

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 29, 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:

- General discussion meetings with Police Chief, HR Director, and Finance Director
- Staff meeting
- Reviewed commission meeting agenda packet

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board and Cabinet Selection Committee meetings
- Team Volusia Board meeting
- Monthly meeting with City staff and Waste Pro representatives
- Budget Advisory Board meeting
- Chamber of Commerce Board meeting
- Meeting with Doug Thomas and senior staff regarding PAL

Community Development

Planning

- The Bicycle/Pedestrian Advisory Committee of the TPO reviewed and scored the City's three projects submitted for funding. They include: Feasibility Study for Thompson Creek; Williamson/Hand Intersection pedestrian improvement; and Tomoka Elementary School crosswalk improvement.
- The Planning Director participated in a webinar to learn how to use FDOT's Crash Analysis and Reporting (CAR) online tool. This webinar will assist the Department in the use of the CAR online tool when analyzing data for motorized and non-motorized crashes.

Building Inspections, Permitting & Licensing

- 315 inspections performed.
- 2 new business tax receipts issued.
- 89 permits issued with a valuation of \$806,093.00

Development Services

- The SPRC had a pre-application meetings with the following applicants:
 1. Break-Away Trails HOA representatives to determine the requirements for development of 2 acres for resident only storage of RV/Boats;
 2. McDonald's drive-thru lane modifications at 100 South Nova Road;
 3. Land Use Plan amendment for a triangular piece of land (1140 West Granada) east of 1245 West Granada Boulevard to be combined with 1245 for commercial development.
- Approved projects under construction (percentage completed):

Project	% Complete
146 North Orchard Street	95%
Children's Workshop	25%
CVS Health	40%
Environmental Discovery Center	95%
Moss Point, entry wall	0%
Riverbend Church	30%
Vystar Credit Union	45%
Deer Creek, Phase 4C	98%
Huntington Villas	98%
Giant Recreation World	98%
Huntington Green	0%

Economic Development/Airport

Ormond Crossings

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

Airport Business Park

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

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

- Staff met with the Rediscover US1 committee to formulate plans for a 3rd business promotion event along the US1 corridor. Staff worked with 5 businesses on US1 to arrange a second annual scavenger hunt. The event ran from Wednesday, April 13- Saturday, April 23. The 5 participating Ormond Beach businesses along US1 included River Grille Restaurant, Rossmeyer Harley Davidson, Platinum Fitness, A Floral Boutique, and State Farm Insurance. Staff was invited to discuss the scavenger hunt on the Dunn's Attic and Holland Financial WNDB radio programs. Staff is collecting the completed forms and a random drawing of donated prizes offered by the participating businesses will be conducted.
- Staff met with Main Street staff to review and discuss enhancements to the City's signage in the Ocean District. Further analysis of the business signage in the Ocean District is underway, including cost estimates for new signage components.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm that has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program. A conceptual site plan was presented to City staff and it appears to comply with the City's Land Development Code. Staff met this week to discuss the applicable state and city economic development incentive applications with the business prospect. The company is expected to purchase 3 Aviator Way at the end of the week. An application for Growth Assistance Program economic development incentives will be presented to the City Commission for review and approval in June.
- Staff met with a company interested in purchasing land at Destination Daytona to construct a Jeep dealership and related uses. Amendments to the land development code may be required.

Airport Operation and Development

- FAA personnel and federal contractors continued work on the project to rehabilitate the FAA's VHF Omni Directional Range (VOR) facility. The VOR will be out of service for 45 to 60 days while the project is underway.
- Staff completed work to draft and submit for approval a work authorization for ATS Land Surveying, LLC (ATS). ATS is being engaged to perform survey work needed to better define and protect the VOR facility area at the airport. Federal regulations require that a clear zone be maintained within a radius of 1,000 feet from the VOR facility.
- Responses to Bid No. 2016-23 for the airport's obstruction remediation project were opened this week. Staff will review the bid submittals and prepare a recommendation to award a contract to the lowest responsible bidder. Staff anticipates that a contract for this project will be presented to the City Commission for approval in concert with a Joint Participation Agreement from the FDOT, which will provide state funding assistance for the project.
- AVCON, Inc. has scheduled a pre-construction gopher tortoise burrow survey for May 10th. AVCON will accompany staff from Zev-Cohen and Associates, Inc. to review the biological study findings from the design phase of the Taxiway Golf project. Staff anticipates that construction work on the taxiway project will commence in late May or early June.

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 33 Journal Entry Batches (#3776 - 3875).
 - Approved 21 Purchase Requisitions totaling \$87,192.29.
 - Issued 10 Purchase Orders totaling \$49,340.94.
 - Processed 2,974 cash receipts totaling \$407,387.44.
 - Prepared 167 Accounts Payable checks totaling \$616,062.31 and 58 Accounts Payable EFT payments totaling \$571,018.40.
 - Processed 1,172 utility bill payments through ACH totaling \$123,752.97.
 - Prepared 22 Payroll checks totaling \$20,697.72 and 335 Direct Deposits totaling \$391,459.73.
 - Transferred IRS 941 payment of \$145,663.98.
 - Processed and issued 4,875 utility bills with billed consumption of water of 27,733K.
 - Auto-called 173 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Citizen/Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - CodeRED notifications for hydrant flushing.
 - Placed ads for June 2016 legal aid clinic.
 - Placed ad in News-Journal for Vietnam Veterans Recognition held on April 6, 2016 (Sunday, May 1st edition)
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Met with Police Chief regarding grant opportunities.

