

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 19, 2017

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with Police Chief, Planning Director, Utilities Manager, Finance Director
- Discussion with senior staff regarding trees on Old Tomoka Road
- Discussion with senior staff and City Attorney's office regarding sidewalk maintenance
- Continued CIP meetings with departments
- Prepared for Ted MacLeod Building Dedication Ceremony

Spoke to, attended and/or met with:

- Individual meetings with Mayor Partington, Commissioner Boehm, and Commissioner Selby
- United Way Executive Committee meeting
- City Commission meeting
- Police Department Awards Ceremony
- Discussion with Erin O'Donoghue regarding potential article on Ormond Crossings in Business View electronic magazine

Community Development

Planning

- The Planning Director and Landscape Architect met with City Administration to discuss tree harvesting in an IL zoning district. Tree harvesting activities as a principal use is only permitted in the Rural Estate/Agricultural (REA) zoning district. Trees located on vacant undeveloped lots that are designated for commercial, office, institutional or industrial uses on the City's adopted future land use map cannot be removed except as permitted through the development of the site.
- The Director met with the applicant regarding 1535 US1 North and explained that the City has funds from an EPA Grant to pay for the preparation of the redevelopment site plan but the City's consultant, Cardno, would have to do the site planning. This is important since Cardno is in the process of preparing the Site Rehabilitation Completion Order for FDEP and EDA to review. If approved, the property removed from the contamination list and the coordination of the site planning and the SRCO by one entity would be less complex. It is also advantageous to the owner since several thousand dollars in engineering costs would be saved using the City's engineering consultant.
- Legal and Planning staff held a conference call regarding the temporary sign table Planning prepared for the Temporary Sign Code amendments.
- Staff met with the property owner of 88 South Atlantic (Julian's) regarding the reuse of the property.
- The Planning Director attended the Technical Coordinating Committee meeting of the Transportation Planning Organization. FDOT reported that bridge pier repairs on SR40 over the Halifax River have begun. Estimated completion is late 2017. The confer dam construction has been delayed. The channel will remain open. SR40 Trail Corridor along with the Bunnell to

Ormond Connector has been added as a Land Trail Priority Corridor to the Florida Greenways and Trails System (FGTS) Plan. This updated Plan will guide implementation of the connected statewide trail system from 2018 through 2022 with funding mainly from SUNtrail.

- A neighborhood meeting has been established for Phase 2 of the Shoppes of Granada. The development will include a proposed Aldi's grocery store, specialty retail space, a relocated veterinarian office, and a drive-thru consisting of approximately 36,850 square feet. This meeting will be held in the Assembly Hall at the Church of the Hold Child located at 1225 W. Granada Boulevard. The meeting is on Monday, June 5, 2017 from 6:30 pm to 7:30 pm.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued
- 457 inspections performed in-house
- 106 permits valued at \$2,016,485.00

Development Services

- SPRC met with applicants from Bear Creek concerning the bridge and 1535 where the Department is assisting the applicant to obtain a Site Rehabilitation Completion Order for redevelopment of 1535 US 1 North.
- Projects receiving Building Permits and percent completed are provided below.

Project	% Complete	
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	30%	
Antares of Ormond Beach	0%	Building Permit issued on March 21, 2017
McDonald's, 1530 North US 1	98%	Construction completed. Waiting on As-builds.
McDonald's, 105 Interchange Boulevard	98%	Construction completed. Waiting on As-builds.
Pet Street Vet, 240 South Nova Road	5%	
Realty Pros	82%	
Specialty Surgery Center	60%	
Valiant Diners, Phase 2	5%	
Huntington Villas, Phase 1B	50%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	15%	

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff is facilitating the Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. Several design projects are underway by the SFM consultants including architectural and site planning and utility extension planning. SFM's objective is to begin construction in the fall of 2017.
 - Staff is preparing the first amendment to Ormond Crossings Development Agreement to modify the timing for the installation of a signal at Broadway Avenue.

- Airport Business Park
 - Staff is working with SKYO and the Florida Department of Economic Opportunity in monitoring of the 2016 job creation data and the facilitation with Career Source for training grants.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff presented the City's economic development happening to the attendees of the bi-monthly Chamber of Commerce Economic Prosperity meeting.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working with Edgewell in their continued capital investment and infrastructure upgrades to improve the US 1 manufacturing plant including fire pump system, storage tanks, underground drains, and roadway egress points on US 1.
 - Staff met with a potential restaurateur who visited several available sites in the City. The company continues to review the alternative sites in Ormond Beach.
 - Staff is working with a national grocer to locate a suitable site for a new store location.

Airport Operation and Development

- A special meeting of the Aviation Advisory Board will be held next week on Monday, May 22 to review the proposed Capital Improvement Program for the airport.
- Staff has been advised that NexTower, Inc. has provided the City's Planning Department with revised construction drawings as part of the permitting process for their proposed wireless communications tower facility at the airport. A public hearing item is now under preparation for this project.
- The City is preparing to advertise a request for qualifications (RFQ) seeking submittals from qualified consultants to provide airport design engineering services for the design phase of the project to rehabilitate and extend Runway 8/26. The RFQ will be advertised locally on Sunday, May 21.
- Hoyle, Tanner and Associates (HTA) and KB Environmental Science have completed their work to collect data in support of noise and air quality monitoring as part of the Runway 8/26 environmental assessment project. Reports of these studies will be forwarded to the FAA for review and comment prior to inclusion in the overall environmental assessment report.
- Staff has been notified by the Florida Department of Transportation that the current airport inspection report and operating license will be issued shortly.
- Staff completed work this week to update portions of the City's website related to the airport.
- The bi-annual application of herbicide along the airport's runways and taxiways is scheduled to occur next week on Friday, May 26.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement preparations are in progress.
 - Phase 1 of the Tyler Munis Enterprise Resource Planning system went live May 1.
- Completed Projects - Weekly
 - Processed 5 Journal Entry Batches.
 - Approved 97 Purchase Requisitions totaling \$2,160,152.42.
 - Issued 41 Purchase Orders totaling \$624,131.27.
 - Prepared 158 Accounts Payable checks totaling \$298,491.34 and 26 Accounts Payable EFT payments totaling \$295,175.01
 - Issued 899 past due notices on utility accounts.
 - Auto-called 105 utility customers regarding receipt of a past due notice.
 - Processed 358 payments through Interactive Voice Response System totaling \$41,664.19.

