marking project.
- Staff prepared and submitted a resolution to authorize the establishment of two electrical utility easements needed for the Taxiway Golf construction project for the May 17 Commission Meeting.
- Staff met again with representatives from the FAA's Orlando Airports District Office and FDOT, to review and discuss federal and state funding requirements for an environmental assessment (EA) project. The EA is a prerequisite for the planned rehabilitation and extension of Runway 8/26.
- Staff continued work with Hoyle, Tanner and Associates to produce conceptual designs for a small flight services facility at the airport. The proposed facility is intended to provide basic aircrew and passenger services at the airport on a 24 hour basis, and has been submitted for consideration as an element of the City's future Capital Improvement Program.
- Staff responded to questions received about the advertisement for bids for the airport's obstruction remediation project, which has been published locally and online via DemandStar. Bid No. 2016-23 will be active until April 27<sup>th</sup>, when bids are scheduled to be opened at City Hall at 2:00 p.m.. Addendum No. 1 was posted this week to provide all current and prospective bidders with the questions and responses. Staff also completed work to draft a proposed scope of services for the project under criteria required to apply for state funding. The draft scope has been submitted to the FDOT for review and comment.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
  - Processed 47 Journal Entry Batches (#3636 - 3760).
  - Approved 32 Purchase Requisitions totaling \$734,284.00.
  - Issued 22 Purchase Orders totaling \$45,798.72.
  - Processed 3,854 cash receipts totaling \$420,060.60.
  - Prepared 120 Accounts Payable checks totaling \$340,525.85 and 35 Accounts Payable EFT payments totaling \$309,215.87.
  - Processed 2,180 utility bill payments through ACH totaling \$189,399.94.
  - Processed and issued 5,699 utility bills with billed consumption of water of 45,201K.
  - Issued 858 past due notices on utility accounts.
  - Auto-called 100 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
  - Press Releases
    - Art in the Park (4/30 and 5/1)
    - Youth Summer Sports Clinics
    - Hurricane Season 2016
    - Open Gym (May 6, 13, and 20)

- 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.
  - CodeRED Notifications for Hydrant Flushing
  - Attended sixth, and final, webinar in the ICMA series "The Effective Supervisory Practices Webinar Series."
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted CDBG FY 16-17 annual plan and applications as recommended by the NIAB to meet the April 18 deadline. This item is planned to be on the May 17 City Commission agenda for consideration.
  - Responded to VOCA request for revised information related to the Florida Legislature 2016-2017 Appropriations Bill.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 3
  - Fire Alarms: 5
  - Hazardous: 3
  - EMS: 102
  - Motor Vehicle Accidents: 12
  - Public Assists: 56
  - TOTAL CALLS: 181
- 
- Aid provided to other agencies: 13 Calls: Daytona Beach (5), Holly Hill (2), Volusia County (6)
  - Total staff hours provided to other agencies: 16
  - # of overlapping calls: 52
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 6
  - Total EMS patients treated: 79

#### **Training Hours**

- NFPA 1001: Firefighting 9
- NFPA 1021: Officer 27
- NFPA 1500: Safety/Equipment 20
- NFPA 1620: Preplanning 4
- EMT/Paramedic 19
- TOTAL TRAINING HOURS: 79

#### **Station Activities**

- Updated 12 pre-fire plans
- Serviced 81 fire hydrants
- Spoke to AARP Local Chapter 1057 on fire safety.

#### **Significant Incidents**

- 4/12/16, 3:02 PM: Sagebrush Trl. – Brush Fire – Extinguished 100' diameter brush and grass fire approximately 30' from residence – fire contained with no damage to structure.
- 4/16/16, 5:38 PM: N. Nova Rd. / N. US-1 – Motor Vehicle Accident – Single motorcycle accident – driver swerved and was ejected into the woods down an embankment – a trauma alert was called – a firefighter assisted EVAC during transport to hospital.

- 4/16/16, 7:04 PM: W. Granada Blvd. / Bayberry Dr. – Motor Vehicle Accident – Car struck pedestrian – patient found on shoulder of Granada Blvd. – a trauma alert was called – firefighter paramedic assisted EVAC during transport to hospital.

## **Human Resources**

### **Staffing Update**

#### Requisitions

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

#### Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Assoc., American Public Works Association, and Florida Water Resources Journal and will remain open until filled.
- Assistant Finance Director (Finance) was advertised 4-18-16 on the City web site; internally; with the Government Finance Officers Association; with the Florida Government Finance Officers Association; and will remain open until 5-16-16.
- Summer Camp Counselors (Leisure Services) was advertised 2-15-16 on the City web site and will remain open until 6-3-16.
- Part Time Community Events Technician (Leisure Services) was advertised 3-11-16 on the City web site and will remain open until 5-31-16.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was advertised 4-18-16 on the City web site and will remain open until 5-6-16.
- Part Time Maintenance Worker II – Andy Romano Beachfront Park (Leisure Services) was advertised on the City web site 4-13-16 and will remain open until 4-27-16.
- Seasonal Part Time Maintenance Worker II - Andy Romano Beachfront Park (Leisure Services) was advertised on the City web site 3-17-16 and will remain open until 5-2-16.

#### Interviews Scheduled

- Maintenance Worker II (Streets/Public Works)

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

- Police Officer (Police)
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works)
- Firefighter/EMT (Fire)

#### Terminations

- Part Time Maintenance Worker II – (Leisure Services) effective 4-25-16

### **Employee Events**

- Nationwide representative met with employees on April 21.

