

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 7, 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 meeting with Police Chief
- Prepared and gave presentation for Chamber Leadership Government Day

Spoke to, attended and/or met with:

- Rotary meeting
- Maryam Ghyabi regarding US1 corridor
- Individual agenda review meetings with Mayor Partington, Commissioner Boehm, Commissioner Selby and Commissioner Littleton
- Prepared for and attended deposition
- Phone call to Ken Farley (citizen) in response to his questions regarding city streets
- City Commission Brainstorming Workshop
- City Commission Meeting
- Conference call regarding bike share programs with Julia Truilo, MainStreet, and Zagster representatives Chad Jacobs and Derek Stehlin
- Community input meeting for the West Ormond Community Center

Community Development

Planning

- Planning and Engineering met to discuss projects for the proposed 2017-18 CIP.
- Planning Director met with representatives for Prince of Peace regarding their desire to relocate previously approved floor area from the parcel on which the Thrift Shop is located to the House of Worship. City has no mechanism to move density or intensity from one parcel to another. Prince of Peace will be required to file for a Special Exception to add new space to the House of Worship on S. Nova.
- The Department received notice from FEMA that the map modification and new Flood Insurance Study based on the coastal risk study will become effective on September 29, 2017. This update will not be as extensive as the one in 2014. Approximately **32** properties are expected to go **in** the Special Flood Hazard Area (SFHA) while about **578** properties are expected to come **out** of the SFHA. In addition, the Department will need to revise its current Flood Ordinance to be consistent with the Florida Building Code.

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued
- 517 inspections performed (5 by Private Provider)
- 119 permits valued at \$2,824,650.00

Development Services

- SPRC met with representatives for:

- 1211 West Granada Boulevard. Concept plan for 1211 West Granada includes 7,225 sf of medical; 4200 sf of retail; and a drive-thru restaurant.
- 88 South Atlantic. Removing building improvements at 88 South Atlantic for off-site church parking.
- Projects receiving Building Permits and percent completed are provided below:

| Project | % Complete |
|---------------------------------------|------------|
| 146 North Orchard Street | 95% |
| 783 North US 1 | 30% |
| Antares of Ormond Beach | 0% |
| McDonald's, 1530 North US 1 | 95% |
| McDonald's, 105 Interchange Boulevard | 95% |
| Pet Street Vet, 240 South Nova Road | 0% |
| Realty Pros | 80% |
| Specialty Surgery Center | 0% |
| S. R. Perrott Office | 99% |
| Valiant Diners, Phase 2 | 0% |
| Huntington Villas, Phase 1B | 50% |
| Ormond Renaissance Condo | 65% |
| Plantation Oaks Phase 1 Utilities | 0% |

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff continued its work with the OCLS, LLC regarding the development of Tract 18 located within the Commerce Park portion of Ormond Crossings to accommodate a potential development project. This is an ongoing process and staff will provide updates to the Commission.
- Airport Business Park
 - Staff is working with SKYO and the Florida Department of Economic Opportunity in monitoring of the 2016 job creation data.
 - Staff assisted the owners of Prime Global Group in their purchase of 6 Aviator Way. In 2016, Prime Global Group purchased 3 Aviator Way and moved their business from New Jersey. An associated business of Prime Global is expected to locate and renovate this vacant building at the Airport Business Park.
 - Staff met with Florida Production Engineering plant managers as part of the City Economic Development Department visitation program.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff continues working with Ormond Beach Chamber Executive Director to implement the 2017 Rediscover US 1 Scavenger Hunt, which will run from April 21-29. A list of Ormond Beach participating businesses will be provided next week.
 - Staff attended a Team Volusia Economic Practitioner meeting in Deland. A speaker from Enterprise Florida discussed the pending legislative bills and the impact to statewide economic development programs.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- The next meeting of the Aviation Advisory Board has been scheduled to occur on April 10th at 7:00 p.m. in the Human Resources Training Room at City Hall.
- Representatives from Zev Cohen continue to work on the environmental assessment phase of the runway approach area obstacle mitigation project.
- Wildlife biologists visited the airport this week to continue to work on the wildlife hazard assessment project.
- Staff continues working with Hoyle, Tanner and Associates and KB Environmental Science to collect data in support of noise and air quality monitoring as part of the Runway 8/26 environmental assessment project. Initial drafts of the preliminary project plan and project area map have been compiled and forwarded for review by the coordinating state and federal agencies.
- Staff is working with AT&T to address intermittent noise issues on the telephone lines that are used to communicate with the airport's vehicle gate systems.
- Staff completed work to compile an initial estimate to rehabilitate the parking lot area at the air traffic control tower. This information will be used as the basis for a future airport capital improvement project and corresponding grant application.
- Construction work at the Flagler Executive Airport, which will last several months due to a new runway being built, may result in an increase of air traffic at the Ormond Beach Municipal Airport, as well as other airports in the vicinity.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement preparations are in progress.
- Completed Projects - Weekly
 - Processed 41 Journal Entry Batches (2710-2828).
 - Approved 35 Purchase Requisitions totaling \$1,249,578.01.
 - Issued 19 Purchase Orders totaling \$71,773.42.
 - Processed 4,534 cash receipts totaling \$803,270.41.
 - Prepared 118 Accounts Payable checks totaling \$119,978.18 and 38 Accounts Payable EFT payments totaling \$98,948.39.
 - Issued 565 past due notices on utility accounts.
 - Auto-called 55 utility customers regarding receipt of a past due notice.
 - Processed 297 payments through Interactive Voice Response System totaling \$22,414.20.