Grants/PIO

- Public Information
 - Press Releases
 - Playful City USA 2017
 - 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.
 - Received training on website update.
 - Issued weekly CodeRED notifications to residences where hydrant flushing will occur.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 1
 - Hazardous: 1
 - EMS: 93
 - Motor Vehicle Accidents: 15
 - Public Assists: 51
 - TOTAL CALLS: 163

 - Aid provided to other agencies: 12 Calls – Daytona Beach (4), Volusia County (8)
 - Total staff hours provided to other agencies: 9
 - # of overlapping calls: 40
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 76
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 495
- Training Hours
 - NFPA 1001: Firefighting 32
 - NFPA 1002: Driver 8
 - NFPA 1500: Safety/Equipment 7
 - NFPA 1620: Preplanning 5
 - TOTAL TRAINING HOURS: 52
- Station Activities
 - Updated 19 pre-fire plans
 - Conducted 3 fire inspections
 - Serviced 32 fire hydrants
 - Provided tour of Fire Station 91 to group of cub scouts
- Significant Incidents
 - 5/12/17, 7:46 PM: Pinto Ln./W. State Road 40 (Unincorporated Volusia County) – Motor Vehicle Accident – Responded to a one vehicle accident – both passengers ejected – one patient transported by Air One as a trauma alert – one fatality on-scene.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, Indeed, National Testing Network, and internally.
 - Office Assistant IV (Support Services) open 5-4-17 until 5-19-17. Advertised on City web site, governmentjobs.com, Indeed, Embry Riddle, and internally.
 - Part Time Office Assistant I (HR) open 5-4-17 until 5-19-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Maintenance Worker II (Water Distribution/Public Works) re-opened 5-10-17 until 5-24-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Community Events Technician (Leisure Services) re-posted 4-24-17 until 5-19-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Summer Camp Counselors (Leisure Services) open 3-7-16 until 5-19-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Applications Under Review
 - Maintenance Foreman (Water Distribution/Public Works)
 - Maintenance Worker III (Wastewater Collection Reuse/Public Works)
 - Interviews Scheduled
 - Public Works Director (Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
- Employee Events
 - Skin cancer screening for HSA contribution continues until December 31
 - Blood drive June 5
- Risk Management Projects
 - Attend worker's compensation and liability seminar
 - American Cancer Society Relay for Life planning meetings
 - Claims research and management

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff worked through a few minor issues for a very successful go live May1 with Financials and Purchasing.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.
 - IT Strategic Plan – Gathering requested documentation, stakeholder interviews have been completed. Ongoing discussions have been taking place.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
- Work Orders
 - New: 10
 - Completed: 60

- In progress: 35
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,552
 - Inbound E-Mails Blocked: 18,343
 - Delivered Inbound E-Mails: 19,209
 - Quarantined Messages: 1,878
 - Percentage Good Email: 51.2%
 - Virus E-Mails Blocked: 7
- Notable Events:
 - Phase 1 Go-Live with the Tyler Munis system financials and purchasing went live Monday May 1, 2017. Week 3 builds on the successes of the first few weeks with only minor issues. Users are settling in to the new ways of working with the system and workflows.
 - IT Manager attended the FDLE Local Agency Security Officer (LASO) summit in Orlando. FDLE is preparing for their FBI audit and is informing the local agencies of the trickle down effects of tighter security on Criminal Justice Information (CJI) access and controls.
 - WannaCry Virus info - To date, no evidence of virus activity present. Over the weekend, IT staff worked diligently to check and re-check systems for current patches being installed. Email and web security services are being watched closely for unusual activity. Informational email sent to employees as a heads up.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 7
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,314
 - Meters GPS Located this week: 0: Total in system = 23,459; 22,716 potable, 732 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Supervisory Staff Meeting
- Assistant City Manager's
- City Manager's Meeting
- Public Works Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Assisted with Donut Dash
- Reception for Assistant City Manager
- City Commission Meeting
- VCRDA Meeting
- Joint Use of Facilities Meeting
- Job Description Review/Employee Recognition Meeting

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager

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

Environmental Discovery Center

- Archaeology Works Program: Beads 5/13
- Preparation for Plant Identification Hike Program 5/20
- Update Garden Kiosks
- Update Gardeners – Assign New Plots
- Update social media
- EDC Weekly Attendance 5/6 to 5/12: 90

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- OBSC rec and competitive teams are practicing nightly Monday through Friday at the Soccer Fields. The Rec Program had final games this past Saturday.
- Lady Renegades are holding practices for their two teams on Tuesday and Thursday nights at 6 pm at the Sports Complex on the Softball Quads.
- Golden Spikes are practicing Tuesday and Thursday nights at both the Nova Fields and Wendelstedt/Kiwanis Fields.
- OBYBSA continued recreational games this week Monday through Friday at the Nova Fields and Sports Complex Softball Quad.
- City Adult Spring Volleyball had their final night Tuesday night at 6:15 pm. The program will start up again in the fall.
- CCA MS held a soccer game on Monday at 4pm on Soccer Field 8.
- SHS Spring Football game was held on Friday night at 7 pm at the Sports Complex on Championship Field.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Prepped fields at Softball Quad for Lady Renegades and rec practices/games
- Dragged infields/sprayed weeds/used weedwacker at Osceola Elementary and South Ormond
- Blew out batting cages and dugouts at Wendelstedt, Kiwanis, and Softball Quad Fields
- Raked and dragged crimson stone at Wendelstedt in front of dugouts and on warning track
- Dragged all 20 fields daily and marked daily for games
- Painted 22 soccer fields for OBSC Tournament (laid out 5 new fields)
- Put out sandbags, totes, corner flags and benches for soccer tournament
- Painted bases at all fields
- Sprayed intruding grasses & picked up rocks/glass on Nova Fields
- Painted grass parking lot in rear of Sports Complex
- Fixed up bullpens at Wendelstedt and Nova Fields
- Watered all 18 clay infields with the warm, windy, dry weather
- Prepared fields, plus OT for Lady Renegades Softball & USSSA Baseball Tournament

