

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 27, 2016

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meeting with Police Chief
- Discussed miscellaneous topics on beachfront park with senior staff
- SunTrail discussion with senior staff

Spoke to, attended and/or met with:

- Environmental Discovery Grand Opening
- Rotary meetings
- United Way Board meeting
- Team Volusia Executive Committee meeting
- Returned calls to citizens on various issues
- Don Willis regarding the airport
- Budget Advisory Board
- Maryam Ghyabi and Katie Whittison of Ghyabi and Associates and senior staff regarding Nova Road study
- Claims Committee meeting
- VLOC annual awards banquet

Community Development

Planning

- EPA announced the FY16 Brownfield Assessment, Cleanup and Revolving Loan Fund Grant. Ormond Beach was one of three awarded \$400,000 in the State of Florida. A Work Program Agreement with EPA will need to be executed and acted upon by the commission. Cardno, the City's consultant, will be performing the work in accordance with the RFP award two years ago. Contact will be made with property owners who originally expressed interest in cleaning up their vacant properties on US1 North due to environmental issues. This program should assist the City's and the US1 North Coalition's efforts to clean up several vacant gas stations and other properties on US1 North. The US1 North Coalition wrote a support letter in favor of the assistance to EPA which was attached to the FY 2016 application.
- The Planning Director met with the Main Street Executive Director to discuss art and murals.
- The Planning Director, NID Manager, and Assistant City Attorney met with concerned citizens regarding The Trails HOA locating Yellowstone Landscaping on site as a base of operations to maintain common areas.

Building Inspections, Permitting & Licensing

- 341 inspections performed.
- 7 new business tax receipts issued.
- 116 permits issued with a valuation of \$977,266.00

NOTE: 39 inspections were completed by a private provider due to inspector vacation.

Development Services

- The SPRC met with an applicant to discuss 1245/1140 West Granada Boulevard and to conduct a pre-construction meeting concerning Campana Office/Retail.
- Development Orders were approved for Dollar General (1545 North US1) and Campana Office/Retail (783 North US1).
- Approved projects Under Construction (percentage completed):

	Project	% Complete
1.	146 North Orchard Street	95%
2.	Children's Workshop	25%
3.	CVS Health	40%
4.	Moss Point, entry wall	0%
5.	Riverbend Church	30%
6.	Vystar Credit Union	45%
7.	Deer Creek, Phase 4C	100%
8.	Huntington Villas	98%
9.	Giant Recreation World	98%
10.	Huntington Green	0%

Economic Development/Airport

Ormond Crossings

- Staff met with Tomoka Holdings to continue the discussions for the construction of utilities to the Commerce Park portion of the project. Tomoka Holdings discussed the infrastructure costs of developing the residential plan on the westerly side of the project, which may require alternative conceptual planning. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- 9 Aviator Way, owned by Germ Free, is being sold to a company with offices in Daytona Beach. Germ Free moved all of their operations to 2 Sunshine Blvd.
- 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 other city practitioners to discuss their business retention efforts. A meeting has been arranged to enlist the Volusia County Economic Development Department to assist in providing additional resources in this process.
- Staff met with Ormond Beach Chamber of Commerce staff to discuss the need to reach out to Ormond Beach CEO's in an effort to assist as business recruitment ambassadors and provide a forum for exchanging business enhancement programs.

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company has purchased 3 Aviator Way and is expected to expand the building and move its headquarters to Ormond Beach. Staff is processing an application for Growth Assistance Program economic development incentives which will be presented to the City Commission for review and approval in July/August.

Airport Operation and Development

- Work has begun to pour concrete footers for the new taxiway lights and signs that will be installed during the Taxiway Golf project. Construction is expected to commence on June 6th.

- Staff worked with AVCON, Inc. to finalize the building permit application for construction of a new electrical vault at the airport. The new vault is an element of the Taxiway Golf project.
- Beginning this week, the airport and the Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) is hosting "Exercise America's Shield," a joint operation involving advanced elements of the Florida Wing of the CAP, the Army National Guard, the United States Air Force and other components of the U.S. Armed Forces. This training mission is a pre-deployment exercise in support of the National Capital Region Integrated Air Defense System. CAP operations at the airport will take place from May 24th through June 1st, involving 8 to 10 CAP aircraft and 70 to 90 CAP personnel under the direction of a primary incident command post located at Camp Blanding, Florida. CAP aircraft and crews will operate from a dedicated ramp area in front of Sunrise Aviation.
- FAA personnel and federal contractors continued rehabilitating the FAA's VHF Omni Directional Range (VOR) facility. The project is expected to be complete in approximately two weeks.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparing the Capital Improvement Plan
 - Preparing the 2017-18 fiscal year proposed budget
- Completed Projects - Weekly
 - Processed 37 Journal Entry Batches (#4260 - 4392).
 - Approved 20 Purchase Requisitions totaling \$93,088.54.
 - Issued 16 Purchase Orders totaling \$74,940.65.
 - Processed 3522 cash receipts totaling \$655,145.33.
 - Prepared 20 Payroll checks totaling \$19,204.89 and 331 Direct Deposits totaling \$383,732.84.
 - Transferred IRS 941 payment of \$144,038.52.
 - Prepared 165 Accounts Payable checks totaling \$630,556.74 and 44 Accounts Payable EFT payments totaling \$274,456.29.
 - Processed and issued 5,087 utility bills with billed consumption of water of 43,533K.
 - Issued 355 past due notices on utility accounts.
 - Auto-called 98 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Playful City USA Designation (5th year)
 - Florida Licensing on Wheels Mini Unit (5/31)
 - Movies on the Halifax (6/3)
 - 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.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 8
- Hazardous: 12