Grants/PIO

- Public Information
 - Press Releases
 - Stars, Stripes and the Blue
 - Open Gym (April 21 and 28)
 - Florida Licensing on Wheels (4/10)
 - Swing into Spring (Concert Series April 13, 20, and 27)
 - Archaeology Works: Ceramics (April 8, 10-11 AM)
- 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 NIAB Meeting to finalize recommendations for CDBG FY 17-18 funding.
- Attended weekly staff meeting.
- Issued weekly CodeRED notifications to residences where hydrant flushing will occur.
- Submitted VLOC Distinguished Service Award nominations for employees and citizen.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 6
 - Hazardous: 1
 - EMS: 90
 - Motor Vehicle Accidents: 5
 - Public Assists: 66
 - TOTAL CALLS: 172
- Aid provided to other agencies: 12 Calls: Daytona Beach (7), Holly Hill (1), Volusia County (4)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 61
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 72
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 466
- Training Hours
 - NFPA 1001: Firefighting 18
 - NFPA 1002: Driver 63
 - NFPA 1500: Safety/Equipment 13
 - NFPA 1620: Preplanning 14
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 118
- Station Activities
 - Updated 6 pre-fire plans
 - Completed 3 fire inspections
- Significant Incidents
 - 3/31/17, 11:33 PM: 200-300 Ocean Shore Blvd. – Motor Vehicle Accident – Responded to a single motorcycle crash – upon arrival found one patient in roadway – trauma alert was called – patient was transported by Volusia County Air One.

Human Resources

- Staffing Update
 - Requisitions
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Maintenance Foreman (Water Distribution/Public Works)
- Approved/Active Recruitment
 - Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, Indeed, National Testing Network, and internally.
 - Public Works Director (Public Works) open 3-23-17 until 5-5-17. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida City and County

Management Association, American Society of Civil Engineers, National Society of Professional Engineers, American Public Works Association, ICMA, Indeed, and internally.

- Engineering Inspector (Engineering) open 3-7-17 until 4-7-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Maintenance Worker II (Water Distribution/Public Works) open 3-23-17 until 4-7-17. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works) re-posted 3-9-17 until 4-7-17. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker II (Streets) open 3-31-17 until 4-14-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Community Events Technician (Leisure Services) re-posted 1-23-17 through 3-31-17. 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, and internally.
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Landscape Architect (Engineering)
 - Office Manager (Leisure Services)
 - Neighborhood Improvement Officer (Police)
 - Separations
 - Maintenance Foreman (Water Distribution/Public Works)

Risk Management Projects

- Conducted Government Day for Leadership program
- American Cancer Society Relay for Life walk
- Attended Mayor's Health and Fitness Challenge activities

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations, access to Tyler trainers via RemoteAccess.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.
 - IT Strategic Plan – Gathering requested documentation, stakeholder interviews have been scheduled.
 - iSeries replacement– Sungard Naviline host system – New hardware received, setup and initial preparations for installation have begun. Transition to the new hardware is scheduled for the weekend of April 7, with scheduled downtime Friday evening through most of Saturday.
- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
- Work Orders
 - New: 13
 - Completed: 51
 - In progress: 35

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 36,759
 - Inbound E-Mails Blocked: 18,395
 - Delivered Inbound E-Mails: 18,364
 - Quarantined Messages: 2,658
 - Percentage Good Email: 50.0%
 - Virus E-Mails Blocked: 2

- Notable Events: None

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 13
 - Changes: 7
 - Corrections: 1
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,202
 - Meters GPS Located this week: 0: Total in system = 23,458; 22,715 potable, 732 Irrigation, 11 Effluent