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday
 - Kopy Kats held regular classes Monday and Thursday
 - Ormond Church Sunday from 8:30 am to 12:30 pm
- The Performing Arts Center is prepared to host the following events:
 - CMT Presents "Singin' in the Rain Jr." and "Disney's The Lion King Kids", Friday/Saturday, 7:00 pm-10:00 pm; Sunday 1:00 pm-4:00 pm

South Ormond Neighborhood Center

- Splash pad open through November 31
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Jazzercise Monday
- Youth baseball practice Tuesday/Thursday
- Staff working on summer camp preparation
- Pavilion rental Saturday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Assisting with Memorial Day tasks
- Assisting with setup for police awards at the field house
- Reception for Assistant City Manager
- Follow up and correspondence of Art in the Park surveys and feedback
- Assisting Senior Games Committee with planning tasks
- Planning of 2017 events through July
 - Memorial Day Remembrance Service – May 29
 - Reel in the Fun Fishing Tournament – June 17
 - Independence Day Celebration – July 4
 - Summer Sounds Concert Series – July 14, 21 & 28

Gymnastics

- Classes are going well and growing
- May session in progress
- Registration is still open for May session
- Trial classes are being offered to attract potential students
- Working with area schools to attract potential students
- Open Gym, Friday, May 19, 6-8pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open Play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- Wednesday Drop-in Club meets on Wednesday.

The Casements

- A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 11:30 a.m. to 12:30 p.m.
- A wedding reception was held at The Casements on Saturday from 12:00 p.m. to 11:00 p.m.
- A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 4:00 p.m. to 5:00 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. No afternoon tours were given on Tuesday.
- Pilates classes met Monday through Friday at The Casements.
- The Casements Guild Crafters met on Monday from 11:30 a.m. to 3:30 p.m. in Room 203.
- The Girls Scouts held a bridging ceremony in Rockefeller Gardens on Monday from 4:30 p.m. to 7:30 p.m.
- Yoga class met on Tuesday morning at The Casements.
- Casements Camera Club held a workshop at Bailey Riverbridge on Tuesday from 10:30 a.m. to 12:30 p.m.
- The Memorial Day Remembrance Committee held a board meeting in the Preservation Room on Wednesday from 11:00 a.m. to 1:00 p.m.
- Lohman's Healing Path Workshop met in Room 205 on Wednesday from 2:00 p.m. to 5:00 p.m.
- Zumba class met on Thursday at Bailey Riverbridge.
- A wedding rehearsal was held at Ormond Memorial Gardens on Friday from 4:00 p.m. to 5:00 p.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Bailey Riverbridge Pier – Repair wood to prevent trip hazard
- Cassen Park – Install mister in ladies room
- South Ormond Neighborhood Center – Reposition benches on playground and install new swing
- Central Park III – Fix loose top board and walk boards
- Nova Community Park – Replace 4x4 at practice pitching mounds
- The Casements – Secure park benches

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
- Fix clogged condensate line in generator room at water plant
- Manufactured and assembled shelving at The Casements
- Installed closet rod for table skirts at The Casements
- Repaired box office door at PAC
- Repaired door on restroom at SONC
- Met with the lightning contractor for the skate park install at Nova Community Center
- Hung the police memorial flag at the Police Department
- Repaired concession stand glass window at Nova
- Repaired the restroom mag lock at Andy Romano
- Repaired the toilet flapper at the Ormond Art Museum
- Replaced a binocular cable at EDC
- Repaired baseball sports lights at Nova
- Repaired lab door at the WWTP
- Replaced men's room toilet tank handle Fire Station 93

- Replaced mirrors at Andy Romano
- Installed concession stand glass window at Nova
- Repaired restroom flush sensor at Andy Romano
- Repaired outside restroom door handle at SONC
- Repaired decorative lights at 297 Ridgewood Avenue

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended the Crime View meeting.
- Staff hosted a public Crime View meeting.
- Staff hosted a meeting with Mr. Richard Hill in reference to neighborhood concerns around Bosarvey Drive.
- Staff attended the Crime Stoppers Banquet.
- Staff hosted the Citizen's Law Enforcement Advisory Board quarterly meeting.
- Staff attended the Awards Banquet meeting hosted at the Police Department.
- Staff participated in the 2017 Police Unity Tour bicycle ride in Washington, D.C.
- Captain Roos participated in the Donut Dash 5K run.

Community Outreach

- Ten YDC members met last week to practice their program for the upcoming YDC Conference to be held at the Coronado Spring Resort in Walt Disney World in July. Seven members assisted on Saturday with the Donut Dash 5K event at the Ormond Beach Sports Complex.
- The R.E.A.D. (Reading, Exploration, Adventure and Discover) program for 2nd, 3rd, 4th and 5th grade continues. Forty-seven (47) youth are registered for the program. The exhibition for the books created by the R.E.A.D. program participants will be held on Wednesday, May 24, 2017, at the Ormond Beach Elementary School Library from 2:30 – 4:30 p.m.
- The Donut Dash 5K family event was held Saturday, May 13, at the Ormond Beach Sports Complex. Fifty-five (55) runners enjoyed donuts sponsored by Krispy Kreme as they ran the certified 5K course at the Sports Complex. The community showed amazing support for the event. The event was well received and many racers shared that they look forward the Donut Dash next year.