Fire Department

Weekly Statistics

- Fires: 2
 - Fire Alarms: 4
 - Hazardous: 4
 - EMS: 101
 - Motor Vehicle Accidents: 8
 - Public Assists: 42
 - TOTAL CALLS: 161
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- 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: 47
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
 - Total EMS patients treated: 82

Training Hours

- NFPA 1001: Firefighting 4
- NFPA 1002: Driver 65
- NFPA 1021: Officer 17
- NFPA 1410: Hose Drill 6
- NFPA 1500: Safety/Equipment 18
- NFPA 1620: Preplanning 14
- EMT/Paramedic 8
- TOTAL TRAINING HOURS: 132

Station Activities

- Updated 25 pre-fire plans
- Conducted 3 fire inspections
- Serviced 39 fire hydrants

Significant Incidents

- 4/18/16, 10:51 AM: Hummingbird Ln. – Emergency Medical Call – Tree worker fell from tree approximately 32' – patient transported as a trauma alert.
- 4/22/16, 1:28 PM: 1385 N. US Hwy 1 – Motor Vehicle Accident – Two passenger cars involved in T-bone type collision – Engine 93 crew extricated driver of one vehicle – six total occupants with four transported to hospital.

Human Resources

Staffing Update

Requisitions

- Records Clerk (Police)
- Police Captain (Police)
- Maintenance Worker II – Streets (Public Works)

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 filled.

- Assistant Finance Director (Finance) was advertised 4-18-16 on the City web site; internally; with the Government Finance Officers Association; with the Florida Government Finance Officers Association; and will remain open until 5-16-16.
- Summer Camp Counselors (Leisure Services) was advertised 2-15-16 on the City web site and will remain open until 6-3-16.
- Part Time Community Events Technician (Leisure Services) was advertised 3-11-16 on the City web site and will remain open until 5-31-16.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was advertised 4-18-16 on the City web site and will remain open until 5-6-16.
- Part Time Maintenance Worker II – Andy Romano Beachfront Park (Leisure Services) was advertised on the City web site 4-13-16 and will remain open until 5-6-16.
- Seasonal Part Time Maintenance Worker II - Andy Romano Beachfront Park (Leisure Services) was advertised on the City web site 3-17-16 and will remain open until 5-2-16.

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

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

Terminations

- Maintenance Worker II – Streets (Public Works) effective 4-19-16

Employee Events

- A Sam's representative will be here to meet with employees on May 6.

Risk Management Projects

- Wrapping up Mayor's Health and Fitness Challenge
- Attended Wellness conference

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – contract approved at the 4/19/2016 Commission Meeting.
 - Finance – Interactive Voice Response System – Project underway, vendor to deliver virtual machine files to IT for installation.
 - Community Development – Electronic Plan Review – Project substantially complete, working on minor issues as they are discovered.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 22 New work - 49 completed - 41 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	36,422	Inbound E-Mails Blocked	19,423
Delivered Inbound E-Mails	16,664	Quarantined Messages	335
Percentage Good Email	45.8%	Virus E-Mails Blocked	216

• Notable Events:

- IT Manager attended the Sungard user conference. Attended sessions on their new product called Edge that is the successor to Naviline. Met with company representatives

discussing product roadmaps for the existing Naviline product and Edge product development.

- Geographical Information Systems (GIS)
 - Addressing Additions: 5 Changes: 1 Corrections: 1
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 729
 - Meters GPS located this week 9; total in system 23,156; 22,463 potable, 682 irrigation, 11 effluent

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Ormond MainStreet Meeting
 - Andy Romano Beachfront Park Concession Meeting
 - Met with PAL representative regarding transportation
 - Pay & Classification Supervisor Survey Comments
- 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 7:15 at the Softball Quad.
 - OBSC Soccer continued practices this week, with rec games on Saturday mornings at the Sports Complex.
 - Golden Spikes continued practices this week on Nova Fields #2 - #5, Kiwanis Field, and Sports Complex at 6pm and 7pm Monday through Thursday.
 - OBYBSA Recreational Program continued games this week at both Nova and the Sports Complex Monday through Friday.
 - The City's Youth Volleyball continued this week at the Nova Gym, Monday and Thursday evenings from 6pm to 7:45pm. 65 participants are currently signed up which is our second highest amount ever.
 - SHS Baseball hosted a Regional Game on Wednesday at the Sports Complex, Wendelstedt Field #1 at 7pm.
- Athletic Fields Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned Skateboard Park, handball, tennis and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Dragged/prepped fields for recreational, competitive, and high school teams
 - Painted and prepped all fields for OBSC recreational soccer games this weekend
 - Picked and sprayed weeds at shuffleboard
 - Raked leaves behind Wendelstedt building
 - Dragged warning tracks at Wendelstedt fields