- EMS: 88
- Motor Vehicle Accidents: 13
- Public Assists: 48
- TOTAL CALLS: 169

- Aid provided to other agencies: 9 Calls: Daytona Beach (5), Holly Hill (1), Volusia County (3)
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 53
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 80

Training Hours

- NFPA 1001: Firefighting 74
- NFPA 1002: Driving 30
- NFPA 1500: Safety/Equipment 8
- NFPA 1620: Preplanning 6
- EMT/Paramedic 14
- TOTAL TRAINING HOURS: 132

Station Activities

- Updated 16 pre-fire plans
- Serviced 54 fire hydrants
- Participated in Vehicle Day at Tomoka Elementary
- Gave a presentation of Stewie the Duck to kindergarten classes of Osceola Elementary

Significant Incidents

- 5/18/16, 4:54 PM: 240 S. Atlantic Ave. – Motor Vehicle Accident – Bicyclist struck by a vehicle – victim found lying in roadway – a trauma alert was called – a firefighter paramedic assisted EVAC during transport to hospital.

Human Resources

Staffing Update

Requisitions

- Records Clerk (Police)
- Police Captain (Police)
- Part Time Recreation Leader – Nova (Leisure Services)
- Office Manager (Leisure Services)

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal and will remain open until 6-17-16.
- 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 6-10-16.
- 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 re-advertised 5-16-16 on the City web site and will remain open until 5-27-16.

- Seasonal Part Time Maintenance Worker II (Leisure Services) was re-advertised 5-20-16 on the City web site and will remain open until 6-3-16.

Interviews Scheduled

- Permit Technician (Planning)
- Maintenance Worker II – Streets (Public Works)

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

- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works)

Employee Events

- New employee orientation will be held on May 26

Risk Management Projects

- Attended claims committee meeting.
- Attended wellness executive board meeting.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract approved by City Commission at the 4/19/2016 Commission meeting.
 - Finance – Interactive Voice Response System – Project underway, vendor delivered Virtual Machine files to IT for installation. IT working on install of the virtual server and integrating in to the network domain.
 - Clerk's Office – Email Archive system replacement – Barracuda server appliance has been configured and receiving new mail, working with vendor to import all old mail from current email archive system. Operational testing continues.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 12 New work - 40 completed - 33 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	47679	Inbound E-Mails Blocked	30401
Delivered Inbound E-Mails	16990	Quarantined Messages	288
Percentage Good Email	35.6%	Virus E-Mails Blocked	329

- Notable Events:
 - The Casements is now connected to the City network by a Point2Point wireless link to City Hall. The new link is directly transferring data at about 500Mb bi-directional. The old cable modem VPN connection was operating at 5Mb/30Mb and became unreliable.

- Geographical Information Systems (GIS)

- Addressing Additions: 15 Changes: 1 Corrections: 1
- Map/Information Requests: 12
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 15: Total in system = 744
- Meters GPS Located this week: 3: Total in system = 23,259; 22,555 potable, 693 Irrigation, 11 Effluent

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - City Commission Meeting
 - EDC Grand Opening
 - Andy Romano Beachfront Park Meeting
 - Casements Guild Meeting
 - Staff Evaluations
 - Park Inspections Budget Discussion

- Recreation Program Specialist
 - Environmental Discovery Center Grand Opening
 - First week of EDC operating to the public
 - EDC volunteer training
 - EDC Budget Meeting
 - Media interview with News-Journal for EDC
 - Community Garden site review
 - City website updates
 - Social media updates

- 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

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Lady Renegades Softball continued their spring practices this week at 6pm at the Softball Quad. They also held their annual Memorial Weekend Tournament on Saturday and Sunday.
 - Golden Spikes continued practices this week on Nova Fields #2 - #5 as well as on the Kiwanis Field at the Sports Complex at 6pm and 7pm Monday through Thursday.
 - OBYBSA Recreational Program finished playoff games this week at the Sports Complex on Monday night due to the rainouts last week.
 - 6-A-Side Adult Soccer League, start their game season on Tuesday and Thursday night from 5-8pm on the Sports Complex soccer fields. They were rained out both days last week.
 - Recreational Softball will finish their playoffs this Tuesday and Thursday at the Softball Quad.