### **Risk Management Projects**

- Wrapping up Mayor's Health and Fitness Challenge – awards ceremonies, etc.

## **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
    - Finance – Interactive Voice Response System – Participated in kick-off meeting with Finance and vendor to assign tasks and responsibilities.

- Community Development – Electronic Plan Review – Project substantially complete, working on minor issues.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 17 New work - 44 completed - 43 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service
- |                           |        |                         |        |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails     | 41,728 | Inbound E-Mails Blocked | 24,511 |
| Delivered Inbound E-Mails | 16,901 | Quarantined Messages    | 316    |
| Percentage Good Email     | 40.5%  | Virus E-Mails Blocked   | 352    |
- Notable Events:
    - IT Manager attended a seminar at the FBI building in Maitland as a member of InfraGard (a partnership between the FBI and private sector), discussions centered on the FBI's Cyber Threat Landscape in 2016.
  - Geographical Information Systems (GIS)
    - Addressing Additions: 7 Changes: 1 Corrections: 0
    - Map/Information Requests: 33
    - Information Requests from External Organizations: 1
    - CIP Related Projects (pavement management, project tracking map): 1
    - Reclaim Connections Located this week: 0: Total in system = 729
    - Meters GPS Located this week: 7: Total in system = 23,147; 22,454 potable, 682 Irrigation, 11 Effluent
    - Notable Events: Updated parcel theme

### Leisure Services

- Administration
  - Supervisory Staff Meeting
  - Public Works Meeting
  - City Manager's Meeting
  - Assistant City Manager's Meeting
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - Environmental Discovery Center Meeting
  - Community Garden Meeting
  - Police Chief Reception
  - City Commission Meeting
  - Guild Appreciation Luncheon
  - Supervisory Training
  - Swing into Spring Concert
  - FRPA Agency Summit
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
  - Lady Renegades Softball continued their spring practices this week at 7:15 at the Softball Quad.
  - OBSC Soccer continued practices this week, with rec games on Saturday mornings at the Sports Complex.
  - Golden Spikes continued practices this week on Nova Fields #2 - #5, as well as the Kiwanis Field, at the Sports Complex at 6 pm and 7 pm Monday through Thursday.

- OBYBSA Recreational Program continued games this week at both Nova and the Sports Complex Monday through Friday.
- The City's Youth Volleyball continued this week at the Nova Gym. Days and times are Monday and Thursday evenings from 6 pm to 7:45 pm. 65 participants are currently signed up which is our second highest amount ever.
- SHS Girls Flag Football hosted their final home game on Thursday this week at 6 pm at the Sports Complex on Championship Field #7.
- SHS Baseball hosted district games on Monday at the Sports Complex on Wendlestedt Fields #1 - #3. Games were played at 4:30 pm and 6:30 pm.
- Lady Renegades Softball hosted another tournament on Saturday and Sunday at the Sports Complex on the Softball Quad and Softball Field #7 as well as Nova Fields 2 and 3.
  
- Athletic Fields Maintenance
  - Cleaned park, tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Cleaned Skateboard Park, handball, tennis and basketball courts at Nova
  - Cleaned Magic Forest and the common area of Nova Park
  - Daily clean up of Limitless Playground by the softball Quad
  - Cleaned all sports parks daily of debris/trash from the events during the week
  - Dragged fields for recreational, competitive, and high school teams
  - Prepped fields for high school games and practices
  - Painted all fields, put out benches/trash cans, and added corner flags for OBSC recreational soccer games this weekend
  - Cut out mound on Nova #4 and added sod
  - Repaired infield sprinklers on Nova #2 clay
  - Repaired all soccer nets
  - Put in new pitching rubbers and home plates at the Softball Quad practice area
  
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
  - Chinmaya Church was held on Sunday from 10:00 am to 2:00 pm
  - Granada Squares Dance was held on Tuesday 6:30 pm to 9:00 pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Kopy Kats and CMT held regular classes.
    - Tuesday: CMT held regular classes.
    - Wednesday: CMT held regular classes.
    - Thursday: Kopy Kats and CMT held regular classes.
    - Friday: CMT held regular classes.
  - The Performing Arts Center hosted the following events:
    - Livingsong in Concert, Wednesday, 7:00 pm to 9:30 pm
  
- South Ormond Neighborhood Center
  - Splash Pad open through December 1
  - Open park and playground sunrise to 11 pm daily
  - Fitness room Center hours
  - Open gym Center hours
  - Youth Basketball
  - Pavilion Rental Saturday
  - Jazzercise Monday
  - After school tutoring
  - University of Florida Family Nutrition Program Wednesday, 5:30-7:00pm
  - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm

- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Planning of 2016 events through July
    - Art in the Park, April/May
    - EDC Grand Opening, May
      - Memorial Day Remembrance Service
    - Reel in the Fun Fishing Tournament
    - Independence Day Celebration
    - Summer Sounds Concert Series
  - Attended weekly EDC meeting
  - Attended Memorial Day Committee meeting
  - Assisted with equipment for Earth Day event at City Hall
- Gymnastics
  - April session in progress
  - Trial classes are being offered to attract potential students
  - Continued training of new Rec Leader
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
  - Adult Jazzercise and Ms. Debby's Dance and Acting classes met throughout the week.
  - Challenger Baseball met on Tuesday from 5:00 pm-6:00 pm at the Nova Community Park fields.
  - Explore the Arts met on Wednesday from 3:15 pm-3:45 pm.
  - Youth Coed Volleyball met on Monday and Thursday evenings for practice.
  - The Skatepark Competition took place Saturday from 10 am to 2 pm.
- The Casements
  - Ormond Mainstreet, Inc. held the sixth annual Celtic Festival in Rockefeller Gardens, The Casements' North Lawn, and Fortunato Park this past weekend.
  - Seaside Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
  - Guild tours were given on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
  - Pilates classes met Monday through Friday at The Casements.
  - Yoga met on Tuesday morning at The Casements.
  - The Casements Guild By-Laws committee met in the Preservation Room on Monday from 10:00 a.m. to 11:00 p.m.
  - My Big Fat Greek Cooking Class met in The Casements' kitchen on Monday from 4:00 p.m. to 8:00 p.m.
  - The City of Ormond Beach Department of Leisure Services presented The Casements Guild's annual appreciation luncheon on Wednesday at 11:15 a.m. The luncheon celebrated 37 years and thanked the Guild for their dedicated service.
  - The Memorial Day Service Committee held at meeting in the Preservation Room on Wednesday from 11:00 a.m. to 1:00 p.m.
  - Staff set up an Enviro Camp booth for the 24<sup>th</sup> annual Picnic on the Plaza event on Thursday from 11:00 a.m. to 2:00 p.m.
  - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m. in the art room.
  - My Big Fat Greek Cooking Class met in The Casements' kitchen on Thursday from 4:00 p.m. to 8:00 p.m.
  - A wedding rehearsal was held on the stage in Rockefeller Gardens on Thursday 5:30 to 6:30 p.m.
  - The Casements presented the third installment of the Swing into Spring concert series. The free event was held on The Casements' North Lawn from 7:00 p.m. to 8:30 p.m.

- A special tour of The Casements was given to a group from St. Brendan's school at 10:00 a.m.
- Parks Maintenance
  - Citywide inspection of parks
  - Inspected and posted reservations at pavilions
  - Remove graffiti throughout the City – City Hall, FPL boxes, telephone boxes
  - Repainted handrail at Cassen Pier
  - Replaced rotten deck boards at Joyce Ebbets Pier
  - Installed new 911 sign on building at Central Park I
  - Removed and repainted steel dusk-to-dawn light protector at Central Park II
- 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
  - Changed water filters on six ice machines at various locations
  - Safety/operational checks on 14 electronic gates Citywide
  - Repaired smoke detectors in fire alarm system at City Commission Chambers
  - Installed surge protectors and isolation regulator in controls at Airport Gate #13
  - Met various contractors for upcoming jobs
  - Installed new programmable t-stat at Nova Skate Park concession
  - Adjusted several areas for cooler temperatures at Police Station
  - Repaired ladies room air freshener at Public Works
  - Repaired NID outside glass door at the Police Department
  - Repaired the fish cleaning table faucet at Cassen Park
  - Replaced water fountain relay switch at Central Park I
  - Repaired men's room toilets at Cassen Park and Fortunato Park
  - Installed new flush valve in the ladies room at the Police Department
  - Repaired leaking showerheads at Andy Romano Beachfront Park
  - Repaired fish table water line at Cassen Park
  - Repaired restroom toilet at Andy Romano Beachfront Park
  - Replaced lamps and ballast in the ladies room at Police Department and at Fleet
  - Repaired actuators for the splash pad at Andy Romano Beachfront Park
  - Removed graffiti from transformer at City Hall
  - Repaired reception desk at City Hall

### **Police Department**

#### Administrative Services.

- Attended weekly Staff Meeting.
- Attended Volusia County Communications User Group Meeting
- Attended Officer Moody's swearing-in ceremony.
- Attended Union negotiations meeting.

#### Community Outreach

- Marketing, sponsorships, and planning for "Badges n' Boardshorts" surf event for May 21<sup>st</sup>.
- Recruitment for Citizen Police Academy set to begin on May 12<sup>th</sup> @ 6 pm.
- Women's safety presentation was conducted on April 14<sup>th</sup> @ 12 pm at Halifax Yacht Club.
- Meeting was conducted on April 14<sup>th</sup> at 2 pm with residents in reference to complaints on 704 E River Oak Dr.
- SLAP class for Embury-Riddle Navy, Air Force ROTC was conducted on April 15<sup>th</sup>.

- DARE Graduation for Temple-Beth-El was held on April 21<sup>st</sup> at 9 am.
- Schedule to participate in Earth Day event on April 21<sup>st</sup> at 11 am at City Hall.
- Schedule to participate in the Signature Healthcare event on April 21<sup>st</sup> at 2 pm.
- DARE taught at St. Brendan, Osceola, Temple Beth El and Calvary.

#### Community Services & Animal Control

- Animal Calls: 53
- Animal Reports: 4
- Animal Bites: 1
- Wildlife: 2
- Shot Clinic : 4-24-16 at the Police Dept
- Dog from 478 Jeanette Drive was deemed dangerous per the Special Magistrate.

#### Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 10
- Inactive: 5
- Fraud: 6
- Burglary Business: 1
- Larceny Car break: 11
- Grand Theft: 6
- Auto Theft: 1
- Police Information: 3

#### Records

- Records

• Walk - Ins / Window	104
• Phone Calls	117
• Arrest / NTA'S	25
• Citations Issued	115
• Reports Generated	153
• Reports Entered	110
• Mail / Faxes / Request	19

#### Patrol

- Total Calls 1,554
- Total Traffic Stops 218

#### Operations

##### Crime Opportunity Report Forms: 173

- 4/12/16
  - Shoplifting-Felony, 1340 West Granada Boulevard (Lowes). The shoplifting occurred yesterday but was discovered on video today. Two male suspects. One put a Delta brand spray nozzle down his pants and left the store. The suspects went to the Port Orange store and exchanged the item for a gift card that was later inactivated before use.
  - Carbreak, 1551 Crowne View Drive. Entry made to an unlocked vehicle. Victim advised her medications were taken from a diaper bag.
- 4/13/16
  - Carbreak, 502 Cherrywood Drive. Victim reported sometime overnight an unknown subject entered his black Chevy Silverado truck.
  - Burglary Residence Arrest, 14 Park Place. The resident came home to find a male standing in her home. The victim starting screaming at which time the male suspect grabbed her cell phone and smashed it on the ground. The male fled on foot with property belonging to the

- victim. A female suspect left the residence in a cream colored vehicle which was located by units. The male suspect was located by Central Park and was placed under arrest. The female was also placed under arrest for the burglary.
- Carbreak, 1614 North US Highway 1 (Econo Lodge). Victim advised that an unknown person broke into his vehicle overnight and stole \$70 in change. It appeared that entry was made through an unlocked door.
  - Carbreak, 210 West Lindenwood Circle. Victim advised that overnight an unknown person broke into his vehicle. No forced entry. It appears that the vehicle was left unlocked.
  - Carbreak, 169 South Lindenwood Circle. Victim advised that someone broke into her 2010 Mercury SUV overnight. No signs of forced entry. An iPod was stolen from the vehicle.
  - Carbreak, 725 North Ridgewood Avenue. Victim advised that his vehicle was broken into. Pair of Costa sunglasses was stolen. No signs of forced entry.
  - Burglary Business, 1520 West Granada Boulevard (Kangaroo Gas). An unknown male entered the store. When staff was not looking, the male entered the back office area and stole a box containing 30 cartons of cigarettes valued at \$1,800.
  - Fraud Arrest, 1425 West Granada Boulevard (Amscot). Suspect took a cab to the above location and refused to pay the driver. When contact was made, she was placed into handcuffs. She then went limp and refused to walk. When Officers placed her down to get a better grip on her, she kicked one Officer in the leg. She was charged with resisting arrest with violence and hiring a vehicle with intent to defraud.
  - Carbreak, 358 South Orchard Street. An unlocked vehicle was entered overnight and \$1.00 was stolen from the car. The victim refused to press charges even though she was told the suspects were already caught
- 4/14/16
    - Narcotics-Arrest, South Nova Road/Hand Avenue. A traffic stop was conducted on a vehicle. The driver and passenger were found to be in possession of paraphernalia. One suspect was issued a Notice to Appear and another suspect was arrested.
    - Warrant-Arrest, 790 West Granada Boulevard. An Officer noticed a vehicle in a handicapped parking space without a permit. He ran the tag and found the registered owner had an open Volusia County warrant. The driver was taken into custody without incident.
    - Battery on a Law Enforcement Officer-Arrest, East Granada Boulevard/Vining Court. An Officer conducted a traffic stop at this location after several reports of a very reckless vehicle. He asked the driver for his information. The driver refused and a scuffle ensued and several units responded including Volusia County Sheriff's Office. The driver punched the Ormond Officer several times in the head and face. The Officer utilized his taser twice with no effect. He then used his OC spray with no effect. A Deputy used his taser and ASP with little effect. The driver was finally taken to the ground and handcuffed. The driver was arrested for battery on a law enforcement officer, resisting with violence and driving under the influence.
    - Narcotics-Arrest, South Washington Street/West Granada Boulevard. An Officer stopped a reckless vehicle at this intersection. During his investigation, the Officer discovered narcotics. The driver was taken into custody and transported without incident.
  - 4/15/16
    - Shoplifting/Notice to Appear, 1521 West Granada. Two suspects were detained at Wal-Mart for attempted to take items. Both were issued a Notice to Appear and released.
    - DUI-Arrest, 200 Block South Atlantic Avenue. A traffic stop was conducted on the suspect's truck for speeding. The driver was arrested for DUI and taken to the Branch Jail
  - 4/16/16
    - Shoplifting- Notice to Appear, 1521 West Granada Boulevard (Wal-Mart). Two suspects were taken into custody for not scanning all the items while doing self-check out. Both met Notice to Appear requirements.
  - 4/17/16
    - Carbreak, 56 Woodlands Boulevard. Vehicle was unsecure with wallet and iPod taken
    - Stolen Vehicle, 232 Benjamin Drive. Vehicle was secure and victim has accounted for all the keys. The vehicle is a 2015 black Chevy Cruze and was located, unoccupied, at 550 National Health Care Drive in Daytona Beach.