- 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: CMT held regular classes.
 - Wednesday: CMT held regular classes.
 - Thursday: Kopy Kats and CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center hosted the following events:
 - TheatreWorks USA "Junie B. Jones," Monday 10:00 to 11:00am and 11:45am to 12:45 pm
 - Dancing Dogs Spring Show, Wednesday 7:00pm to 9:00pm

- 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
 - Pavilion Rental Saturday
 - Jazzercise Monday
 - After school tutoring
 - University of Florida Family Nutrition Program Wednesday and Thursday, 5:30-7:00pm
 - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Planning of 2016 events through July
 - Art in the Park, this weekend
 - EDC Grand Opening, May
 - Memorial Day Remembrance Service
 - Reel in the Fun Fishing Tournament
 - Independence Day Celebration Independence Day
 - Summer Sounds Concert Series

- Gymnastics
 - April session in progress
 - Registration open for May session
 - Trial classes are being offered to attract potential students
 - State competition last week Saturday and Sunday at the Ocean Center
 - Open Gym this evening 6-8pm

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes met at various times this week.
 - Challenger Baseball met on Tuesday from 5:00pm-6:00pm.
 - Explore the Arts met on Wednesday from 3:15pm-4:00pm.
 - Youth Coed Volleyball met on Monday and Thursday evenings for practice.

- The Casements
 - The Mayor's Health and Fitness Challenge met in Rockefeller Gardens on Saturday from 9:00 a.m. to 10:00 a.m.
 - A wedding was held at Bailey Riverbridge on Saturday from 11:00 a.m. to 4:00 p.m.
 - A wedding ceremony was held in Rockefeller Gardens 3:00 p.m. to 7:00 p.m.
 - National Poetry Month Festival was held in The Casements gallery on Sunday from 12:00 p.m. to 5:00 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, Wednesday, Thursday, and Friday at The Casements. They met on Tuesday at Bailey Riverbridge.
 - Yoga met on Tuesday morning at Bailey Riverbridge.
 - My Big Fat Greek Cooking Class met in The Casements' kitchen on Monday from 4:00 p.m. to 8:00 p.m.
 - On Tuesday Human Resources and the Fire Department held Promotional Testing at The Casements; the building was closed all day for the event.
 - The Casements started accepting artwork from Girl Scouts of Citrus Council on Wednesday afternoon in preparation for Art in the Park.
 - Lohman's Healing Path Workshop held a class in room 205 on Wednesday from 2:00 p.m. to 5:00 p.m.
 - Ormond Beach Art Guild took down their artwork in The Casements gallery on Thursday morning
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m. in the art room.
 - Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
 - Girl Scouts of Citrus Council set up an Art Gala in The Casements' first floor on Friday in preparation for Art in the Park.
- Parks Maintenance
 - Citywide inspection of parks
 - Post reservation at pavilions
 - Inspections of pavilions for posted reservations
 - Reinstall damaged sign at Fortunato Park
 - Tighten all nuts and bolts on handrails at Joyce Ebbets Pier
 - Replace grill at South Ormond Neighborhood Center
 - Fix loose railing and deck boards at Nova Community Center
 - Pick up litter in water around dock at Joyce Ebbets Pier
- 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
 - Inspected/repaired locksets on six well houses at Hunter's Ridge area
 - Inspected and initiated repairs on Well 35R
 - Assisted with extension of bike parking for bridge sign staging at Public Works Complex
 - Escorted various contractors in City facilities for upcoming work
 - Repaired well house door 26H at Hunter's Ridge area
 - Repaired fan at WWTP
 - Replaced batteries on t-stat at WTP Maintenance Operations
 - Built bridge sign container at Public Works
 - Misc repair work on baseball restrooms at Sports Complex

- Installed filter screen for the fountain at Fortunato Park
- Repaired ladies room light at the PAC
- Replace men's room light at Fire Station 91
- Installed water cooler for the Quad at Sports Complex
- Repaired water spigot at Fortunato Park
- Extended bike parking canopy at Public Works
- Installed door stops for field house at Sports Complex
- Removed graffiti from the transformer at City Hall
- Repaired ladies room door handle at Fire Station 91
- Replaced cottage walkway boards at Ormond Memorial Gardens
- Replaced missing locks in the Quad men's room at the Sports Complex
- Checked soccer restrooms at Sports Complex

Police Department

Administrative Services

- Attended weekly Staff Meeting.
- Attended ICMA Leadership Webinar
- Attended DARE Graduation at Temple Beth El
- Attended Crime View Meeting.
- Attended Social Media archiving webinar

Community Outreach

- YDC member Cameron Walden received the National PAL Male Youth of the Year award for 2016. He will be honored at the National PAL Conference on May 26th in Tampa Florida.
- R.E.A.D. (Reading, Exploration, Adventure and Discovery) program students are writing and illustrating their books. The books will be exhibited at Ormond Beach Elementary School beginning with an opening reception on May 19 from 5:00 – 7:00 pm. The 2nd grade READ program concluded with a cupcake decorating party to celebrate their hard work in the program. Each youth received three new books to encourage them to read over the summer months. Books were provided by a First Book grant.
- OBPAL basketball practice for the 8th and 9th grade teams was held. The teams will participate in the Battle at the Beach Tournament this weekend in Ormond Beach.
- OBPAL Summer Program 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 AM – 4:30 pm.
- Conducted the DARE Graduation Ceremony for Temple Beth El.
- Participated in crime prevention presentation at Signature Healthcare.
- "Buddy Cop Safety Show" was conducted for Temple Beth El.
- Held "Badges & Brunch" crime prevention event at Aberdeen.
- Mentoring students at Tomoka and Ormond Elementary.
- Taught DARE at Osceola and Calvary.