Community Services & Animal Control

- Animal Calls responded to: 50
- Animal Reports: 7
- Animals to Human Society: 5
- Sick Wildlife: 2
- Reclaimed Animals: 2

Criminal Investigations

- Cases Assigned: 57
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 8
- Inactive: 10
- Fraud: 7
- Burglary Residential: 2
- Larceny Carbreak: 27
- Grand Theft: 2
- Auto Theft: 4
- Death Undetermined: 2
- Missing Persons: 1
- Recovered Missing Persons: 1
- Suspicious Vehicle: 1
- Suspicious Person: 1

- Suspicious Incident: 1
- Sex Offense/Rape:1
- Robbery:1
- Assaults: 1
- Police Information: 4
- Vandalism: 1

Records

- Walk - Ins / Window 96
- Phone Calls 83
- Arrest / NTA'S 15
- Citations Issued 96
- Citations Entered 600
- Reports Generated 175
- Reports Entered 140
- Mail / Faxes / Request 32

Patrol

- Total Calls: 1,359
- Total Traffic Stops: 106

Operations

Crime Opportunity Report Forms: 200

- 05/10/17
 - Fraud/Theft, 1670 West Granada Boulevard (RaceTrac Gas Station). The victim, who is also an employee at this location, reported that her credit card was compromised by a card skimmer on one of the gas pumps. A Detective with the Clay County Sheriff's Office also reported that he had a possible suspect in custody along with some of the victim's information.
 - Stolen Tag, 78 Abacus Avenue. Florida tag was removed from a red Dodge pickup sometime yesterday.
 - Narcotics Arrest, 145 North Yonge Street (Dollar General). Officers responded to a shoplifting call where the suspects left the scene. Narcotics were located in the vehicle during the investigation. All parties were trespassed from the store.
 - Hit and Run Motor Vehicle Crash Arrest, West Granada Boulevard and Interstate 95. A subject was involved in three separate crashes, involving a total of seven different vehicles, in the area of West Granada Boulevard. He fled all three crashes and was ultimately stopped at the 268 North bound I-95 mile marker.
 - Theft, 405 West Granada Boulevard (Office Depot). A subject employed by the store stole over \$400 from the business over a one month time period.
 - Carbreak, 215 Seton Trail (Hillside Cemetery). Forced entry made into a vehicle's trailer. Several leather jackets, tools, and a tool box were taken.
 - Battery Domestic Violence Arrest, 557 South Yonge Street. A witness called in to report observing a subject strike another at this location.
 - Battery Domestic Violence Arrest. 1319 Northside Drive. Subject shoved and attempted to tackle his live in girlfriend, after an argument.
- 05/11/17
 - Burglary, 3 Blockhouse Court (Ormond Lakes). Unknown suspect(s) made forced entry through a rear living room window. Several pieces of jewelry taken.
 - Warrant Arrest, 1521 West Granada Boulevard (Walmart). Officers responded to this location in reference to a male who was openly carrying a firearm. Officers contacted the subject, who was armed with a gas-operated pellet gun. The subject provided a false name and was eventually found to have an open warrant out of Oklahoma for accessory to felony murder.

- Burglary Residence, 2380 Arabian Trail. Unknown suspect(s) forced entry into the home by smashing out a back glass door. The victim's 22 year old son was asleep in his bedroom during the burglary. Jewelry was taken from the home.
- Battery Domestic Violence, 25 Putnam Avenue. Subject was involved in a physical altercation with her boyfriend. The argument turned physical and one party attempted to call 911 but the phone was forced away from her and broken. The victim was then strangled to the point she could not breathe. Suspect fled the area and a complaint affidavit was completed.
- 05/12/17
 - Theft, 910 South Atlantic Avenue (Planet Fitness). A subject was arrested by Volusia County Deputies for unrelated charges. He was found to be in possession of a backpack, vehicle keys and clothes that were stolen from this location. The subject was found to be in possession of stolen property from other gyms as far away as Delray Beach.
 - Driving Under the Influence Arrest, North United States Highway One/North Nova Road. Subject was reported to be driving all over the roadway and ran over a street sign at this location. She then came to a stop in front of the Tomoka Boat Club (1001 North United States Highway One).
 - Warrant Arrest, 1320 West Granada Boulevard (Dustin's BBQ). Daytona Beach Police Department advised that a subject was at this location and he has an open felony warrant out of Volusia County for Violation of Probation in reference to Arson with no bond.
 - Stolen Vehicle, 28 Lorillard Place. Subject reported that a person had been staying at her house on the couch for the past several days and that he had taken her vehicle.
 - Robbery, 1950 West Granada Boulevard. Male suspect entered the store after attempting to conceal his face prior to entry. The clerk fled to the back room when the suspect demanded cash and reached into his pocket as if he had a weapon. Suspect climbed over the counter and took the entire money till with him. The money till was recovered.
- 05/13/17
 - Carbreak, 621 Robin Road #C. Both vehicles in the driveway were entered through unlocked doors, miscellaneous CD's taken from both vehicles.
 - Stolen Vehicle, 116 Cardinal Drive #A. Victim's Kia Optima with a Texas tag was stolen from his driveway. The vehicle was said to be left unlocked with a spare key in the glove box.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject was observed by Loss Prevention and detained.
 - Driving Under the Influence Arrest, Moreland Boulevard and South Nova Road. Subject was stopped for running a stop sign and was determined to be under the influence.
- 05/14/17
 - Carbreak, 122 Chrysanthemum Drive. Unlocked vehicle was entered and nothing appeared to be missing. A napkin appeared to be out of place.
 - Carbreak, 68 Caladium Drive. Unlocked vehicle was entered and a backpack with miscellaneous clothing was stolen and recovered in the area.
 - Carbreak, 14 Canterbury Woods. Unlocked vehicle was entered and a Glock-36 (.45 caliber) handgun was stolen.
 - Stolen Vehicle, 18 Fernmeadow Lane. Silver Ford Mustang with New Jersey tag was stolen from the driveway. Victim advised that he has the one and only key and the vehicle was locked.
 - Carbreak, 27 Spring Meadows Drive. Unlocked vehicle entered with \$350 cash, money clip, debit card, fishing license and Florida Driver's License stolen. All items recovered down the road except for the cash.
 - Carbreak, 10 Canterbury Woods. Unlocked vehicle was entered a black bag containing a wallet and other miscellaneous items were stolen and later recovered.
 - Carbreak, 74 Westland Run. Unlocked vehicle was entered, the victim's wallet with \$120 cash, Florida driver's license, fishing license and a concealed weapons permit were stolen. Some items were recovered in the area
 - Carbreak, 3 Beagles Rest. Unlocked vehicle was entered and a fanny pack, purse, wallet and \$100 cash were stolen. All items were later found and returned to the victim except for the \$100 in cash