Leisure Services

Administration

- City Manager's Meeting
- Supervisory Staff Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- One-on-One Meetings
- City Commission Meeting
- Recreation CIP Meeting
- Top Dressing RFP Committee Review Meeting
- West Ormond Public Meeting
- Movies on the Halifax

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

- Social media updates
- City website updates
- Reviewed and turned in Playful City application
- Spring Bird Walk at EDC 4/5
- Preparation for Archaeology Works: Ceramics at EDC 4/8
- Community Garden kiosk updates

- EDC Weekly Attendance 3/25 to 3/31: 86

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- OBSC rec and competitive teams are practicing nightly Monday through Friday at the Soccer Fields. The Rec Program has games each weekend through April.
- 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.
- SHS Softball continued practicing this week on Monday and Thursday on Softball Quad 1 at the Sports Complex at 3:30 daily. They had a home game this week on Tuesday again at 6:30 pm.
- SHS Baseball will be practicing this week Monday through Thursday at 3:30 pm on Wendelstedt Field 2 and 3. They also had a varsity game on Monday at 5 pm and junior varsity/varisty games on Wednesday at 4 pm and 7 pm.
- Tee Ball practices continued this week on the Tee Ball Fields at the Sports Complex, with games each Saturday morning.
- OBYBSA continued recreational games this week at the Nova Fields Monday through Friday at the Nova Fields and Sports Complex Softball Quad.
- City Youth Spring Volleyball continued this week Monday and Thursday night from 6 pm to 7:45 pm. Currently 75 participants are signed up.
- City Adult Spring Volleyball enters week #5, Tuesday nights at 6:15 pm. The first Tuesday night brought in 17 players.
- CCA Softball hosted games at the Quad on Monday and Friday at 4 pm again.
- Dewitt High School out of Michigan is here for their spring break and hosted their final three practices, Monday through Wednesday at 9:30 am on Kiwanis Field at the Sports Complex.
- CCA Soccer hosted games at Soccer Field 8 on Monday and Friday at 5 pm.
- SHS Flag Football had their first home game of the season on Wednesday night at 6 pm after five away games. Games are held at Championship Field 7 at the Sports Complex.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Prepped fields at Softball Quad for Lady Renegades and SHS practices/games
- Prepped Wendelstedt Fields 2 and 3 for SHS baseball practices
- Prepped Wendelstedt Fields 1 and 2 for SHS baseball games
- Dragged infields/sprayed weeds/used weedwacker at Osceola Elementary & South Ormond
- Blew out batting cages & dugouts at Wendelstedt, Kiwanis, and Softball Quad Fields
- Raked and dragged crimson stone at Wendelstedt in front of dugouts and on warning track
- Dragged all 20 fields daily and marked daily for games
- Painted 22 Soccer Fields for OBSC spring program
- Put out sandbags, toters, corner flags and benches for soccer games
- Painted bases at all fields
- Sprayed intruding grasses and picked up rocks/glass on Nova Fields
- Painted grass parking lot in rear of Sports Complex
- Re-installed batter's eye on Wendelstedt after wind damage
- Fixed up bullpens at Wendelstedt and Nova Fields
- Watered all 18 clay infields with the warm, windy, dry weather

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday
 - Follies held on stage rehearsal Monday through Thursday
 - Ormond Church Sunday from 8:30 am to 12:30 pm
- The Performing Arts Center is hosted the following events:
 - Wyotech Graduation, Monday, 4/3

South Ormond Neighborhood Center

- Splash pad closed December 1 until March 15
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise Monday
- YMCA Soccer Monday/Wednesday/Friday
- Youth baseball practice Tuesday/Thursday
- Staff working on summer camp preparation
- Repast Saturday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Training new Community Events Leader
- Assisting with Senior Games tasks
- Assisted with City Commission Workshop meal
- Planning of 2017 events through July
 - Art in the Park May 6 and 7 – flyer distribution
 - Memorial Day Remembrance Service – May 29
 - Reel in the Fun Fishing Tournament – June 17
 - Independence Day Celebration – July 4 – planning and solicitation for: sound, stage and lighting, rides and inflatable rides, entertainment and music selections
 - Summer Sounds Concert Series – July 14, 21 & 28

Gymnastics

- Classes are going well and growing
- April session in progress
- Registration is open for April session
- Trial classes are being offered to attract potential students
- Working with area schools to attract potential students
- Team girls preparing for State Competition

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.
- Challenger ABC of Indoor Sports met on Tuesday from 5 pm to 6 pm.
- Wednesday Drop-in Club met on Wednesday.