Community Services & Animal Control

- Animal Calls responded to: 47
- Animal Reports: 5
- Animal Bites: 1
- Animals to Halifax Humane: 2 (Dogs:1 Cats: 1)
- Injured Wildlife: 5
- Notice of Violation: 1
- CSO's attended "Earth Day"
- Pets receiving shots from clinic at the PD: 22
- Solicitor Permits: 3

Criminal Investigations

- Cases Assigned: 47
- Cases Exceptionally Cleared: 5
- Inactive: 12
- Fraud: 8
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 19
- Grand Theft: 4
- Auto Theft: 5
- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 3
- Threatening Calls: 2

Records

- Walk - Ins / Window 126
- Phone Calls 112
- Arrest / NTA'S 22
- Citations Issued 138
- Citations Entered 0
- Reports Generated 153
- Reports Entered 124
- Mail / Faxes / Request 26

Patrol

- Total Calls 1,579
- Total Traffic Stops 213

Operations

Crime Opportunity Report Forms: 177

- 4/19/16
 - Narcotics-Arrest, Fleming Avenue/South Nova Road. A traffic stop resulted in an arrest for possession of marijuana under twenty grams and driving without a license. The suspect was issued a Notice to Appear and released.
 - Domestic Violence-Arrest, 30 Chrysanthemum Drive. The victim reported that her adult son came home last night under the influence of an unknown narcotic. This date, he became aggressive and grabbed his mother by the arms and threw her against the wall causing her to fall and hit her head. The suspect was placed under arrest for Domestic Battery and was transported to the Branch Jail.
 - Shoplifting-Arrest, 1521 West Granada Boulevard (Wal-Mart). A suspect stole several items and attempted to leave the store. When confronted by Loss Prevention he fled on foot. Officers located the suspect behind Denny's and placed him under arrest. The suspect was charged with felony shoplifting and possession of paraphernalia and transported to the Branch Jail
 - Carbreak, 241 Ellicott Drive. A witness observed two suspects inside the victim's car. When he confronted them, they jumped into a running car and sped off southbound on Ocean Shore Boulevard. An officer spotted the suspect vehicle on South Halifax Drive driving north and attempted a traffic stop. The vehicle turned off its lights and fled from the officer going westbound over the Granada Bridge. Deputies attempted to stop stick the vehicle but it went around them. Air1 responded but was unable to locate the vehicle. Approximately 45 minutes later, a street sweeper found a parked damaged vehicle that matched the description on Mason Avenue. An Ormond Officer responded and identified it as the one that fled. A search of the neighborhood found another carbreak at 260 Ormwood Drive.

- 4/20/16
 - Carbreak, 191 Oleeta Street. The victim found a suspect in her vehicle. He fled north on foot. Units were unable to locate. The vehicle was unlocked.
 - Carbreak, 24 Misners Trail. Two vehicles entered, but only one was on scene. Both vehicles were left unlocked. iPod and charger were taken.
 - Stolen Vehicle, 232 Benjamin Drive. Second time in a week it was taken. It was recovered this time in Flagler County.
 - Carbreak, 30 Nightingale Lane. Vehicle was left unlocked. Sunglasses were taken.
 - Carbreak, 101 Heritage Circle. Vehicle was left unsecure and the victim's purse was taken.
 - Burglary Business, Volusia Memorial Funeral Home. Maintenance shed broken into. Window smashed and food items taken.
 - Narcotics Arrest, 200 Block North Nova Road. Suspect was in possession of a marijuana cigarette and a grinder. She was given a Notice to Appear for the possession.
 - Carbreak, 801 East Lindenwood Circle. Unknown suspect entered the vehicle through an unlocked driver door. Nothing was taken.
 - Stolen Vehicle/Carbreaks x2, 846 West Lindenwood Circle. Victim advised he had one car stolen, and two of his other cars broken into. Fifteen dollars in change and a garage door opener was taken.
- 4/21/16
 - Burglary-Residence, 5 Boxwood Court. Entry was made to the garage (unlocked) and the vehicle with the victim's purse in it was taken. The vehicle was later recovered in Daytona.
 - Carbreak, 1105 Wandering Oaks Dr. Unlocked vehicle.
 - Carbreak, 180 Hidden Hills Dr. Vehicle was probably unlocked. Star Wars Lego sets taken.
 - Carbreak, 733 Lucerne Circle. Vehicle appears to have been unlocked and interior was ransacked.
 - Shoplifting-Notice to Appear, 1521 West Granada Boulevard. Suspect was taken into custody for shoplifting. He was cooperative and met Notice to Appear requirements
 - Burglary-Residence-Attempt, 517 East Sunny Brook Circle. The owner found scratches on his sliding glass door and believes entry was attempted. Nothing is missing
 - Shoplifting-Arrest, 1521 West Granada Boulevard. Suspect was placed under arrest for shoplifting and met the criteria for a Notice to Appear.
- 4/22/16
 - Narcotics-Arrest, 839 South Atlantic Avenue (Andy Romano Park). Suspect was located in her vehicle sleeping in the parking lot. Upon speaking with her, it appeared that she was under the influence of possible narcotics. A consensual search of her vehicle revealed possession of cannabis under 20 grams, narcotics paraphernalia and possession of nine Alprazolam pills. She was taken into custody and transported to the Branch Jail.
 - Narcotics-Arrest, 10 Arrowhead Circle. Two subjects were in a verbal argument in front of the residence. While speaking with the driver seated in his vehicle, a strong odor of marijuana could be smelled emitting from the vehicle. A search revealed a small amount of cannabis. Driver was issued a Notice to Appear.
 - Carbreak, 83 Tomoka Meadows Boulevard. The victim advised that someone entered her vehicle through an open window while it was parked in her driveway and stole her iPhone.
 - Warrant-Arrest, 110 South Nova Road (Rivergate Plaza). Fugitive was found sleeping on a bench. He was placed under arrest for three open warrants, all for failure to appear for trespass charges.
 - DUI Crash with Injuries, South Yonge Street at Tomoka Avenue. Suspect was driving southbound on South Yonge Street and veered into the median striking a tree. The Fire Department transported him as a trauma alert to Halifax Hospital. At the hospital it was found that he was more intoxicated than injured, however, they kept the trauma status on him. The suspect did consent to a blood draw. DUI charges are pending results
- 4/23/16
 - Burglary-Residence, 706 Montana Terrace. Homeowner came home and chased two suspects out his back door. He stated that they were in the process of taking his television