- Carbreak, 43 Canterbury Woods. Unlocked vehicle was entered and a Dell computer and computer accessories were stolen.
- Carbreak, 53 Westland Run. Unlocked vehicle was entered and headphones were stolen.
- Carbreak, 17 Foxhunter Flat. Unlocked vehicle was entered and a bag containing a lap top, blank prescription pads, check book and Stethoscopes was stolen.
- Stolen Vehicle, 32 Indian Springs Drive. Blue, 4-door, Ford F-150/FX4 with Florida tag was stolen from the driveway with the keys that were left in the truck.
- Carbreak, 150 Deer Lake Circle. Unlocked vehicle was entered and ransacked. Nothing appeared to be missing.
- Carbreak, 128 Grey Dapple Way. Unlocked vehicle was entered and \$15 in loose change was stolen.
- Carbreak, 32 Indian Springs Drive. Unlocked vehicle was entered and some items appeared to be removed from the glove box but nothing was stolen.
- Carbreak, 18 Canterbury Woods. Unlocked vehicle was entered and \$1.50 was stolen.
- Carbreak, 81 Westland Run. Unlocked vehicle was entered and a Garmin bicycle GPS was stolen.
- Carbreak, 78 East Granada Boulevard (Ormond Beach Memorial Gardens & Museum). Victim was in the park for approximately twenty minutes during which time someone smashed out the driver's side window and removed a Tigger fanny pack and contents.
- Carbreak, 137 Grey Dapple Way. Unlocked vehicle, GPS taken.
- 05/15/17
 - Stolen Vehicle, 569 South Yonge Street.
 - Carbreak, 67 Saddlers Run. Unlocked vehicle ransacked. Papers from vehicle were collected for evidence.
 - Carbreak, 18 Canterbury Woods. Unlocked vehicle was entered but nothing was taken at this time.
 - Battery Domestic Violence Arrest, 161 Nature Trail & 652 South Ridgewood Avenue. Subject was arrested for throwing a knife toward her husband and striking him with her hands.
 - Stolen Tag, 2 Greenfern Circle. Trailer tag stolen.
 - Theft, 32 Wildwood Trail. The victim suspects her neighbor stole her prescription medication.
 - Theft, 2100 Airport Road (Pathways Elementary). Grandmother of a student purchased pictures from the school. The school gave the pictures to the child's mother, who is refusing return the pictures to the grandmother.
 - Carbreak, 300 South Nova Road (Dunkin Donuts). Front passenger side window smashed in. Nothing taken.
 - Child Neglect Arrest, 1462 West Granada Boulevard (Dollar General). A baby was left in vehicle while the grandfather went shopping in the Dollar General.
- 05/16/17
 - Sex Offense, Marvin Road. Victim reported that the father had been inappropriately touching/fondling the victim over the past four years.
 - Theft, 26 Woodlands Boulevard. The victim suspects that his friend, who stayed at the residence overnight, took a TV and debit card.
 - Carbreak, 901 South Beach Street (Riviera Park). Forced entry through broken window. Purse, \$20 cash and a phone was taken.
 - Carbreak, 440 North Nova Road (Nova Community Center). Forced entry through broken window. Purse, wallet with credit/debit cards, \$400 cash, and pain medication taken.
 - Battery Domestic Violence Arrest, 295 Grove Street. Officers contacted two subjects after reports of fighting in the area. One had visible injuries to her face and the other had blood on his hand.
 - Theft, 190 Williamson Boulevard (Chili's). Employee's bicycle was stolen from behind the business.
 - Trespass Arrest, Granada Plaza. Subject was arrested for Trespass after Warning after two separate calls about his yelling and cursing in the parking lot.
 - Burglary to Residence, 28 Lorillard Place. Homeowner reported that her residence had been burglarized and jewelry and electronics taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 53
 - Number of Uniform Traffic Citations Issued: 54
 - Number of Written Warnings Issued: 5
- Traffic Crash Reports
 - Number of Crashes without Injuries: 21
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 0 Cases initiated
- 6 signs have either been removed or sign cases created.
- 5 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and ninety-three (93) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Police Department Sally Port –The Contractor has completed 80% of the proposed work and will return to replace the entry door upon delivery later this month.
 - Police Department Fence – The contractor completed installing the fence panels and is working on the gates and hardware.
 - 2017 Storm Drain Pipe Lining – a Notice to Proceed was issued with an effective date of May 22.
 - Seawall Repair at Ames and Riviera Parks – a Notice to Proceed was issued for June 26.
 - Sanitary Sewer Inspection – The Contractor has inspected approximately 53,000 feet of the 93,238 feet of sewer systems in the contract. Due to equipment breakdowns the contractor is off-site this week. The night work on Granada Blvd. has been rescheduled.
 - 2017 Roadway Resurfacing – The Contractor is preparing MOT and work plan for Amsden Road.
 - South Peninsula Reclaimed Expansion – Staff met with the Contractor and their materials supplier on May 5, materials specifications for directional drill pipe were submitted, and have been approved by the Engineer of Record. A pre-construction meeting is being scheduled prior to the end of May. Staff submitted a quarterly update to SJRWMD for the cooperative funding grant.
 - Design Projects:
 - Ormond Crossings Utility Extensions – Staff will be presenting at the June 6 CC meeting a request to approve a work authorization for design services associated with extending utilities to serve the first development project of Ormond Crossings.
 - West Ormond Community Center – The last day for citizens to answer the on-line questionnaire is today. Following that, ZCA will prepare the feasibility report and once a final draft is completed this will be presented to the CC at an upcoming workshop.
 - Ormond Sports Complex Field 9/10 Lighting – Staff is finalizing the LED lighting designs of soccer fields 4-6 (Hurricane Matthew Damage – Insurance and FEMA funded) and multi-use fields 9 & 10. To have the fields ready for the fall season staff has requested a turn-key installation proposal from one of our Construction Management firms under continuing contract.
 - WTP Sludge Residuals Facility Improvements – Met with Consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and