- The City Spring Volleyball program met on Monday and Thursday.
- The City Adult Volleyball program met on Tuesday evening.
- Staff is working on spring cleaning.

The Casements

- 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.
- A wedding ceremony and reception were held in Rockefeller Gardens and The Casements on Saturday from noon until 11:00 p.m.
- A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 2:30 p.m. to 3:30 p.m.
- Pilates classes met Monday through Friday at The Casements.
- The Art Group hung their artwork in the gallery on Monday from 9:00 a.m. to 1:00 p.m.
- The Casements Guild Crafters met on Monday from 12:30 p.m. to 3:30 p.m. in Room 203.
- Yoga class met on Tuesday morning at The Casements.
- Ormond Beach Garden Club held their monthly meeting in the gallery on Wednesday from 8:00 a.m. to noon.
- Zumba class met on Thursday at Bailey Riverbridge.
- The Art Group will host an opening reception for their 7 Paths art exhibit on Friday from 5:30 p.m. to 8:00 p.m. in The Casements' gallery.
- Movies on the Halifax will show *Nine Lives* at 8:00 p.m. this evening in Rockefeller Gardens. Staff will be assisting from 6:30 p.m. to 10:30 p.m., free face painting provided by For Any Event.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Ames – repair wood railing by sidewalk
- Ames – repair concrete piece on alligator slab
- Nova Community Park – remove old guide wire cleat from ground
- Magic Forest – repair bench seat
- Bailey Riverbridge – repair concrete piece by sidewalk
- Environmental Discovery Center – install new corner trash cans
- Riviera Park – remove dock pieces from river

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
- Repaired the gate swing arm at the Airport Tower
- Repaired the freezer at the PAC
- Checked the Jefferson Street entrance gate at WTP
- Replaced the dishwasher at Fire Station 91
- Checked the fire extinguishers at Gymnastics
- Repaired thermostat at Nova gym
- Programmed the thermostat at Public Works
- Checked the sewer line and cleaned floor at Soccer
- Repaired the water filter at Fire Station 91
- Reset the gates at the Police Department
- Repaired ladies room toilet at The Casements
- Repaired electric gate at WWTP
- Installed Boy Scout sign at The Casements
- Repaired the gate between courts 5 and 6 at Nova

- Repaired damaged outlet in the storage area at the PAC
- Removed the outlet in the exercise room at Nova Gym
- Replaced burned out light in the gym at Nova
- Repaired the lights in the restroom at the Police Department
- Checked electric at Rockefeller Gardens
- Cut 26"x26" covers for drains at Rockefeller Gardens
- Replaced kitchen door lock at PAC
- Unclogged first floor ladies room at City Hall
- Repaired parking lot posts at Wendelstedt at Airport Sports
- Repaired control room toilet valve at WTP
- Replaced concession stand water heater at Nova
- Replaced the urinal diaphragm at Fortunato Park

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended the "Soda Pop with a Cop" event at Chick-fil-A.
- Staff attended the Crime View meeting hosted at the Police Department.
- Captain Roos hosted a supervisor's meeting at the Police Department.
- Staff attended a DARE Graduation at Saint Brendan's.
- Staff attended the Volusia-Flagler Police Chief's Association meeting.
- Staff attended the FBINAA Luncheon that was hosted at the Daytona International Speedway.
- Staff attended training at the all-terrain range.
- Staff attended the Crime Victim's Breakfast hosted at the Palmetto Club.
- Staff attended an Explorer Post meeting.
- Staff hosted a meeting to discuss the new Supervisor Training.
- Staff attended the Citizen Police Academy Graduation at Aberdeen.

Community Outreach

- Ten (10) Members of the Youth Director Council (YDC) met last week to review upcoming community service projects. Youths are preparing a fundraiser to support attendance at the State of Florida Association of Police Athletic League Youth Directors Conference. The fundraiser will be at the Ormond Beach Walmart on Saturday, April 15 from 9:00 a.m. to 5:00 p.m.
- The *Tutors R Us* program, which was held at the South Ormond Neighborhood Center for the 27 youths are registered for the program concluded on April 6, 2017.
- The *R.E.A.D., Reading, Exploration, Adventure and Discover* program for 2nd, 3rd, 4th and 5th grade continues. Forty-seven (47) youths are registered for the program. R.E.A.D. is offered in partnership with Ormond Beach Elementary School.
- Members of the boys' 10U, 12U and 14U teams held practices at the South Ormond Neighborhood Center on Tuesday, Wednesday and Saturday last week. Thirty-three (33) youths attended the practices each day.
- Twenty-nine (29) youths participated in the State of Florida Association of Police Athletic Leagues annual tournament in Jacksonville, Florida from March 31 to April 2, 2017. The next tournament will be Battle at the Beach on April 28-30, 2017.
- The Donut Dash 5K family event will be held Saturday, May 13 at the Ormond Beach Sports Complex. This event is an opportunity for community businesses and community members to join together to support programs for at-risk youths in Ormond Beach. On-line registration can be done at: <http://getmeregistered.com/OBPALDonutDash5K>
- Outreach personnel attended recruitment efforts at Keiser College.
- Outreach personnel attended the Citizen Police Academy at the Aberdeen Club House.