when he walked in. The suspects ran west to Nova Road. Air1 and County K-9 responded. K-9 tracked to Nova Road then lost the scent.

- Carbreak-Arrest, 55 Marvin Road. Suspect was arrested for entering the victim's unlocked car and taking her purse. A witness watched her do it and when contact was made with the suspect, she admitted to it.
- Battery-Domestic Violence- Arrest, 45 Oak Avenue. Suspect was arrested for battering his live in girlfriend by grabbing her by the neck and arm.
- 4/24/16
 - Solicitor-Arrest, State Road 40 and Interstate-95. Suspect observed soliciting traffic for money. Subject contacted and arrested.
 - Solicitor- Arrest, West Granada Boulevard and Williamson Boulevard. Suspect was observed soliciting traffic for money. Subject was contacted and arrested.
 - Narcotics-Arrest, 110 Williamson Boulevard (Denny's). Units responded to the Denny's for an attempt to contact from Port Orange in reference to a hit and run crash. Two suspects were both apprehended and gave false names. Both subjects were positively identified and had multiple warrants. One suspect was also arrested for narcotics paraphernalia. Both subjects were transported to the Branch Jail.
 - Domestic Violence-Arrest, 840 South Beach Street. A husband and his wife got into a verbal argument which became physical. Husband said his wife grabbed him by the throat. Upon officer's arrival the wife admitted to grabbing his throat. She was arrested.
 - Burglary-Residence, 41 Kent Drive. One vehicle was in an unlocked garage which was entered to gain access to the unlocked vehicle. Another vehicle was left unlocked in the driveway. Cash, bank cards and miscellaneous items taken.
- 4/25/16
 - Narcotics-Notice to Appear, West Granada Boulevard and South Washington. A vehicle was stopped by one of the traffic units. Investigation found a small amount of marijuana in the vehicle. The driver was issued a Notice to Appear.
 - Carbreak, 201 Kimberly Drive. Victim left a window down on the vehicle and a Wi-Fi hotspot was taken.
 - Stolen Trailer, 1368 N US1 #403 (Central Heat and Air). An open air trailer was removed from the property by unknown persons. Trailer contained two scrapped AC units and tools
 - Domestic Violence-Arrest, 289 Washington Place. This arrest stems from an arrest affidavit submitted by a previous shift. Suspect was arrested and transported to the Branch Jail.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 88
 - Number of Uniform Traffic Citations Issued: 99
 - Number of Written Warnings Issued: 3
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 14
 - Number of Crashes with Injuries: 2
 - Crash Investigation General Information:
 - Call #P161131198, Assisted Volusia County Sheriff's Office with partial closure of the 1300-Block North US1 for a major crash.
 - 16-04-00430: Crash with injuries North US1 & North Nova Road, Complete blockage of southbound US1 and northbound North Nova Road, roadway was closed for approximately 1 hour.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases initiated
- Zone 2: 6 Cases initiated

- Zone 3: 6 Cases initiated
- Zone 4: 1 Case initiated
- 18 signs have either been removed or sign cases created.
- 18 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and eighty-eight (88) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Project is being closed out.
 - Ph II 2-Inch Watermain Replacement – Mainland - Restoration is being completed on Warwick Avenue. Directional-drilled long services are being installed along Grove Street.
 - Ph II 2-Inch Water Main Replacement – North Peninsula – The Contractor is continuing work on the meter relocation; most northern streets have been fully restored.
 - Environmental Discovery Center – The Contractor is working on the interior display feature, landscaping, and irrigation installation. Received DEP Clearance of the wastewater collection system.
 - North US1 Landscaping (Airport Road to I95) – The Contractor has installed irrigation and trees from Airport Road to I95, and all of the directional drills under the interstate have been completed.
 - Downtown Stormwater – The Contractor has begun delivery of materials to the site.
 - WWTP Sludge Thickener Improvements – A pre-construction meeting was held and the contractor is mobilizing on-site.
 - Fire Station 93 Roof - Roof installation is being finalized.
 - City Welcome Sign – The signs are installed and lighting is being installed.
 - Communications Infrastructure – Connection to the Environmental Discovery Center is complete and has been tested; the contractor has scheduled completion of work at The Casements for next week.
 - City Hall Chiller Pump Replacement – Contracts have been returned and are being processed.