- 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
- Greased and cleaned equipment
- Dragged fields for recreational and competitive teams
- Removed goals, trash cans, sandbags, corner flags, etc. from soccer fields
- Added crimson stone to Nova Field #5
- Set up fields for 6-a-Side Soccer League
- Set up fields for Lady Renegades Tournament

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

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats and CMT held regular classes.
 - Tuesday and 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:
 - Homegrown Country All-Stars, Thursday, 7:00pm to 9:30pm
 - PACE Center for Girls Graduation Ceremony, Friday 1:00pm to 3:00pm

- South Ormond Neighborhood Center
 - Splash Pad open through December 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Youth Basketball
 - Jazzercise Monday
 - Basketball Tournament Saturday/Sunday
 - Pavilion rental Sunday
 - Elementary school field trips this week
 - Staff attended training for the summer food program
 - Pavilion rental Thursday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Assisted with set up and supplies for Police Awards banquet
 - Assisted with Walk with the Manager
 - Planning of 2016 events through July
 - Memorial Day Remembrance Service, Monday, May 30
 - Reel in the Fun Fishing Tournament, Saturday, June 18
 - Independence Day Celebration Independence Day, Monday, July 4
 - Summer Sounds Concert Series, July 15, 22, 29

- Gymnastics
 - May session in progress
 - Registration open for June session
 - Trial classes are being offered to attract potential students
 - Continued training of new Rec Leader
 - Gymnastics Instructor back from maternity leave this week
 - Working on contract for long-term gym rental
 - Open Gym dates set for June

- 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 continue to meet at various times throughout the week.
 - Staff continues to plan for summer activities.
 - The coordinator and a staff member attended training for the summer food program.
 - A basketball tournament was held at the Nova Community Center Saturday and Sunday.

- The Casements
 - Seaside Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
 - A wedding ceremony was held in Rockefeller Gardens on Saturday from 2:30 p.m. to 6:30 p.m.
 - A baby shower was held at Bailey Riverbridge on Saturday from 3:00 p.m. to 7:00 p.m.
 - The Tomoka Triathlon was held at Fortunato Park on Sunday from 6:00 a.m. to 1:00 p.m.
 - Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
 - Pilates classes met Monday through Friday at The Casements.
 - The Guild By-Laws committee met in the Preservation Room on Monday at 10:00 a.m.
 - Yoga met on Tuesday morning at The Casements.
 - The Guild held their last general body meeting of the fiscal year in The Casements' gallery on Wednesday from 9:30 a.m. to 12:00 p.m. The next meeting will be held in September.
 - Docents gave a special tour to two senior groups, one on Wednesday and one on Thursday.
 - The Memorial Day Service Committee met in the Preservation Room on Wednesday from 11:00 a.m. to 1:00 p.m.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - My Big Fat Greek Cooking Class was held in the kitchen on Thursday from 4:30 p.m. to 8:30 p.m.
 - A wedding rehearsal was held in Rockefeller Gardens on Thursday from 5:00 p.m. to 6:00 p.m.
 - Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
 - A wedding ceremony was held in Rockefeller Gardens on Friday from 3:30 p.m. to 7:30 p.m.
 - A wedding ceremony was held at Ormond Memorial Gardens on Friday from 6:30 p.m. to 7:30 p.m.

- Parks Maintenance
 - Citywide inspection of parks
 - Posted and inspected pavilions with reservations
 - Wood repairs at the Magic Forest
 - Boardwalk trail cleanup at Central Parks, trimmed limbs, washed wildlife signs

- 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 11 water filter cartridges for ice machines, various locations
 - Assisted with air compressor PM at City Hall
 - Programmed new t-stat at PAC Office
 - Repaired seat belt sign on electronic gate at Fleet
 - Pre-construction meeting for electronic gate at Airport Sports Complex

- Re-programmed t-stat in hallway at Senior Center
- Cleaned and sanitized ice machine at Building Maintenance
- Repair work to shower, splash pad and bathrooms at Andy Romano Beachfront Park
- Repaired lock for building A at Senior Center
- Repair security door bell at PAL House
- Replace fluorescent bulbs in storage room at Airport Sports
- Met roofing contractor at the Police Department and The Casements
- Repair the scoreboard wires and box at Nova
- Replace lights in the activity room at Nova
- Repaired men's toilet at Cassen Park

Police Department

Administrative Services

- Attended Weekly Staff Meeting.
- Attended the Citizen Police Academy.
- Attended the Environmental Learning Center Grand Opening.
- Attended bi-weekly Crime View Meeting.
- Attended Monthly Sergeant's Meeting.
- Attended Do the Right Thing Ceremony.
- Attended Law Enforcement Day Memorial Service in Daytona Beach.
- Held a Canine Candidates Selection Board to select the next canine handler.

Community Outreach

- Marketing, sponsorships, and planning for "Badges n' Board shorts" Surf Event for June 4th (Surf Contest, Surf Clinic, and infant water safety).
- "SLAP" held on May 24th.
- Taught anti-bullying at St. Brendan's School on May 23rd.
- Planning and donations have begun for National Night Out.
- Conducted "Citizen Police Academy" for DUI and Traffic Enforcement on May 19th.
- OBPD Officers participated in the Dodge Ball tournament and dinner for "Lights and Sirens" Police and Fire Appreciation Day Festival at Riverbend Academy.
- Assisted with development of program and presentation for the Awards Ceremony on May 18th.
- Mentoring students at Tomoka and Ormond Elementary.
- Taught DARE at Osceola
- Cameron Walden, Youth Directors Council member, received his award for Male Youth of the Year from National PAL on March 26th in Tampa.
- The 3rd, 4th, and 5th grade READ program offered in partnership with Ormond Beach Elementary School concluded last week. Books were exhibited at the school and the celebration for completing their books was held on May 25.
- OBPAL basketball practice continues for the 8th and 9th grade teams. The next tournament is June 10 – 12.
- Field trips and programs for the Summer Connections Partnership are being reviewed and finalized. Art, science, reading, tutoring and computer lab will be offered Monday through Thursday from 1:30 – 4:30 p.m. Field trips will be to the Brevard Zoo, Orlando Science Center and Daytona Lagoon.