is being reviewed. Staff has asked the engineer to look into the screw press design technology for sludge dewatering. Screw presses could save the City up to \$60,000 per year in operating costs in comparison with the continued use of centrifuges. Andritz has agreed to come on site to perform a pilot test of their screw pump to confirm its ability to dewater the lime sludge. This will occur in June.

- Cassen Park Public Dock – Staff has received the FDEP permit and has sent that to the ACOE in order for them to be able to issue their permit. Staff submitted the grant application for resubmittal to FIND and FFWC for grant funding for construction costs.
- WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant is proceeding with design.
- Effluent Outfall Replacement – Two Bids for the project were received. The bids were above the engineer's estimate and the budgeted amount. Staff is investigating alternative repair options. The outfall pipe was televised with an underwater camera along the 1,000 feet of outfall pipe. The report indicated there were 3 locations where the pipe joints were leaking and the diffuser at the end of the outfall was missing. The good news was that the pipe was in overall good shape. Staff will be rejecting the bids received and rebidding the work with a revised scope of work that they believe will be able to be constructed under budget.
- Forest Hills Connector Trail – Staff has submitted 90% plans to FDOT; our Consultant is performing environmental field work to complete response to FDOT questions.
- CDBG (canoe kayak launches) – Staff is soliciting written installation proposals to complete the installation of both stored launches. We recently received notification from FDEP that our application for permit was approved.
- CDBG - Huguenot Park – Final plans and bid documents are being prepared for County review.
- Ph III 2-Inch Water Main Replacement – Mainland – Bids were opened on April 11, McMahan Construction is the apparent low bidder. Bid Award is scheduled for the June 6 City Commission meeting.
- Ph III 2-Inch Water Main Replacement – Peninsula – Consultant has recommended contract award to Utility Services from Loxahatchee, Florida in the amount of \$1,196,342.00; this contract is scheduled to be awarded by City Commission at the June 6 meeting.
- Downtown Stormwater Phase 2 – Consultant is working on bid documents for Phase 2 including the reworking of New Britain Avenue.
- Fleming Ave Stormdrain Improvements – Consultant has completed the preliminary Engineering and cost estimate Staff is proposing to apply for HMGP funding for this project available through Hurricane Matthew. The project estimated cost is \$650,000 and if an HMGP grant is approved it would fund 75% of the project's cost.
- Wilmette Avenue Pumping – Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen - Conceptual design was submitted and is under review.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Roof repairs at the Water and Wastewater plants are nearly complete.
- CDBG 2017 Trail & Sidewalk – Bid award to Volusia General Contractors, d/b/a Formasters, Inc. in the amount of \$111,075.00, was approved at the May 16 City Commission meeting.

- OBSC Improvements – Field 3 Lighting – Staff is working with the consultant on final plans for bidding, grant submission and FAA review of pole height and location.
- OBSC Improvements – Championship Field 7 – Staff is working with the consultant on final plans for bidding and grant submission.
- North US1 Landscaping Ph II – 2nd round of design plans were submitted to FDOT for review and permit.
- Sandpiper Lane Drainage Improvements – The bid approval disposition item has been placed on the June 6 agenda, pending approval staff will begin advertising June 11.
- Water Plant Upgrades – Staff has prepared a work authorization for commission approval at the June 6 meeting.
- Secondary Raw Water Main – Staff has prepared a work authorization for commission approval at the June 6 meeting.
- Wastewater Plant Influent Pump Station – Staff met SGM Engineering to prepare a scope of work for a Power Quality Assessment and VFD replacement recommendations at the WWTP.
- Departmental Activities
 - Archived As-Built drawings.
 - Examined SWMP and Fence Permits.
 - Assisted Neighborhood Improvement Division with the location of a fence off of Arroyo Parkway.
 - Assisted Neighborhood Improvement Division with locating a tree off of Pine Bluff Drive and off Harmony Avenue.
 - Assisted a local surveyor with utility information for West Tower Circle.
 - Assisted a customer in finding easement information near Scott Drive.
 - Created a site plan for the FPL transformer for the OBSC Fields 9 & 10 Lighting project.
 - Modified a drawing for the Memorial Gardens parking lot.
 - Modified a drawing for Sandpiper Lane Drainage Improvements project.
 - Updated North US1 As-Built drawings.
 - Gathered electrical drawings for the Wastewater Treatment Plant, per Consultant request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Mix and poured storm basin for Stormwater on Colonial Cir at John Anderson Dr; asphalt patch on Colonial Cir
- Poured concrete bench for Parks at The Casements
- Asphalt patch on New Britain at US1
- Removed broken sidewalk for DOT on Old Tomoka at Breakaway
- Assist Water Div with patch in roadway on 400 block of Riverside Dr
- Pothole repair on Harvard Dr; 100 block of Windward Ln
- Mixed and poured DOT sidewalk on US1 at Dollar General