Community Services & Animal Control

- Animal Calls responded to: 54
- Animal Bites: 1
- Animal Reports: 5

- Trap Neuter Release: 7
- Animals to Human Society: 4

Criminal Investigations

- Cases Assigned: 37
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 4
- Inactive: 19
- Fraud: 3
- Burglary Residential: 1
- Larceny Car break: 14
- Grand Theft: 9
- Auto Theft: 1
- Death Undetermined: 1
- Sex Offense/Rape: 2
- Police Information: 2
- Suspicious Incident: 3
- Prowler: 1

Records

- Walk - Ins / Window: 89
- Phone Calls: 104
- Arrest / NTA'S: 12
- Citations Issued: 63
- Citations Entered: 88
- Reports Generated: 131
- Reports Entered: 105
- Mail / Faxes / Request: 29

Patrol

- Total Calls: 1,293
- Total Traffic Stops: 131

Operations

Crime Opportunity Report Forms: 175

- 03/29/17
 - Warrant Arrest, 200 Hidden Hills Drive. Subject was found to have an open/active Volusia County warrant and was arrested.
 - Theft, 51 South Atlantic Avenue (Royal Floridian Resort). An unknown male stole a bicycle, valued at \$2,500, from this location.
 - Carbreak, 54 South Ridgewood Avenue (First Baptist Church of Ormond). Unknown suspect siphoned approximately 20 gallons of gasoline from the victim's vehicle.
 - Carbreak, 275 John Anderson Drive. Unlocked vehicle was entered and several items were taken.
 - Violation of Probation and Traffic Arrest, 38 East Granada Boulevard. Subject was arrested for knowingly driving while her license was suspended.
 - Theft, 43 West Granada Boulevard (Rose Villa). The victim, who is an employee at this location, reported that her wallet was stolen from her purse.
 - Sex Offense, 700 Block West Granada Boulevard. Adult victim stated that she was a victim of a sexual assault and had hidden her clothes and a cell phone that were involved. The investigation is on-going.
- 03/30/31
 - Stolen Vehicle, 208 Chelsea Place Avenue. Gray 2017 Jeep Wrangler was stolen from this location. It was left unlocked with the keys inside.