- Design Projects:

- South Peninsula Reclaimed Expansion – 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 – A pre-bid meeting was held. Bids open on May 11th.
 - West Ormond Community Center – A meeting has been set with the City Manager to review the study results prior to presenting the study to the CC.
 - A1A Landscaping (Granada to Harvard) – Staff submitted the design plans for FDOT review.
 - Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
 - Water Treatment Plant Lime Silo Dust Arrestor – Bids were opened on April 7, McMahan Construction was the low bidder. Consultant has submitted a recommendation of bid for the project which will be presented to the City Commission for award on May 17.
 - Water Treatment Plant Controls and Pump Upgrade – The electrician has started work and installation of the new blowers is underway.
 - 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 - System zone data is being tabulated for use in the project bidding manual.
 - Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed.

- 2016 Corrugated Metal Storm Pipe Repairs - Bid award has been submitted for Commission approval at the June 7 meeting.
- Lincoln Avenue Parking Lot – Met with members of the Historic Society to explain the new parking lot layout.
- 2016 Roadway Resurfacing - Bid award has been submitted for Commission approval at the June 7 meeting.
- Forest Hills Connector Trail – City staff has begun survey of the route from Forest Hills to Granada Blvd.
- Wilmette Avenue Pumping Station – Design is in process.
- Ph III 2-Inch Water Main Replacement – Mainland - Land survey work has been directed to begin to collect surface information for creating design base drawings.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Design is in process.
- Downtown Stormwater Phase 2 - A meeting with Zev Cohen and Associates was held to develop a scope of work and proposal for the Phase 2 construction plan development.

Department Activities

Administration/Meetings/Customer Service/Other:

- Capital Improvement Projects – completed preparation cost estimates and exhibits for various projects for the five year Capital Improvement Program document.
 - Laurel Creek Culvert Replacement/FPL Orchard Street Substation – The culvert top is being formed.
 - Attended River to Sea TPO Bicycle and Pedestrian subcommittee meeting for the review of projects for this year's funding cycle. Two projects were submitted, one to construct a new sidewalk at Tomoka Elementary School (old Tomoka Road), and one to construct pedestrian improvements (crosswalk, audible pedestrian signals, and sidewalk) at the intersection of Hand Avenue and Williamson Blvd.
 - Reviewed plans and created Work-in-the-Right-of-Way permit for Riverside Drive, South Halifax Drive, and Ponce De Leon, per FPL request.
 - Provided SWMP information and options to a Home Builder at 411 Triton Road.
 - Continued topographic survey for the proposed Forest Hills sidewalk project.
 - Modified CIP exhibit maps, per Project Manager's comments.
 - Created Downtown City Banner standard detail.
 - Completed Tree-in-the-Right-of-Way locate at 100 New Britain Ave., per Streets Division request.
 - Created County permit plans for 30 Valhalla Avenue, and for 20, 22, & 24 Seacrest Drive, for water service replacements.
 - Began creating construction plan drawing set for Forest Hills sidewalk.
 - Created addendum drawing for Lift Station 8M1, per Utilities Division request.
 - Updated New Britain Parking Lot drawing set, per SPRC comments.
 - Researched old files and provided drawings of The Casements for proposed lighting of the building using LED's, per request.
 - Assisted NID regarding work without Wetland Protection Permit at 676 Riverside Drive.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Hauled away job site debris
 - Patched sidewalk and replaced pavers on E Granada Blvd
 - Repaired shoulder on Parkside Dr
 - Removed sidewalk that didn't conform to ADA regulation on Oak Dr, added road base, started form job
 - Repaired roadway at Cobblestone Trl and Rio Pinar Trl
 - Repaired asphalt near tanks at Water Plant
 - Asphalt patch at Stonequarry Trl and Stonehaven Trl

- Cut out damaged sections of parking lot at Performing Arts Center
- Poured bench slab at Central Park II

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Grind stumps citywide
- Trimmed on Greenvale Dr, at Eagle Dr and Sherwood Dr, on Coolidge Ave, Woodridge Dr and River Oak Dr, and in Fox Hollow subdivision
- Trimmed tree for flagpole on Forest Hill Blvd
- Removed part of an oak tree at Washington Pl and S Yonge St
- Removed tree at Malaga Ave and Mary St

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches Citywide
- DOT weed control on all state roads
- Picked up barricades at Memorial Gardens
- Trimmed at 300 block of Hand Ave
- Transported scrap metal to recycle center