- Carbreak, 839 South Atlantic Boulevard (Andy Romano Park). Victim left her 2014 GMC SUV unlocked while at the beach. Victim said her wallet was on the front seat in plain view. When victim returned to her car the wallet was missing along with cash and several credit cards.
- Carbreak, 1290 Scottsdale Drive. Victim left his car unsecured. Suspects entered the car through the driver's door and stole a 9mm hand gun (unknown brand) and an iPhone.
- Battery-Arrest, 110 Fiesta Drive. Suspect attacked his girlfriend's ex-boyfriend with a frying pan. He beat the victim's truck with the frying pan, shattering the windshield and driver's side window. The victim was slightly injured by flying glass. This incident was over a love triangle. It was also revealed the suspect had an open warrant for a carbreak.
- 4/18/16
  - Solicitor-Arrest, State Road 40/I-95 off ramp. Transient was observed in the intersection soliciting for money. He was placed under arrest and transported to the Branch Jail.
  - Petty Theft-Arrest, 1614 North US Highway One (Econo Lodge). A report was made that a guest left the hotel and stole a television from the room. The guest then moved to the Days Inn. Upon speaking with the suspect it was discovered that multiple televisions and a refrigerator were in the room. All of the items appeared to be stolen. The suspect was placed under arrest for the Petty Theft.
  - Warrant-Arrest, Tymber Creek/West Granada Boulevard. Transient was contacted soliciting on the side of the road. He was found to have an open warrant for soliciting without a permit. He was placed under arrest and was transported to the Branch Jail.
  - Domestic Violence-Arrest, 27 Tomoka Ridge Way. Suspect was placed into custody after he grabbed his wife and wrestled her to the ground so he could obtain the car keys from her. She had bruising on her arms but refused to fill out a statement. Suspect was arrested without incident.
  - Warrant-Arrest, 41 Tomoka Meadows Boulevard. A fugitive was spotted in the parking lot of his townhouse. When the fugitive saw the police, he ran towards his house. The chasing officer deployed his taser and gained compliance. He was arrested without further incident and also charged with resisting arrest without violence.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 42
  - Number of Uniform Traffic Citations Issued: 60
  - Number of Written Warnings Issued: 2
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 16
  - Number of Crashes with Injuries: 9
  - Number of Crashes with Serious Bodily Injuries: 2
  - Crash Investigation General Information:
    - 16-04-00219: 100-Block North Yonge Street, 2 vehicle crash/rollover, southbound traffic on North Yonge Street was closed at Hernandez for approximately 1.5 hours. Inside northbound lane was also closed due to road obstruction from involved vehicle. All persons involved in crash were transported to Florida Memorial Hospital.
    - 16-04-00229: Parking lot of 1635 North United States Highway One (Destination Daytona.) Single vehicle motorcycle crash. Rider lost control of motorcycle, crashed, and was found unconscious by Emergency Medical Services. Rider was suspected to be impaired. Rider transported to Halifax Hospital non-trauma alert.
    - 16-04-00269: 400-Block Clyde Morris Boulevard. Single vehicle motorcycle crash. Rider was southbound and lost control of his motorcycle (front end wobble) and crashed. Inside southbound lane was closed at the scene for approximately one hour. Rider transported to Halifax Hospital with road rash and a broken right arm.
    - 160400275: Crash involving a motor home that had propane leak. Closed Hand Ave between Nova Rd & Clyde Morris Blvd for approximately 3 hours on 04/13/2016.

- Neighborhood Improvement  
Weekly inspection statistics by Commissioner Zones
  - Zone 1: 2 Cases initiated
  - Zone 2: 10 Cases initiated
  - Zone 3: 3 Cases initiated
  - Zone 4: 2 Cases initiated
  - 0 signs have either been removed or sign cases created.
  - 16 tree removal permit requests.
  - Administrative staff assisted with four (4) walk-ins and eighty-one (81) telephonic inquiries.

## **Public Works**

- Engineering  
Project Summary  
Construction Projects:
  - Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Amsden Road stormdrain repairs were completed and grouting work for sanitary sewer lateral connections at the sewer mains was completed.
  - Ph II 2-Inch Watermain Replacement – Mainland - Clearance package for the North Beach Street watermain was prepared and submitted to Volusia County Health Department. Directional-drilled long services were installed along Capri Drive and Capri Circle.
  - Ph II 2-Inch Water Main Replacement – North Peninsula – A punchlist walkthrough occurred this week to look at restoration of all roads north of Alamanda Drive.
  - Environmental Discovery Center – The contractor is working on the interior display feature and final site grading for landscaping and irrigation installation. Received DEP Clearance of the wastewater collection system.
  - North US1 Landscaping (Airport Road to I95) – The contractor continued irrigation installation which started at Airport Road, working north toward the Interstate and started installing trees in the medians.
  - Downtown Stormwater – Preliminary shop drawings have been approved for the contractor to order materials; the contractor has contacted the adjacent property owner for use of the lot as material storage. Pre-construction video and photos are complete.
  - WWTP Sludge Thickener Improvements – A pre-construction meeting was held and the contractor is mobilizing on-site.
  - Fire Station 93 Roof - Lower section of the station front roof is completed. The upper middle section of the roof is approximately 90% completed. The lower roof back station is being loaded with roofing materials to begin work on that section.
  - City Welcome Sign – The signs are installed and lighting is being installed.
  - Communications Infrastructure – Connection to the Environmental Discovery Center is complete and has been tested; the contractor has scheduled completion of work at The Casements for next week.
  - City Hall Chiller Pump Replacement – Contracts have been returned and are being processed