- Stolen Tag, 357 McIntosh Road. Tag stolen off of vehicle and was also found to be related to a fraud case.
- Carbreak, 440 North Nova Road (Nova Community Park). Front passenger side window smashed out. Purse and contents taken.
- Carbreak, 500 Sterthaus Drive (YMCA Center). Passenger side window was smashed. Car radio, 2 speakers, and an amplifier were taken.
- Carbreak, 700 Hull Road (Hull Road Sports Complex). Rear passenger side window smashed in. Purse and contents taken.
- Carbreak, 700 Hull Road (Hull Road Sports Complex). Rear passenger side window smashed in. Purse and contents taken.
- Carbreak, 700 Hull Road (Hull Road Sports Complex). Front passenger side window smashed in. Purse and contents taken.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls Department Store). Officers responded to the business in reference to a shoplifting in progress. Two subjects fled from the business and one was detained and arrested.
- Warrant Arrest, 139 Fairway Drive. Contact was made with a subject who was found to have an open warrant for Grand Theft and Dealing in Stolen Property.
- 03/31/17
 - Theft, 170 North Yonge Street #13 (Ridgecrest Mobile Home Park). The victim said that his 26" Schwinn mountain bike was taken overnight.
 - Carbreak, 63 Sandcastle Drive. The victim said that somebody attempted to break into his car as there was noticeable pry marks on the driver side door. No entry was gained.
 - Carbreak, 295 South Yonge Street (Pampered Pooch). The victim left her wallet on the center console when she went in to pick up her puppy. The victim said her wallet was gone when she got back to her car.
 - Theft, 664 South Nova Road #107 (Prince of Peace Villas). The victim suspects her caretaker of taking money and prescription medication within the last two weeks.
 - Warrant Arrest, 19 North Yonge Street #69. Subject had an open warrant out of Missouri with full extradition for probation violation.
 - Battery Arrest, 19 North Yonge Street #26. A subject punched, head butted, and body bumped his roommate, and the roommate wanted to pursue charges.
 - Bomb Threat, 785 West Granada Boulevard. A bomb threat was made through "twitter" from a disgruntled client of State Farm Insurance. Officers went to her residence in the county area for an interview, and she confessed that she was upset and that it was wrong for doing so. An Affidavit was sent up for the felony bomb threat.
- 04/01/17
 - Theft, 49 Big Bear Path. Subject rented a room to another and later found several thousand dollars of jewelry missing.
- 04/02/17
 - Warrant Arrest, 150 Greenwood Avenue. Subject was contacted and found to have a misdemeanor warrant for Failure to Appear
 - Theft, 93 Kenilworth Avenue. The victim said that her roommate has taken \$980 out of her dresser within the last week.
 - Carbreak, 36 Hernandez Avenue. The vehicle was left unlocked, some change and miscellaneous paperwork were taken from the vehicle.
 - Theft, 440 North Nova Road (Nova Community Park). Subject left \$440 cash in his backpack while he played basketball. The money was missing when he was finished.
 - Carbreak, 910 South Atlantic Avenue (Planet Fitness.) The window of the vehicle was smashed and a purse was taken out of the vehicle.
 - Battery Domestic Violence Arrest, 139 Fairway Drive. Subject was taken into custody for striking his live in girlfriend and placing his hands around her neck.
 - Driving Under the Influence Arrest, 1930 West Granada Boulevard. Subject was arrested after he drove up onto the sidewalk and almost struck a pedestrian.

- Battery Domestic Violence Arrest, South Orchard Street/Division Avenue. A verbal argument took place over taking a sick baby to hospital. A subject grabbed a cell phone out of his ex-wife's hand and scratched her chest in the process.
- 04/03/17
 - Fraud/Theft, 75 Shadow Lakes Boulevard (Chase Bank). Over \$10,000 fraudulently removed from the victim's bank account in the Miami area.
 - Warrant Arrest, 1105 North United States Highway One (The Beaver Bar), Subject was contacted and was arrested.
- 04/04/17
 - Warrant Arrest, 77 Westland Run. Subject was contacted and taken into custody.
 - Warrant Arrest, 342 Bent Creek Lane. Subject was contacted and taken into custody.
 - Carbreak, 328 Chesham Street. Credit card was removed from vehicle. No evidence or suspects at this time.
 - Stolen Vehicle, 49 Big Bear Path (Bear Creek). Known subject is suspected of stealing the victim's vehicle.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 34
 - Number of Uniform Traffic Citations Issued: 43
 - Number of Written Warnings Issued: 3
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 1
 - Number of Fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 3 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 0 Cases initiated
- 10 signs have either been removed or sign cases created.
- 18 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and seventy-two (72) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Water Treatment Plant Controls and Pump Upgrade – Resetting pumps 3 and 5 is in process. Start-up for the lime sludge pumps occurred on Thursday, March 30.
 - SONC Surveillance and Lighting – The Contractor has completed the path lighting installation and 60% of the security system installation.
 - Police Department Sally Port –The Contractor has completed 80% of the proposed work and will return to replace the entry door as soon as it arrives in May.
 - ARBFP Ramp Repairs due to Hurricane Matthew Repairs – The contractor is 85% complete with the rebuild and anticipates opening the structure the week of April 10th.
 - 2017 Storm Drain Pipe Lining – Contracts are being signed and staff has scheduled a pre-construction meeting for April 20.
 - Seawall Repair at Ames and Riviera Parks - Contracts are being signed and staff is working to arrange a pre-construction meeting.
 - Sanitary Sewer Inspection – The Contractor has finished the first of 11 sewer systems. They are moving into the area of Ann Rustin Drive and Sandcastle Drive.