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
- Replaced (4) High Intensity Prismatic Stop Signs in Ormond Green
- Replaced (2) High Intensity Prismatic Stop Signs on Division Ave
- Replaced (2) Speed Limit signs on Bosarvey Dr
- Replaced (2) 25 MPH Speed Limit signs on Grove St
- Replaced various signs at Nova Community Park and at Sports Complex
- Reinstalled No Parking sign on Casements Dr
- Straightened Speed Limit sign on Tomoka Ave
- Inspected ADA Detection Mats installed by FDOT at N Halifax Ave and E Granada Blvd
- Inspected damaged pedestrian crossing markers at Nova Community parking

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
- Moved Jersey barricades from Hull Rd complex to Pineland Trl and Public Works yard
- Responded to customer concern regarding sinking ground at Mayfield Ter
- Responded to customer concern regarding a drain at Winding Woods Trl

Mowing

- Reach Out – Railroad tracks, Hand Ave

Street Sweeping/Streetsweeper

- 150 miles of road cleaned
- 44 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
24,921

PM Services completed for the week:

Emergency—Vehicles and Equipment

4

Non-Emergency Vehicles and Equipment

7

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 11,571 gallons of unleaded and 5,443 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,132 gallons of unleaded and 662 gallons of diesel.
- Fleet completed 46 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Engineering services work authorization is prepared for City Commission consideration at the 5-3-16 Commission meeting.
- Division Avenue Well Field Raw Water Piping – Revised as-built drawings were received from the contractor for review.
- Dual Check Valve Installation Services – Contractor is nearing completion in the north peninsula reuse service area.
- Effluent Outfall Replacement – Reviewed plans.
- Fire Hydrant Replacement Program – Prepared a memo to renew the contract to be presented at the 6-7-16 City Commission meeting.
- Hunters Ridge Low Pressure FM Upgrade – FDEP Wastewater Collection System permit was received. Project was advertised for bids on 4-24-16.
- Lift Station 10M & 12M Rehabilitation – Work authorization was sent to McKim and Creed for execution.
- Lift Station 8M1 – Bids were received. The apparent low bidder is Danus.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #2 is in the installer's shop to have a new seal installed. The factory representative will supervise the seal installation to maintain the warranty. Installation is anticipated to occur on the week of May 2nd.
- Rima Wells Auxiliary Power Generator – Requested a construction schedule from the contractor.
- Sanitary Sewer Inflow Infiltration Project – Received collection system maps and spreadsheets to isolate suspected areas of high infiltration for prioritizing system video activities.
- Sodium Hypochlorite Storage Tank Replacement – Reviewed shop drawings and sent comments to the contractor.
- SR40 Irrigation – A revised crossing location is required due to conflicts with the 42 inch storm sewer, 30 inch drain and the narrow width of the median.
- Storage Tank Repairs and Maintenance – sketches for the welcome sign were received. Additional logos requested having theme similar to new welcome feature with details forwarded to consultant for logo preparation.

- Water Plant Aerator Housing Rehabilitation (CIP) – Bids were evaluated and tabulated. The lowest responsive bidder is E & D Contracting Services for \$163,000. An award recommendation memo was prepared for the 6-7-16 City Commission meeting.
- Water Plant Lime Silo Dust Arrestor Project – An award recommendation to McMahan Construction will be presented at the 5-17-16 City Commission meeting.
- Water Plant Pump & Control Upgrades – Bids were opened on April 21. Permit was received from Volusia County Health Department. Award memo being prepared by Engineering Division.
- Water Plant Solids Handling Upgrades – Attended design kick off meeting.
- 30 Valhalla – Prepared Volusia County Use permits for execution.
- SPRC Projects: Breakaway Trails RV Parking – Reviewed concept plans. Deer Creek Phase 4C – Sewer videos and as-builts were reviewed. Dollar General – Received plans for review. Kingston Shores – Awaiting updated information for project. McDonalds 105 Interchange Blvd. – Reviewed plans for potential utility conflicts. 554 Riverside Drive – The water main was located on the property and marked with flags for the surveyor's use. 680 – 686 John Anderson Drive – Received lot split plans for review. 1140 and 1245 W. Granada – Met with engineer and developer to discuss parcels. Force main near 1245 will need to be analyzed to determine capacity limitations.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 39.98 million gallons for the week ending April 22, 2016 (5.57 MGD)
 - Backwashed 13 filters for a total of 624,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 30.69 Million Gallons.
 - Produced 28.04 Million Gallons of Reuse.
 - Produced 2.65 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.38 MGD, plant designed for 8 MGD.
 - Hauled 207.14 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 12 water service leaks.
 - Replaced 12 residential water meters.
 - Replaced or repaired 9 water meter boxes.
 - Replaced 4 water services due to aged piping.
 - Installed 1 new water service and meter for a new residential construction.
 - Performed yearly scheduled pressure testing of 9 City owned backflow preventers. Installed one new backflow preventer on an irrigation meter serving the median on Iroquois Trail.
 - Responded to 19 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 11 main line valves in the Hand Ave and surrounding subdivisions.
 - Performed maintenance and repairs on 9 fire hydrants in South 40 and The Crossings subdivisions.
 - Removed the temporary flushing device in Chelsea Place.
 - Backfilled and completed landscape all Water Distribution excavation sites.
 - Rescinded all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 130 regular and 1 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.