### Design Projects:

- South Peninsula Reclaimed Expansion – A work authorization has been issued to QLHA, a kickoff meeting was held with the consultant, design has commenced on construction plans to further expand reclaimed water to the South Peninsula.
- Laurel Creek Stormwater Pump Station Improvements – A pre-bid meeting was held.
- West Ormond Community Center – Consultant has submitted final draft report which is being reviewed by staff before meetings with the CM and CC are held.
- A1A Landscaping (Granada to Harvard) – Staff submitted the design plans for FDOT review.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
- Water Treatment Plant Lime Silo Dust Arrestor – Bids were opened on April 7, McMahan Construction was the low bidder. Consultant has submitted a recommendation of bid for the project which will be presented to the City Commission for award on May 17.

- Water Treatment Plant Controls and Pump Upgrade – A pre-bid meeting was held on April 7, bids will be opened on April 21.
- WTP Sludge Residuals Facility Improvements – Design services work authorization was approved on April 5<sup>th</sup>. A kick-off meeting will be scheduled.
- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is underway.
- Ormond Beach Sports Complex Traffic Calming - Installation of speed tables for traffic calming on the roads of the Sports Complex is included in the 2016 Roadway Resurfacing Project bid.
- Sanitary Sewer Inflow/Infiltration - System zone data is being tabulated for use in the project bidding manual.
- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed.
- 2016 Corrugated Metal Storm Pipe Repairs - Preparing bid award submittal for Commission approval.
- Lincoln Avenue Parking Lot – Site design has been submitted to SPRC for review.
- 2016 Roadway Resurfacing - Preparing bid award submittal for Commission approval.
- Forest Hills Connector Trail – City staff has begun survey of the route from Forest Hills to Granada Blvd.
- Wilmette Avenue Pumping Station – A work authorization was issued to commence design of this project.
- Ph III 2-Inch Water Main Replacement – Mainland - Land survey work has been directed to begin to collect surface information for creating design base drawings.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – The consultant has begun design.
- Downtown Stormwater Phase 2 - A meeting with Zev Cohen and Associates was held to develop a scope of work and proposal for the Phase 2 construction plan development.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- Capital Improvement Projects - Prepared cost estimates and exhibits for various projects for the five year Capital Improvement Program document.
- Laurel Creek Culvert Replacement/FPL Orchard Street Substation – The culvert sidewalls were constructed. The bottom slab has been constructed. The wing-walls are being formed.
- Reviewed plans and created Work-in-the-Right-of-Way permit for a directional bore at 10 Barbara Court, per FPL request.
- Reviewed plans and created Work-in-the-Right-of-Way permit for Nova Rd/Shadow Lakes Blvd directional bore/direct bury conduit, per AT&T request.
- Researched and located correspondence regarding maintenance responsibilities for Winding Woods Privacy Wall, per Public Works request.
- Created CIP Exhibit Location maps for the proposed Airport Road Reclaimed Ph 2 project, and the proposed well addition project for the Hudson Wellfield.
- Created CIP Exhibit maps showing upcoming project locations.
- Modified Shadow Crossing Force Main project plans, per Utilities Division comments.
- Performed required bi-monthly Gas Monitoring, and Ground Water Monitoring at Nova Landfill.
- Modified Lift Station 8M1 easement sketches, per Utilities Division request.
- Modified Road Resurfacing maps, per Project Manager's comments.
- Continued research for obtaining fish for exhibit tanks at the Environmental Discovery Center.
- Modified Plans for the SONC Surveillance Cameras, per Project Manager's comments.
- Met with the HOA for the Villages to discuss their concerns regarding the Reflections Village retention pond.
- Attended stakeholder meeting for TPO's A1A pedestrian and Bicycle safety study.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Finished asphalt job at Red Maple Cir
- Asphalt repair work on section of Twelve Oaks Trail
- Hauled concrete pile at Public Works
- Overlaid depression near manhole on Twelve Oaks at Shady Branch Trl
- Cut out, removed, and poured sections of broken sidewalk on 100 block of Harvard Dr

- Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Grind stumps citywide
- Removed tree on 200 block of Dix Ave; deadwood on Mound Ave; rotten oak at River Bend Park; dead pine at pond #9 on SR40; palms on 800 block of S Beach St
- Trimming on River Bluff Ct, Lincoln Ave, at CP3

- Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the city, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Assisted with asphalt work in Forest Hills
- Trimming on 300 block of Hand Ave
- Shell and build up on road north side of Nova Community Center
- Delivered barricades & cones to City Hall & Memorial Gardens
- 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
- Washed & cleaned signs in various locations
- In-shop training
- Installed 2 signs in Central Park on Hammock Ln
- Fabricated more residential 25 mph speed limit signs; rules sign for City Hall parking lot
- Installed No Parking signs at Nova Community Center
- Replaced 2 HIP stop signs on Bosarvey; 2 HIP stop signs at Fairview/Washington St; 2 HIP stop signs at Lucky Dr; 2 HIP stop signs and speed limit sign at Central Ave/Ridgewood
- Fabricating residential speed limit signs
- Replaced stop signs in Ridgewood area

- Stormwater Maintenance

- Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected citywide
- Inlets – inspected and cleaned citywide
- Picked up sand bags from The Casements