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed cedar tree in PW parking lot; (2) dead palms at Fire Station 93; pines at OB Airport
- Trimming in Ormond Lakes, Rocky Bluff Dr, Cliffwood Cir, PAL House, Indian Trl, Oakmont Cir, US1 N of Nova

Maintenance

- Rotated Special Event Bridge signs

- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- DOT trimming in various areas Citywide
- Trimming on S Orchard St by Arby's, DOT ROW
- Pick up all cones and barricades from PW parking lot

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Ordered Sign Shop materials
- Straighten signs citywide
- Replaced (2) HIP 25mph Speed Limit signs on N Yonge St
- Straightened Stop sign post & anchor at Orchard St & Tomoka Ave
- Fixed City sign at Wilmette Ave & US1
- Check for (2) missing signs at Riverbend Church

Stormwater Maintenance

- Pond maintenance on Timberlake Ln, Airport
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Inspect & cleaned outfalls on S & N Beach St
- Moved and placed rock at Hull Rd
- Well points – PW yard
- Ditch/slope mowing on SR40
- Moved generator for Wastewater
- Moved bleachers to ballfields

Vactor

- Vac-con on Riverview Dr, Aaron Cir (system inspection/cleaned), Thomas St, and Bryant St at Fleming Ave

Street Sweeping/Streetsweeper

- 118 miles of road cleaned
- 36 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 27,046
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 8
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 10,646 gallons unleaded, 5,099 gallons diesel
 - Fuel used in one week: 2,206 gallons of unleaded and 810 gallons of diesel.

- Fleet completed 36 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – City Technical Divisions 3 & 11 specifications were prepared and forwarded to the consultant for editing.
 - WWTP Biosolids Hauling & Disposal 2017 – A piggy back contract with Daytona Beach was authorized by the City Commission this week. An executed copy of the contract and other documents were received for agenda packet reference.
 - Water & Wastewater Chemical Purchases – Prepared estimates of annual chemical costs. Specifications and a City Commission Disposition Memo were prepared for the June 6, 2017 meeting.
 - Fire Hydrant Replacement Program – Hydrant replacements are continuing as prioritized.
 - Lift Station 8M1 – Received a draft easement description for review. FDEP requested additional information concerning the clearance request. A response was sent to FDEP to address their concerns about notification signs and lift station security. Contractor is addressing as-built comments.
 - Lift Station 10M & 12M Rehabilitation: Bids were received and are being evaluated. The low bid was less than the engineer's estimate and the CIP budget for this item. A request for additional information concerning the pump calculations was received from FDEP for the permit application
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Approximately 53,000 feet of the piping has been televised and inspected. Equipment breakdowns require Granada Boulevard televising to be postponed.
 - Secondary Raw Water Main – A work authorization was prepared for City Commission Approval at the June 6, 2017 meeting.
 - Shadow Crossings Force Main Improvements – As-built drawings are being revised by the contractor to incorporate review comments.
 - Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
 - Elevated Storage Tank Repairs & Maintenance – Two (2) bids were received and bid amount well exceeds current project budget. Design engineer reviewed bids and provided a balcony design and structural repair tonnage estimate for potential negotiation purposes.
 - South Peninsula Reclaimed Expansion – Contractor is ordering HDPE pipe. A preconstruction meeting is being scheduled.
 - Water Plant Aerator Housing Rehabilitation (CIP) – Field Order #1 was issued and executed by the contractor for the aerator flange replacement.
 - Water Plant Lime Sludge Dewatering Improvements – Andritz is scheduled to arrive in mid-June to set up screw pump equipment pilot tests to determine capabilities of their equipment to appropriately dewater lime for water plant purposes. Samples will be collected by manufacturer's representative prior to testing.
 - Water Plant Upgrades - A work authorization was prepared for City Commission Approval at the June 6, 2017 meeting.
 - WWTP Influent Pump Station VFD Replacement – A meeting was held with the consultant on May 11, 2017 to review the scope of work. The scope of work was reviewed and comments provided.
 - WWTP Outfall Pipe Replacement – Bids for the original scope are going to be rejected. A revised scope of work to repair, rather than replace, the pipe is being developed. The outer diameter of the pipe needs to be measured. Utilities Division was asked to dig around a shallow portion of the piped and obtain the circumference if feasible.
 - WWTP Sludge Dewatering Improvements – Received plans for review.
 - Utilities SCADA Upgrades – Additional radio survey to determine feasibility of using the Leeway tank to enhance radio transmission capabilities was completed last week.
 - Volusia County – Right of Way Utilization Permits – Additional grading and sodding is required to curtail soil erosion into the storm drains. Plan/schedule sent to Volusia County.
 - SPRC Projects (Utilities Review)

- Bear Creek Bridge – Met with engineer concerning permitting procedures.
- Huguenot Park – Met with landscape architect to review impacts from the proposed landscaping on utilities. Adjustments were made to address the comments from the Equipment Maintenance Supervisor.
- Hunter's Ridge – Retail Utility Service Agreement was received for review.
- Independence Recycling – 800 Hull Road – Plan review comments are being addressed by the design engineer.
- Oceanside Golf & Country Club Driveway Improvements – Reviewed plans and provided comments.
- Ormond Renaissance – As-builts and partial clearance from FDEP was received for the water system.
- Security First – Fire flow requirements were provided. It appears that there is sufficient capacity if the building uses sprinkler systems for fire protection.
- Spinnaker Condo – Received plans for review.
- Commercial Sampling Manhole – Distributed sampling manhole details for review.

Water Treatment

- Delivered 42.33 million gallons for the week ending May 12, 2017 (6.05 MGD).
- Backwashed 11 filters for a total of 521,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 30, 2017 @ 6.359 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 67.5 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 30.00 Million Gallons.
- Produced 30.00 Million Gallons of Reuse.
- Produced 0.00 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.29 MGD, plant designed for 8 MGD.
- Hauled 90.52 tons of dewatered residual solids (14%-18% Solids).
- Annual Average (May 01, 2016 – April 30, 2017) for Surface Water Discharge 0.870 MGD.