- Responded to 4 Request for Utility Verifications for residential and commercial properties.
- Checked all known trouble spots. All good @ current time.
- Televised the sanitary main on Hand Ave. to locate the lateral @ 541 Hand Ave. Found it needed to be repaired, completed this 4/25/16
- Crews inspected the manholes in the area of SR 40 & Old Kings Rd. Could not televise due to heavy debris in the manholes and the main line. Will set up to be cleaned very soon, the filter dumpster is full and awaiting test results prior to disposal at landfill.
- Assisted WWTP maintenance personnel with removing debris from the wet well of Town Square LS w/the use of our Vaccon equipment.
- Cleaned sanitary main at Clyde Morris and SR40. Removed the debris with Vaccon equipment.
- Crews cleaned the sanitary main on Stonequarry after the repair was completed; it is flowing properly at this time.
- Ordered a pallet of sod to restore all disturbed areas from previous wastewater collection system crew work sites.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 36/32psi, Ocean Mist Hotel @ 30/24 psi, Ormond Mall @ 20/16psi.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 26/6psi. Foxhunters Flat (2 inch) 20/0 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
- Televised 5 laterals from our PM list and all required cleaning. These locations will be put on a 6 month follow up.
- Performed annual root control on 2 sanitary service laterals.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Bear Creek, follow-up from call out, test RTU phase loss calls, non-functional battery at RTU, ok.
 - Alum Pump #2, not running, clear clogs in lines, ok.
 - Carrousel Blower #2, high vacuum at air filter, changed filter, ok.
 - Dewatering Pump #1, SCADA - Motor High Temp but motor is working fine and amp draw is nominal - continue to diagnose possible SCADA read issue, ok at this time.
 - Towne Square, met Vaccon crew to pull both pumps and clean wet well of all debris and rags, ok.
 - San Marco, follow up from call out, apply floating lift station degreaser at wet well, ok.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: San Marco, high level, pulled both pumps to deragg, station pumped down and cycle through alternation, ok; Tomoka Meadows, phase loss, found FPL power down, set up generator to support outage, power restored, ok; 8M, 8M1, 8M2, 8M3, 12M, 9M, 7P, phase loss, storm related, support outage with generators as needed, power restored, checked all stations for rotation and motor starter reset as needed, checked Smith & Loveless station to prime pumps as needed, ok.
 - SCADA monitor/response: Ormond Lakes #2, #4 – high run hours, high starts, deraggd both check valves, ok; Ormond Lakes #1, uneven run hours, deraggd #1 check valve, ok; Wal-Mart – high run hours, pulled both pumps to deragg impellers, pulled both check valves to deragg, ok; HOMAC – no starts pump #2, reset motor starter, amp draw nominal, ok.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Monthly PM's: Carrousel Surface Aerators, #1N, #1S, #2N, #2S;
 - Quarterly Plant PM's: Grit Snail; Screw Pump #1.
 - Semi-annual Plant PM's: Carrousel Blower #2.
 - Lift Station PM's: 17 monthly and 0 annual performed.
 - 53 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 32H, Install new Bermad valve.
- Airport Road booster station, installed new pressure transducers, pumped down vault, installed new sump pump plumbing to accommodate discharge of water away from vault, ok.

- Leeway elevated tank, removed non-functional electric valve actuator and set up for manual operation. Removed/rebuilt/reinstalled chlorine pump, and replace feed lines, installed new sump pump in bypass valve box.
- Clari-cone 2, replaced 2" ball valve at Lime Slurry injection port.
- #2 LPRO clear well transfer valve, installed new dial indicator grommet.
- Well 9D, pump motor and pump discharge pipe replaced by contractor, troubleshooting control wiring, will update when complete.
- Monthly PM's: Rima Ridge – All; B.A.T. Wells 2, 3, 4; Hudson Wells 22, 23, 24, 25, 26, 27, 28; all Booster Stations.

- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Industrial Pretreatment Program – Staff performed the annual sampling of the three (3) Industrial Pretreatment facilities. The final sampling is scheduled for next week. Staff also performed the annual inspection of one of the permitted facilities. The Utility is required to perform these activities annually per FDEP.
 - Local Limits Evaluation – Staff is developing the Plan of Study for the Local Limits evaluation for submitted to the FDEP. The study will provide the framework for the developing the new local limits.
 - Reuse Groundwater Monitoring Report – Staff is preparing the FDEP Reuse Groundwater Monitoring Report for the 1st quarter of 2016. The report supplies analytical sampling data for the City's five groundwater monitoring wells located on Oceanside CC golf course. The results illustrate potential impacts on groundwater quality due to irrigation with reclaimed water.

- 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 preliminary data provided by staff. Staff is procuring vendor to design and produce the brochure. The report will be available on the City's website for customers to access electronically upon completion.
 - Wetlands Monitoring Report – A local biologist (continuing consultant) 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.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended Supervisor of Elections Meeting on April 25, 2016
- Staff attended Archive Social demonstration on April 26, 2016
- Agenda packet preparation, creation, and distribution for May 3, 2016 City Commission Meeting

Status of Department Projects

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