Community Services & Animal Control

- Animal Calls responded to : 44
- Animal Reports: 2
- Animals to Halifax Humane: 7 (Dogs and 3 Cats: 4)
- Trap Neuter Release: 1
- Shot Clinic: 28 Pets
- Special Magistrate: 2 Animal Cases

Criminal Investigations

- Cases Assigned: 39
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 6
- Inactive: 19
- Fraud: 5
- Burglary Residential: 8
- Larceny Car break: 7
- Grand Theft: 5
- Auto Theft: 2
- Vandalism: 4
- Sex Offense/Rape: 2
- Robbery: 1
- Assaults: 3
- Police Information: 1
- Death Undetermined: 1

Records

- Walk - Ins / Window 124
- Phone Calls 136
- Arrest / NTA'S 33
- Citations Issued 51
- Citations Entered 0
- Reports Generated 163
- Reports Entered 140
- Mail / Faxes / Request 28

Patrol

- Total Calls 1,550
- Total Traffic Stops 111

Operations

Crime Opportunity Report Forms: 246

- 5/18/16
 - Stolen Vehicle, West Granada Boulevard and North Beach Street. Reporting party advised he ran out of gas on the bridge. He left the keys with the vehicle. When he returned with gas it was gone.
 - Burglary Residence, 40 Sandalwood Lane. This is a vacant home. Entry was possibly made via the sliding glass door. Two light fixtures and a Greek style pedestal were taken.
 - Warrant Arrest, 144 South Ridgewood Ave. CIU units observed a fugitive outside of the residence. Numerous additional CIU and patrol units responded. The fugitive gave himself up and was taken into custody.
 - Shoplifting Arrest, 1521 West Granada. (Wal-Mart) Loss Prevention was made aware of an employee who was obtaining customer receipts, selecting merchandise to match the receipts from the shelves and returning the items for refunds. Suspect was arrested for dealing in stolen property and theft.
 - Battery-Domestic Violence Arrest, 1285 Biltmore Drive. Suspect was arrested for going hands on with the victim. Suspect was also charged for depriving the victim from calling 911 for yanking the phone out of the victim's hand.
 - Warrant Arrest, 44 Spring Meadows Drive. Suspect was arrested on an open warrant for child support with full extradition out of Michigan.
 - Trespass Arrest, 839 South Atlantic Avenue (Andy Romano Park). Suspect was arrested for trespass after warning after being trespassed from the park last month.
 - Warrant Arrest, South Atlantic Avenue and Arlington Way. Suspect was arrested on an open warrant for Failure to Appear for Possession of Paraphernalia.

- Battery-Domestic Violence Arrest, 1090 N US1 #1A. Suspect was arrested for going hands on with the victim.
- 5/19/16
 - Burglary Residence, 3 Chippingwood Lane. Forced entry to a sliding glass door. A brick was used to break the glass. Three guns were taken.
 - Burglary-Residence, 1085 West Granada Boulevard. The victim reported his bedroom was burglarized and a safe broken into. Approximately \$1,000 dollars cash was taken.
 - Burglary Residence, 408 Oak Park Circle, The victim reported that while away for 2-3 hours someone entered the home and stole money.
 - Armed Robbery (Knife), 601 Hammock Lane. Victim advised while at the park to feed the fish victim was approached by a suspect that stated the victim owed suspect \$120 and wanted the money. The suspect placed a knife to the victim's throat and went through the victims pockets and found a wallet containing \$19. Suspect took the money, and told the victim that he was going come back to collect the rest of the money.
- 5/20/16
 - Carbreak, 1634 North US1 (Super 8 Motel). Passenger window smashed out. Nothing taken.
 - Carbreak, 1634 North US1 (Super 8 Motel). Passenger window smashed out. Ammunition stolen, which was recovered in a nearby water puddle discarded.
 - Burglary Residence, 45 Oak Avenue. Victim came home and discovered home burglarized and items taken from the residence.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was caught by loss prevention stealing miscellaneous items. Suspect was released with a Notice to Appear.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by loss prevention stealing approximately \$180 of seafood. Subject fled but was eventually located running behind Boston Market next to Wal-Mart.
 - Trespass Arrest, 910 South Atlantic Avenue (Planet Fitness). Suspect was arrested for trespassing after warning. Supect was issued the warning last week.
- 5/21/16
 - Solicitor Arrest, Williamson Boulevard and West Granada Boulevard. Suspect was observed soliciting traffic for money and taken into custody for the City ordinance violation.
 - Carbreak, 17 Park Place. Vehicle unlocked. Miscellaneous property taken included a GPS system.
 - Solicitor Arrest, West Granada Boulevard and I-95 northbound off-ramp. Suspect observed soliciting traffic for money and arrested for City ordinance violation.
 - Burglary, 80 Loyola Drive. Victim reported that an unknown suspect entered the garage and took a chain saw and a scooter.
 - Stolen vehicle, 183 Benjamin Drive. Victim was delivering pizza for Pizza Hut in the area and left the keys in the vehicle. An unknown suspect jumped into the car and fled.
- 5/22/16
 - Solicitor Arrest, West Granada Boulevard and Interchange Boulevard. Suspect was observed making a cardboard sign for soliciting and then soliciting traffic. Subject was arrested.
 - Domestic Battery Arrest, 66 Riverview Drive. Victim and suspect got into an altercation at the residence. Suspect was arrested for domestic battery against the victim.
 - Burglary Residence, 80 Loyola Drive. The vehicle that was listed as stolen in this case was recovered and an arrest was made on a suspect who admitted to riding the scooter, suspect said he traded stolen pressure washers for it at 80 Loyola Drive. The pressure washers were stolen from Daytona International Speedway and suspect confessed to the theft. A Daytona officer responded to interview him.
 - DUI Arrest, 700 Block West Granada Boulevard. Suspect was arrested for DUI after a traffic stop. The officer found suspect unresponsive in the vehicle at the intersection of West Granada Boulevard and South Nova Road.
- 5/23/16
 - Burglary-Residence, 1291 Fernway Drive. The victim arrived home and discovered a 42" flat screen television was stolen from the bedroom. All doors were locked but there was a small bathroom window unsecure.