- 2017 Roadway Resurfacing – The resurfacing of Flormond Avenue, Salvador Place and Laurel Oaks Circle is complete. The Contractor is working on Aaron Circle, Thomas Street, and Trina Street.
- Design Projects:
 - South Peninsula Reclaimed Expansion – Consultant has recommended awarding this contract to General Underground from Groveland, Florida in the amount of \$2,199,918.42. Bid approval is scheduled for the May 2 CC Meeting.
 - West Ormond Community Center – Met with the police and fire chiefs to discuss EOC needs for including an EOC at the proposed community center. A joint meeting with the LSAB and QLB Boards was held on March 8th to present and discuss the project. A community meeting was held on April 6th at 6:00 pm at Pathways Elementary School.
 - 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 turnkey 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.
 - Cassen Park Public Dock –The Army Corps of Engineers has issued the public notice for the permit and no comments were received. The consultant submitted the response to FDEP for the RAI received and expect that permit processing will follow shortly. Staff submitted the grant application for resubmittal to FIND and FFWC for grant funding for construction costs.
 - WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant is proceeding with design.
 - Effluent Outfall Replacement – Two Bids for the project were received. The bids were above the engineer’s estimate and the budgeted amount. Staff is investigating the possibility of slip-lining the existing outfall in order to determine if this is a viable alternative repair option.
 - Forest Hills Connector Trail – Staff received comments from FDOT this week, and are working on responses.
 - CDBG (canoe kayak launches) – Staff is soliciting written installation proposals to complete the installation of both stored launches. We recently received notification from FDEP that our application for permit was approved.
 - Ph III 2-Inch Water Main Replacement – Mainland – A pre-bid meeting was held on March 29, bid opening is scheduled for April 11.
 - Ph III 2-Inch Water Main Replacement – Peninsula – A pre-bid meeting was held on March 30; bids opening is scheduled for April 12.
 - Downtown Stormwater Phase 2 – Consultant is gathering information in order to commence production of bid documents for the Phase 2 construction.
 - Fleming Ave Stormdrain Improvements – Consultant has completed the preliminary Engineering and cost estimate Staff is considering applying 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 plant and Wastewater plant will commence this week.
- CDBG 2017 Trail & Sidewalk – The project bid opening is April 12.
- OBSC Improvements – Field 3 Lighting – The area is scheduled to be surveyed so the preliminary design can be finalized and submitted to FAA for review and pole height approval.
- OBSC Improvements – Championship Field 7 – The survey work is complete and staff is reviewing preliminary layouts.
- PD Security Fencing – Staff is preparing a PO for the fence purchase and installation.
- North US1 Landscaping Ph II – Design plans were submitted to FDOT for review and permit.
- Sandpiper Lane Drainage Improvements – Design is in progress.
- Water Plant Upgrades – Staff is meeting with a Consultant to prepare a scope of work for the Sodium Hypochlorite and Lime Slaker projects.
- Secondary Raw Water Main – Staff met with a Consultant to prepare a scope of work for the secondary raw water main project.
- Hammock Lane Guardrail – The damaged guardrail on Hammock Lane was replaced on Thursday, March 30.
- 554 Riverside Drive – Work commenced on the replacement of the City stormwater outfall located in the easement on the property at 554 Riverside Drive.
- Departmental Activities
 - Grant applications were submitted to the River to Sea TPO Call for Project for projects involving South A1A pedestrian safety improvements, Fluhart Drive Roundabouts, and a West Granada Blvd. Crosswalk Upgrades (RRFBs-Rectangular Rapid Flash Beacons).
 - Updated Sandpiper Lane Piping project drawing, as requested by Project Manager.
 - Researched old files for right-of-way information along portions of Old Tomoka Road, and provided PDF copies to surveyor (ATS), per request.
 - Created Road Resurfacing Exhibit Maps for 2022.
 - Created Hammock Lane Detour Maps for Utilities Division, per request.
 - Prepared and delivered the Detour Notices to approximately 100 residents affected by the detour.
 - Took measurements and modified drawings for Police Fence project, per Project Manager's request.
 - Performed downtown streetlight survey.
 - Researched old files and provided PDF copies of Harmony Pond at OBSC, to Facilities Maintenance Division, per request.
 - Researched old files and provided PDF copies of A1A Pump Station and Force Main project to Utilities Division, per request.
 - Updated Forest Hills Connector Project drawings to reflect FDOT comments.

Environment Management

Street Maintenance - Asphalt/Concrete

- Poured gutter and basin on Riverbluff Dr
- Patched small section of sidewalk on Division Ave at S Center St
- Dug out grass and dirt for sidewalk on Calle Grande St & Beach St
- Cut and removed broken sections of sidewalk on US1 & Mound Ave, SR40 at Lowe's
- Poured concrete section for DOT on Mound Ave at US1

- Formed new sidewalk at Calle Grande St & Beach St
- Patched sidewalk for Water Div on 500 block of S Atlantic Ave

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 leaning Pine on Laurelwood Ln cul de sac
- Trimming at Nova Rec; trimmed Deadwood in Sanchez; Airport Sports Complex Field #7
- Assist Parks with weather vane at Fortunato Park
- Removed poles and rocks at Sanchez Park
- Removed (2) Oak trees on Grove St