Water Distribution

- Responded to and/or repaired 8 water leaks.
- Performed accuracy testing of water meter serving commercial properties which included a 3 - 4" compound water meters. Scheduled 6 Commercial properties for testing.
- Installed 5 new residential water meters. Contractor installed a 2" casing for a water service and meter upgrade from 5/8" to 1" water meter at 554 Riverside Dr.
- Replaced or repaired 8 water meter boxes.
- Replaced 3 water services due to low flow or leaks. 2 - 2" casing installed under roads for water service replacements.
- Performed pressure testing of 5 City owned backflow preventers.
- Responded to 16 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed inspection/maintenance on 43 fire hydrants located in Ormond-by-the-Sea/Volusia County Fire District.
- Located & exercised 15 valves in Breakaway Trails subdivision. Installing concrete collars around all valves in the subdivision.
- Repaired a 6" water main leak in Seabridge subdivision.
- Replaced 30 feet of 2" GSP pipe on Roberta Rd.
- Installed a new potable water automatic flushing device on Westland Run due to customer concerns and assisted with the CL2 levels.
- Continued to perform location activities to find the 12" inline valves on Airport Rd, west of Tymber Creek Rd.
- Rescinded all outstanding boil water notices.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 130 regular and 2 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 7 in the conventional system service area. Responded to 4 reuse trouble calls.
- Responded to 10 Request for Utility Verifications for residential and commercial properties.
- Repaired broken 8" reuse main on Carriage Creek Way
- Repairing valves to shift phase 1 area of Breakaway Trails to Il Villagio Lift Station.
- Adjusting and monitoring W. Granada force main system to optimize flows/ pump run times.
- Cleaned gravity main in 12M based off of Contractors TV video
- Reviewed TV video generated by contractor
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 9/9 psi, Ocean Mist Hotel @ 10/10 psi, Ormond Mall @ 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 14/18 psi, Westland Run 12/21 psi & Shadow Crossing Blvd. (4 inch) 0/3 psi.

Wastewater Plant – Lift Stations

- Sludge Feed Pump #2, leak at packing, adjust packing as needed, ok.
- Final Tanks, assisted Operations as needed with disassembly of old suction header system, ok.
- Chlorine Contact Tank, finished work on new discharge header manifold, turned over to Operations for testing, ok.
- Tea Cup #1, slight leak at drain valve, began research for replacement parts & supplies as needed, ok at this time.
- 8M1, not alternating, repaired under warranty, worked with Emerson to find faulty wiring, repairs made and tested, ok.
- Influent Room, oversaw transfer of pump positioning, ok.
- McDonalds, Saddlers Run weekly odor control and wet well cleaning.
- WIN911 monitor/response: Reboot SCADA terminal text modem;
- SCADA monitor/response: 9M, not reading properly, wildlife in wetwell damaged probe and float wiring, replaced probe and float, tested SCADA connections and WIN911 telemetry, ok; 8P, no starts #1, reset motor starter, amp draw high, pulled pump to check volute & impeller, replaced impeller & wear ring, ok; 3M , no starts #2, reset motor starter, amp draw high, pulled pump to check volute & impeller, replaced impeller & wear ring, ok; Ormond Lakes #4, high starts, cleaned probe, found both check valves ragged, deragged both check valves, ok; Ormond Mall, no starts #2, reset motor starter, ok; 2M, 4M, #2 stuck on, cleaned probe, ok.
- SCADA technician activities: 8M1 & SR, made programming change to ensure on reboot of SCADA server, the SCADA HOA switches default in AUTO mode; Configured RTU's at 8M1 & SR to allow for "Audit" feature, allowing viewable history locally at RTU. In process of making changes on all RTU'S in the field, ok;
- In process - FCC radio license renewal, obtained new password and login for FCC website.
- 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: Carrousel Surface Aerators, #1N, #2N, #1S, #2S.
- Semiannual Plant PM's: Carrousel Blower #3.
- Annual Plant PM's: Post Anoxic Submersible Mixer #3; Carrousel Surface Aerator #1N
- Lift Station PM's: 21 monthly performed and 3 annual.
- 65 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Assisted sample tech with Consumptive Use Permit sampling
- Aerator VFD #3, replaced unit, reconfigured, parameters stored in backup files, ok.
- H.S.P. #2, installed new plug valve and actuator, ok.
- H.S.P. #5, trouble alarm wired to SCADA, ok.

- H.S.P. #3, 5, 6, made adjustments to pump and valve control sequence, monitoring for accurate control.
- H.S.P. building, removed air compressors for pneumatic controls that were replaced with electric, removed unused electrical conduits and air lines.
- Well 40R, not starting, found breaker tripped and faulty 24 volt power supply, informed Fleet about generator low coolant alarm, ok.
- PM's: Hudson Wells, LPRO clear wells 1 thru 6.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation – Staff completed the sampling required to evaluate the Utility's current local limits. The Utility received the analytical reports from the contract laboratory and input several scenario analyses for comparison with currently established local limits. Staff is utilizing the FDEP Local Limits Development System (LLIDS) program to evaluate and update and establish new local limit standards. Establishing and updating local limits is a primary component of the City's Industrial Pretreatment Program for ensuring the safety and reliability of the waste water treatment facility.
- Industrial Pretreatment Program – Staff hosted the FDEP for the City's Industrial Pretreatment programs annual inspection. The inspection will included a review of two of the program's four permits and evaluate the effectiveness of the program. The feedback from the Department was positive; the Utility will await the official response.

Water Supply/ Treatment and Distribution System Regulatory Activities

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

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, 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
- Live version of new City website was launched on Tuesday, May 16, 2017. Updates continuing through the week.
- Staff attended and provided support for May 16, 2017, City Commission Meeting
- Agenda packet preparation for June 6, 2017 City Commission Meeting