- DUI Arrest, 460 South Atlantic Avenue (Sunoco), A passerby reported a reckless driver swerving all over the road. Contact was made with the driver at the above location. A DUI investigation was conducted and the driver was arrested.
- Trespass and Resisting Arrest-241 N US HWY 1 (Pirana Grill). Suspect was arrested after refusing to leave the property after being issued a trespass warning.
- Carbreak, 127 Pine Cone Trail. Two vehicles were entered. One had the Driver's window broken out and the other was unlocked. Nothing was missing from either vehicle.
- Carbreak, 131 Pine Cone Trail. Unlocked vehicle. Nothing was stolen.
- Carbreak, 5 Timberline Trail #A. Driver's window was smashed. Nothing was stolen.
- Carbreak, 3 Timberline Trail #B. Unlocked vehicle, Lap Top and I pad were taken.
- Burglary Residence, 530 South Center Street. Forced entry through the screen/window. 3 Samsung TV's, lap top, and tablet long with other items were stolen.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 12
 - Number of Uniform Traffic Citations Issued: 10
 - Number of Written Warnings Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injuries: 1
 - Crash Investigation General Information:
 - 16-05-00381: Vehicle versus bicyclist. Cyclist sustained serious injuries and was declared a trauma alert at the scene. Bicyclist is expected to survive his injuries.
 - 16-05-00419: Four car crash with injuries.
- General Comments:
 - Participated in the Law Enforcement Memorial Service.
 - Participated in Vehicle Day at Tomoka Elementary School

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 9 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 1 Case initiated
- 3 signs have either been removed or sign cases created.
- 17 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and ninety-five (95) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 - Tie-in connections for the new North Beach Street watermain were completed at the intersections of Putnam Avenue, Warwick Avenue, and Greenwood Avenue. New water meters continue to be installed along North Beach Street following the tie-ins. Installations of replacement watermain has begun on Grove Street between Division Avenue and Ellsworth Avenue, and on Fairview Avenue between South Washington Street and Ridgewood Avenue.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The Contractor anticipates finishing switchover of relocated services this week, restoration is in its final phases.

- Environmental Discovery Center – The interior display features and interior and exterior educational information displays/signage installation was completed for the grand opening and ribbon cutting ceremony.
- North US1 Landscaping (Airport Road to I-95) – The Contractor has installed irrigation and trees from Airport Road to I-95, and all of the directional drills under the interstate have been completed.
- Downtown Stormwater – Silt fence and tree protection barricades have been installed, crushed concrete for the trenches has been delivered.
- WWTP Sludge Thickener Improvements – Electrical work is underway.
- Fire Station 93 Roof – Project is complete.
- Communications Infrastructure – Conduit has been installed at The Casements to make the point to point connection. Final completion of the connection is anticipated this week.
- City Hall Chiller Pump Replacement – The electrician has started work and installation of the new blowers is underway.

Design Projects:

- South Peninsula Reclaimed Expansion – Design has begun and the Cost Share grant application was submitted to the St. Johns River Water Management District (SJRWMD).
- Laurel Creek Stormwater Pump Station Improvements – Bids were opened on May 11 and are under review.
- West Ormond Community Center – A meeting was held to review the study results prior to presenting the study to the City Commission.
- A1A Landscaping (Granada to Harvard) – Staff submitted the design plans for FDOT review.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
- Water Treatment Plant Lime Silo Dust Arrestor – Project was awarded at the May 17 City Commission meeting; Consultant is preparing contracts for execution.
- Water Treatment Plant Controls and Pump Upgrade – Consultant has prepared a recommendation of award for L7 Construction, Inc.
- WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held.
- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is underway.
- Ormond Beach Sports Complex Traffic Calming - Installation of speed tables for traffic calming on the roads of the Sports Complex is included in the 2016 Roadway Resurfacing Project bid.
- Sanitary Sewer Inflow/Infiltration - Project cost estimate and budget limitations requires reduction of the scope, such that highest priority locations are inspected and reported. List of locations is being revised accordingly.
- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed.
- 2016 Corrugated Metal Storm Pipe Repairs - Bid award has been submitted for Commission approval at the June 7 meeting.
- Lincoln Avenue Parking Lot – Design drawings have been completed. Construction proposal is being finalized with continuing contract Construction Manager. A Work Authorization for pre-demolition inspection services for the two existing onsite buildings is being prepared.
- 2016 Roadway Resurfacing - Bid award has been submitted for Commission approval at the June 7 meeting.
- Forest Hills Connector Trail – City staff is continuing survey work for the route from Forest Hills to Granada Blvd., as well as from Misner's Branch to Tomoka Elementary School.
- Wilmette Avenue Pumping Station – A meeting was held with the Consultant on May 12 to discuss the project, some ground truthing of the previously installed elements is being completed.
- Ph III 2-Inch Water Main Replacement – Mainland - Preliminary design plans are being prepared, which will be used by staff and Consultant to field visit each location where watermain is proposed for replacement and determine optimum location for new watermain installation.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Design is in process.

- Downtown Stormwater Phase 2 - A meeting with the design Consultant was held to develop a scope of work and proposal for the Phase 2 construction plan development.
- Fleming Ave Drainage - Staff, along with a design consultant, are investigating options for improving the drainage system along Fleming Avenue, between Fairview Lane and Bryant Street, where flooding is most frequent.

Department Activities

Administration/Meetings/Customer Service/Other:

- Laurel Creek Culvert Replacement/FPL Orchard Street Substation – Site cleanup and restoration are underway.
 - Hand Ave Resident Assistance - Investigated resident's concern of road stormwater runoff impact to low laying property. Staff is looking into a modified driveway apron to keep stormwater from the street from impacting the property.
 - Nova Landfill Closure - Consultant has been authorized to perform FDEP required groundwater sampling and reporting for the semiannual cycle and the natural attenuation monitoring plan.
 - Researched and located old as-built drawings for the water treatment plant centrifuge building and supplied PDF copies to Consultant, per request.
 - Created sketch and legal description for 153 Avalon Drive property annexation, per Planning Department request.
 - Researched and located several miscellaneous old drawing files for the Breakaway Trails wastewater treatment plant and supplied PDF copies of the same to Utilities Division, per request.
 - Onsite visit to 1425 West Granada Blvd. to investigate possible depression and determine cause, per Fire Department request.
 - Environmental Discovery Center: Completed set-up of turtle tank, native fish tank, aquaponics tank and snake tank.
- Environment Management
- Street Maintenance
- Asphalt / Concrete
- Assisted Sign Shop with 911 sign for EDC building
 - Grinded/removed trip hazard at trail sidewalk on Division Trail head
 - Pulled forms, backfilled, prepped for asphalt on Loyola Dr
 - Patched 3x3 section of concrete in sidewalk from utility repair on Hand Ave near Coolidge
 - Mixed and poured section of driveway for Water Div on 1500 block of John Anderson 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
- Stump grinding citywide
- Removed 56 palms on Sterthaus
- Picked up downed palm tree on SR40 at Lowe's; tree in ditch at Fleming and R.R. tracks; dead oak on 100 block of New Britain; fallen tree at Memorial Gardens; removed dead limbs over ROW on Seton Trl
- Trimming on Walden Ln, Sycamore Cir, Petrea Ter

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 (Department of Transportation) 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
- Trimming on N Halifax Dr & John Anderson Dr; Rockefeller & Riverside (for view of stop signs)
- Picked up concrete on Loyola Dr

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- In-shop training
- Reinstalled 25 mph speed limit sign on Orchard Ave
- Road striping inventory citywide/various places
- Attended new Graphtec Cutter class

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected Citywide
- Inlets – inspected and cleaned Citywide
- Basin cleaning – Citywide, all zones
- Continue pipe repair on Loyola Dr
- Pipe replacement on 900 block of S Beach St

Mowing

- Reach Out – SR40
- Slope mowing – SR40
- Bush Hog – SR40

Street Sweeping/Streetsweeper

- 110 miles of road cleaned
- 11 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
30,065

PM Services completed for the week:

Emergency—Vehicles and Equipment

9

Non-Emergency Vehicles and Equipment

19

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 11,337 gallons of unleaded and 9,833 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,438 gallons of unleaded and 923 gallons of diesel.
- Fleet completed 54 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Sent engineer existing facility plans to assist with the design effort.