- Basins – hot spots, inspected and cleaned Zones 1 & 2
- Earth Day preparations

Mowing

- Reach Out – DOT ponds, Arroyo Parkway/area ditches, Center St

Street Sweeping/Streetsweeper

- 169 miles of road cleaned
- 72 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
25,615

PM Services completed for the week:  
Emergency—Vehicles and Equipment

3

Non-Emergency Vehicles and Equipment

7

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 13,703 gallons of unleaded and 6,105 gallons of diesel fuel on hand.
- Fuel used in one week: 2,420 gallons of unleaded and 935 gallons of diesel.
- Fleet completed 28 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Engineering services work authorization is prepared for City Commission consideration at the 5-3-16 Commission meeting.
- Division Avenue Well Field Raw Water Piping – Revised as-built drawings were received from the contractor for review.
- Effluent Outfall Replacement – Received plans for review.
- Fire Hydrant Replacement Program – Prepared a memo to renew the contract to be presented at the 6-7-16 City Commission meeting.
- Hunters Ridge Low Pressure FM Upgrade – A second request for additional information response was sent to FDEP. The project was approved for bidding at the 4-19-16 City Commission meeting. The legal ad was prepared. Project will be advertised for bids on 4-24-16.
- Lift Station 10M & 12M Rehabilitation – A work authorization for McKim and Creed for design services was approved under Resolution 2016-64 at the 4-19-16 City meeting.
- Lift Station 8M1 – Addendum 6 was prepared. Bids are due April 21 at 2:00 PM.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #2 is in the installer's shop to have a new seal installed. The seal is expected to arrive at the end of this week. Installation is anticipated to occur on the week of April 25<sup>th</sup>.
- Rima Wells Auxiliary Power Generator – Contractor visited the well site at the end of last week to review field conditions.
- Sanitary Sewer Inflow Infiltration Project – Received collection system maps to isolate suspected areas of high infiltration for prioritizing system video activities.
- Sanitary Sewer Pipeline Repair – Remaining laterals were grouted. The project is complete.
- Sodium Hypochlorite Storage Tank Replacement – Shop drawings were received for review.
- SR 40 Irrigation – Took field measurements and preparing plans to relocate irrigation connection to the medians in the vicinity of 1093 W. Granada.
- Storage Tank Repairs and Maintenance – Proposed antennas were sent to the consultant for information. A logo sketch for the welcome sign was requested.
- Water Plant Aerator Housing Rehabilitation (CIP) – Bids are being evaluated.

- Water Plant Lime Silo Dust Arrestor Project – An award recommendation to McMahan Construction will be presented at the 5-17-16 City Commission meeting.
- Water Plant Pump & Control Upgrades – Bids are scheduled to be opened on April 21.
- Utilities SCADA Upgrades – The work authorization was approved at the 4-5-16 City Commission meeting.
- SPRC Projects: Chelsea Place Phase 3 – A preconstruction meeting was held. Expanded lot coverage was approved at the 4-19-16 City Commission meeting under Ordinance 2016-17. Deer Creek Phase 4C – Water Main clearance received from Volusia County Health Department. Granada Pointe – Met with the developer and engineer to discuss review comments. Kingston Shores – Awaiting updated information for project. 554 Riverside Drive – Locating the water main on the property to ascertain whether there will be a conflict with proposed house plans.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered to the City 41.20 million gallons for the week ending April 15, 2016 (5.89 MGD)
  - Backwashed 12 filters for a total of 564,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 30.14 Million Gallons.
  - Produced 27.77 Million Gallons of Reuse.
  - Produced 2.37 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.31 MGD, plant designed for 8 MGD.
  - Hauled 104.19 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
  - Responded to or repaired 10 water service leaks.
  - Replaced 6 residential water meters, replaced or repaired 9 water meter boxes.
  - Replaced 4 water services due to aged piping.
  - Performed scheduled accuracy testing on 2-3", 2-4" and an 8" commercial water meters. Repaired a 3" water meter. Scheduled 5 commercial water meters for accuracy testing.
  - Performed yearly scheduled pressure testing of 17 City owned backflow preventers, 4 needed to be repaired.
  - Responded to 16 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Repaired a leaking 6" water main on Fleming Ave.
  - Located and exercised 8 main line valves in the Hand Ave and surrounding subdivisions.
  - Assisted Wastewater Collections locating reuse valves at intersection of Golfview and Fairway.
  - Performed maintenance and repairs on 6 fire hydrants in Hidden Hills.
  - Performed pressure and flow testing in River Oaks subdivision. All fire hydrants tested at a 1200 GPM flow rate and static pressure of 70 PSI.
  - Performed fire hydrant maintenance on 13 fire hydrants. FH maintenance crew has completed maintenance to all fire hydrants in Hidden Hills and North 40 subdivisions, including Scott Dr and Parruli Dr. Initiated maintenance in South 40 and the Crossing subdivisions.
  - GPS located the water main river crossing at 554 Riverside Dr. for the Utility Engineer.
  - Performed flushing activities at Airport Business Park, Pine Trails, Ormond Green, Broadwater, Southern Pines, Saddlers Run and Tymber Crossings subdivisions.
  - Backfilled and completed landscape all Water Distribution excavation sites.
  - Rescinded all outstanding boil water notifications.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 129 regular and 1 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 5 in the conventional system service area.
  - Responded to 9 Request for Utility Verifications for residential and commercial properties.
  - Checked all known trouble spots. All good @ current time.
  - Crews repaired 8” Sanitary Main and a 4” Sanitary Service Lateral @ 6 Stone Quarry Tr. damaged by a subcontractor boring crew for FPL - proper locate request notice not provided.
  - Installed 3 additional pressure test sites on the North Peninsula Sanitary Force Main, for weekly utility maintenance concerns.
  - Crews exposed the service lateral @ 190 Sanchez Ave. - dug it back approximately 10’ in order to maintain proper grade.
  - Assist WWTP maintenance personnel with removing debris from the wet well of pump station 9M.
  - Extended a 6” Sanitary Service Lateral for future use @ 110 Fiesta Dr.
  - Flushed the reuse main blow offs @ Pamela Cr, Marie Cr, Holly Cr, Lynn Cr, Margarita Cr and the end of Triton Rd.
  - Installed 2 new force main pressure check points near corner of Airport Rd. & US Hwy1 and near the intersection of Clyde Morris & Hand Ave.
  - Located/marked the reuse services @ 5 & 68 Shadow Creek Way and @ 40 Hunt Master Court.
  - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 25/18psi, Ocean Mist Hotel @ 20/18 psi, Ormond Mall @ 15/12psi.
  - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 30/14psi. Foxhunters Flat (2 inch) 26/10 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
  - Televised 13 laterals from our PM list, Found 8 that needed to be cleaned, and 4 that were clean and clear, and 1 that need to be repaired. These locations will be put on a 6 month follow up.
  - Performed annual root control on 8 Sanitary Service Laterals.
  
- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations
  - Centrifuge Conveyor Belt, shutdown switch inoperable, installed temporary switch, troubleshooting.
  - Arroyo Parkway, repaired damaged wiring in wet well - ok.
  - Hull Rd Ball Field, replaced non-operational motor starter #2, pump #2 not working, pump is new and was returned to facility for warranty repairs as needed.
  - 8M1 – FPL Power Failure, responded with generator to operate lift station during outage, ok.
  - McDonalds, weekly odor control and wet well cleaning.
  - WIN911 monitor/response: 8M3 - phase loss, FPL power OK, controls cycling on/off, faulty wiring at phase monitor, repaired - ok; 8M1, 4M, 7P, phase loss, 8M1 generator setup to run station, 4M operating with on-site generator, 7P FPL power down – obtained another genset – found power restored, pumps lost prime, cleaned dome & probe assemblies, primed pumps, station fully operational, returned to 8M1, returned gensets to shop.
  - Lift station SCADA: Plant power interrupted, plant generator started and transferred power as needed; power restored – SCADA computer lost contact with all stations and required full reboot.
  - SCADA monitor/response: Laurel Oaks – no starts pump #1, reset motor starter, damaged wiring in wet well due to rodents, repaired, ok; 9M – high run hours, deragged both check valves, pulled both pumps - cleared blockages at volutes, VacCon truck dispatched to clean out wet well, ok.
  - Plant wide oil & grease route.
  - Weekly Plant PM’s: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
  - Monthly PM’s: Grit Snail; Screw Pumps, #1, #2, #3; Swing Zone Blowers, #1, #2; Poly Blends, #1, #2; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pump, #1, #2
  - Lift Station PM’s:10 monthly performed.
  - 52 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Paste Lime Slaker #2; remove links from grit removal chain to adjust tension, noted broken paddle blade lodged in discharge chute, removed and returned to service, ok.
  - 12% chlorine line/4" water line, damaged by lawn maintenance crew, repairs made, ok.
  - Well 16D, pulled meter for repair.
  - Splitter box, complete installation of 2" water line, ok.
  - LPRO clear well transfer valve #2 installed new dial indicator grommet. Replaced check valves on #4 & #6 clear well transfer pumps.
  - Centrifuge building, installed storage cabinet.
  - Installed safety bollards in front of the 2" water line and 12% chlorine line.
  - Monthly PM's: all of Division wells
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
    - Industrial Pretreatment Program – Staff performed the annual sampling of the three (3) Industrial Pretreatment facilities. The final sampling is scheduled for next week. The Utility is required to perform these activities annually per FDEP.
    - Local Limits Evaluation – Staff is developing the Plan of Study for the Local Limits evaluation for submitted to the FDEP. The study will provide the framework for the developing the new local limits.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report). The Volusia County Health Department provided feedback on the data and the Utility will apply those changes. Staff also submitted the Certification of Delivery of CCR data to the VCHD as required.
    - Wetlands Monitoring Report – The contractor, a local biologist, assessed the health of the wetlands in Rima Ridge which is a portion of the Wetlands Monitoring Report. The contractor's findings are being combined with City well monitoring data for the final report.
    - Ormond Beach Elementary Earth Day Event – Staff organized several activities for 157 first and second graders from Ormond Beach Elementary who attended the City's Earth Day event on April 21<sup>st</sup>. This was the fourth consecutive year the students were invited. The event allows for a free field trip, which the teachers appreciate. The Museum of Arts and Sciences presented this year, and Library staff completed a craft project with the children.

**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, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meetings with Assistant City Manager and
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for April 19, 2016 City Commission Workshop (Draft Bike Plan) and City Commission Meeting
- City Clerk attended ICMA Supervisory Training Webinar on April 20, 2016

Status of Department Projects

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