- Division Avenue Well Field Raw Water Piping – Contractor preparing response to as-built comments.
- Dual Check Valve Installation Services – Contract is nearing completion in the north peninsula reuse service area.
- Effluent Outfall Replacement – Review comments were given to the design engineer for incorporation into the final plans.
- Fire Hydrant Replacement Program – Contract renewal was approved at the 5-17-16 City Commission meeting under Resolution No. 2015-147. FDOT was contacted to determine if a permit is required to replace two hydrants on S. Atlantic Ave.
- Lift Station 10M & 12M Rehabilitation – Consultant was authorized to begin design.
- Lift Station 8M1 – Award recommendation to Danus Utilities, Inc. for \$216,050.00 is scheduled for the 6-7-16 City Commission meeting.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent Pump Station Pump #2 operational evaluation is underway. Motor noise to be investigated.
- Rima Wells Auxiliary Power Generator – Transfer switch that was delivered to the site was damaged. Switch was returned to the vendor.
- Sanitary Sewer Inflow Infiltration Project – Received breakdown of pipe types in each system to assist with areas to be televised.
- Shadow Crossings Force Main Improvements – Project advertised for receipt of bids on 5-26-16. Addendums 1 and 2 were issued to clarify the PVC pipe type and respond to questions at the pre-bid meeting.
- Sodium Hypochlorite Storage Tank Replacement – Discussed building department permits with the contractor. Sodium hypochlorite tanks are being manufactured.
- SR 40 Irrigation – Landscape architect and grounds maintenance to determine feasibility of service connection at an easterly median.
- Storage Tank Repairs and Maintenance – Obtained coating information for the elevated tanks at the water plant and Breakaway Trails and sent the information to the engineer. Paint samples were taken to determine if lead exists in the paint. Engineer visited the water plant and Breakaway Trails sites to obtain additional information on the tanks.
- Water Plant Aerator Housing Rehabilitation (CIP) – Award recommendation to E & D Contracting Services for \$163,000 is scheduled for the 6-7-16 City Commission meeting.
- Water Plant Lime Silo Dust Arrestor Project – Contracts are being prepared for execution.
- Water Plant Pump & Control Upgrades – Consultant has prepared a recommendation of award for L7 Construction, Inc.
- Utilities SCADA Upgrades – Project kick off is anticipated to begin in early June 2016. Staff provided list of remote facilities to consultant for radio path survey activity.
- 3845 John Anderson Drive - Plans are being prepared for the Volusia County Use Permit Application.
- 11 and 15 Sunny Beach Drive – Plans are being prepared for the Volusia County Use Permit Application.
- 30 Valhalla – Use Permit for water service replacement was received from Volusia County.
- 20, 22 and 24 Seacrest Drive – Use Permit for water service replacement was received.
- SPRC Projects: Campana – Preconstruction meeting was held. Clyde Morris Boulevard CTD 355 – Met with the engineer to discuss the project. The developer requested a letter indicating that Ormond Beach has the capacity to serve the entire project including the portion of the project located in Daytona Beach. CVS – The engineer is preparing a plan for connecting to the water main stub out underneath the Nova Road Sidewalk. Ormond Central – Verification of sewer laterals needs to be performed along SR 40 sewer main. Pennsylvania Ave. Right of Way Vacation – Reviewed request to vacate the right-of-way through the proposed Ormond Gateway commercial site. 570 Fred Gamble Way – Reviewed plans for a lot split. 680 and 686 John Anderson Drive – Reviewed lot split plans. 1140 and 1245 W. Granada – Met to discuss potential uses for these addresses. A medical office and drive through restaurant conceptual plan was presented for 1140 W. Granada. A conceptual plan for a medical walk in center was discussed for the 1245 W Granada Blvd location. Engineer requested drawings of the Granada Blvd. force main to evaluate capacity to serve this site.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 38.33 million gallons for the week ending May 20, 2016 (5.47 MGD).
 - Backwashed 12 filters for a total of 512,000 gallons backwash water.
 - Produced and hauled 40.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 34.45 Million Gallons.
 - Produced 24.98 Million Gallons of Reuse.
 - Produced 9.47 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.92 MGD, plant designed for 8 MGD.
 - Hauled 89.91 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 16 water service leaks.
 - Replaced 2 residential water meters.
 - Replaced or repaired 21 water meter boxes.
 - Replaced 3 water services due to aged piping. Contractor installed 2 - 2" casings for water service replacements under roadways.
 - Installed 7 new water services and meters for new residential construction.
 - Performed yearly scheduled pressure testing of 4 City owned backflow preventers.
 - Responded to 24 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 10 main line valves in the Hand Ave and surrounding subdivisions.
 - Disconnected 1 residential water service due to a building demolition.
 - Repaired a 6" water main on Ocean Aire Terrace south.
 - Performed maintenance on 10 fire hydrants in The Falls subdivision
 - Accuracy tested a ¾" residential water meter due to a billing discrepancy.
 - Disconnected the 2" flushing device on N. Beach St due to the new 8" water main being placed in service.
 - Backfill and landscape Water Distribution excavation sites.
 - Rescind all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 165 regular and 1 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
 - Responded to 8 Request for utility verifications for residential and commercial properties.
 - Exercising main line sanitary sewer force main valves in Phase 1 of Hunters Ridge once monthly to bleed off air to reduce the line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Crews replaced a broken lateral manhole tap @ 260 Greenwood Ave.
 - Performed a flow/pressure test @ 115 Deep Woods Way - found the 1" brass valve to be faulty and replaced it. Flow rate back to normal all OK.
 - Crews dug up and disconnected the sanitary service and the reuse service @ 474 Triton Rd. (new house construction)
 - Repaired broken clean outs @ 128 Loyola Dr. and @ 130 Hernandez Ave.
 - Crews replaced a faulty latch assembly on the reuse meter vault @ Melrose Ave. and N. Beach St. river crossing.
 - Called in locates for a sewer disconnect @ 301 Ocean Shore Blvd.
 - Crews performed walk through inspection of new EDC @ 601 Division Ave.

- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 28/26 psi, Ocean Mist Hotel @ 25/20 psi, Ormond Mall @ 18/15psi. Continued flushing of air release's in an effort to lower the force main pressures.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 26/4psi. Foxhunters Flat (2 inch) 20/2 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
- Televised 22 laterals from our PM list, Found 7 that needed to be cleaned, and 15 that were clean and clear, and 0 requiring repairs. Locations placed on a 6 month follow up listing.
- Performed annual root control on 2 Sanitary Service Laterals.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Room – Pump #2, begin modifications of pump seal cooling lines recommended by pump manufacturer. Pump #2 motor noise noted – motor manufacturer contacted for precautionary inspection, motor placed into backup position until findings are presented.
 - Influent Pump #3, intermittently shutting down, check valve limit switch not operating, replaced with shop stock, ok.
 - Ormond Mall, Spanish Waters, assist Collections on A1A Force Main.
 - Sandy Oaks install and program replacement VFD/Inverter #2 pump, ok.
 - Screw Pump #3, not responding remotely, reset at SCADA/MCC, possible storm related power fluctuation, ok.
 - Bear Creek LS, follow-up from call out, replaced digital input card at RTU, will monitor.
 - Digester Blower #3, belt failed, replaced belt with new inventory, ok.
 - Centrifuge Sludge Feed Pump #2, noisy operation when used above 70 gpm, possible debris in pump, pump not to be used above 70 gpm until issue is resolved, will monitor.
 - Swing Zone Blower #1, not responding to remote commands, reset control system, unit operational, possible storm related.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: Bear Creek, SCADA read issues at RTU, will follow up during duty hours; Charleston Square, Towne Square, 9M, 10M, 11M, 1P, 2P, Cypress Place, Shadow Crossings, Deer Creek, Southern Pines, Forrest Quest, phase loss, high level, all storm related, all stations power restored without incident, Forrest Quest found high level local alarm while on other station calls, no call was placed by WIN911 system, will follow up during normal duty hours, all other stations ok; 1M, phase loss, FPL power out, contacted FPL, power restored without incident, ok.
 - SCADA monitor/response: Chelsea Place #2 – high level, no calls from WIN911, FPL power out, FPL notified, support power outage with generator, will follow up with troubleshooting of RTU/WIN911; 3P, high run hours #2 pump, deragg #1 check valve.
 - 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 Plant PM's: Influent Odor Control; Swing Zone Blowers, #1, #2; Effluent Transfer Pumps, #1, #2, #3; Poly Blends, #1, #2; Screw Pumps, #1, #2, #3;
 - Semiannual Plant PM's: Carrousel Blower #3.
 - Annual Plant PM's: Carrousel Surface Aerator #1N.
 - Lift Station PM's: 10 monthly and 3 annual performed.
 - 64work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slaker #1, adjusted grit belt as needed, ok.
- Shop, clean and lubricated tools as needed.
- Well 32, follow up from contracted repairs, grouted well discharge plate, cleaned well building.
- Assisted with monitoring well samples
- Aerator building, repaired water line at south wall, ok.
- Shadow Crossing Reuse, tank level reading at SCADA malfunction, replaced level transducer.

- Well 26H, install sample port.
 - All inter connects and booster stations, inspected for flooding after heavy storms, pumped out Nova and Airport Road, ok.
 - Granada booster station, replace non-operational sump pump, ok.
 - Wells 19 S.R., 23 H, 38 R, and 40 R, not responding after storms, reset and test, ok.
 - Monthly Well PM's: Hudson 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program – Staff is evaluating the results of consecutive analytical reports for a permitted facility. The facility exceeded the permit limit on a non-crucial analyte. Staff is developing a notice to inform the facility and request a response plan.
 - Local Limits Evaluation – Staff is developing the Plan of Study for the Local Limits evaluation for submittal to FDEP. The study will provide the framework for the developing the new local limits.
 - Special Waste Profile and Disposal Application – Staff submitted and received approval from the Volusia County Solid Waste department for the removal and disposal of the dumpster utilized by the collection system. The waste will be delivered via contractor to the Volusia County Landfill.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report). The Volusia County Health Department provided feedback on the data and the Utility will apply those changes. Staff is contracting a local printer to design and produce the brochure. The report will be available on the City's website for customers to access electronically.
 - Wetlands Monitoring Report – The contractor, a local biologist, assessed the health of the wetlands in Rima Ridge which is a portion of the Wetlands Monitoring Report. The contractor's findings are being combined with City well monitoring data for the final report. The report is being uploaded to the St Johns River Water Management District.
 - Backflow Assembly Compliance – Staff is monitoring the compliance rate of the privately owned backflow prevention devices to ensure a satisfactory rate. The Volusia County Health Department inquires about the compliance of the City's Cross Connection Control program.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager staff meeting
- Staff attended and provided support for May 25, 2016, Budget Advisory Board meeting
- City Clerk attended Claims Committee meeting on May 26, 2016
- Staff attended and provided support for May 26, 2016, Public Works Advisory Board meeting
- Agenda packet preparation for June 7, 2016, City Commission Meeting

Status of Department Projects

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