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
- Trimming in various areas citywide
- ROW repair (recycle in hole) at Hand Ave & Bostrom Ln
- Straightened signs in various areas
- Removed poles in park at Sanchez Park

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
 - Blocked off sections of roadway for construction of guardrail on Hammock Ln/Old Kings Rd
 - Straightened signs in various areas citywide
 - Checked concern from citizen regarding County signs at Nova Rd/Fleming Ave
 - Replaced Stop sign and post at Sauls Ave & Hand Ave
 - Installed Stop sign and post, street names, and anchor at Riverside Dr/Pine Rd
 - Replaced (2) HIP Stop signs & (2) 25mph Speed Limit signs in the Ormond Green subdivision

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
- Cleaned Shop
- Pond maintenance on Mainsail and Division Ave; FDOT ponds; SR40 (mowing)
- Baffle box & outfall inspection Citywide

Reach-out

- US1

Vactor

- Sanchez Ave, Brookwood Dr, Lakebridge Dr, 400 block John Anderson Dr, Oak Dr

Street Sweeping/Streetsweeper

- 114 miles of road cleaned
- 34 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 25,884
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 15,111 gallons unleaded, 9,686 gallons diesel
 - Fuel used in one week: 2,781 gallons of unleaded and 586 gallons of diesel.
 - Fleet completed 34 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Responded to design question concerning voltage requirements for floats.
 - Biosolids Hauling & Disposal 2017 – A piggy back contract with Daytona Beach will be pursued since bids were recently received for this item from qualified hauling and disposal companies. Copy of bid specifications, bid tabs and an executed contract were received.
 - Fire Hydrant Replacement Program – Construction on A1A was certified complete by FDOT.
 - Lift Station 8M1 – Contractor indicated as-built drawings will be available at the end of the week. A request for clearance form is being processed.
 - Lift Station 10M & 12M Rehabilitation – City Commission approved obtaining bids for the project. A legal ad was prepared and will be advertised on April 9, 2017. Provided wastewater flow information to the engineer for FDEP permit processing.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Crews are working in the area of Ann Rustin Drive and Sandcastle Drive.
 - Shadow Crossings Force Main Improvements – Contractor is revising preliminary as-built drawings.
 - Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
 - Elevated Storage Tank Repairs & Maintenance – Prepared agenda and conducted pre-bid meeting on April 5, 2017. Accompanied contractors on their visit to the elevated tanks to obtain additional information on the tank components requiring rehabilitation.
 - South Peninsula Reclaimed Expansion – Consultant recommends that the bid be awarded to General Underground in the amount of \$2,199,918.42.
 - Water Plant Aerator Housing Rehabilitation (CIP) – The second aerator structure is being removed.
 - Water Plant Pump & Control Upgrades – Pumps 3 and 5 are being reset. Start up for lime sludge pumps occurred 3/30/17. Vibration issues are being investigated.
 - Water Plant Lime Sludge Dewatering Improvements – Andritz's schedule has opening in the middle of June to set up screw pump equipment pilot tests to determine capabilities of their equipment to appropriately dewater lime and wastewater sludge for water and wastewater plant purposes. Samples will be collected by manufacturer's representative prior to testing.
 - WWTP Outfall Pipe Replacement – Engineers evaluating alternatives to replacing the pipe.

- WWTP Sludge Dewatering Improvements – Awaiting consultant scheduling of plant visits for nearby screw press dewatering applications. Pilot testing to be performed middle of June by Andritz.
- Utilities SCADA Upgrades – Additional radio survey to determine feasibility of using the Leeway Tank to enhance radio transmission capabilities scheduled for next week.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – A pre-bid meeting was held on March 29th. Bids are due 4/11/17.
- 2016 2-inch Water Main Replacement Phase 3 Peninsula – A pre-bid meeting was held on March 30th. Bids are due 4/12/17.
- Volusia County for Right of Way Utilization Permits – Processed clearance forms for completed permits at various locations.
- SPRC Projects (Utilities Review)
 - Celedine Subdivision – Revised plans were reviewed and comments provided.
 - Huntington Villas – Received water, sewer & irrigation system shop drawings for review.
 - Kingston Shores – Received easement from the state for review.
 - Ormond Renaissance – Partial FDEP clearance received for sanitary sewer line.
 - Plantation Oaks Phase 2A – Received shop drawings.
 - Security First – Provided revised fire hydrant test data to the design engineer and answered additional questions concerning fire hydrant configuration.
 - Commercial Sampling Manhole – Distributed sampling manhole details for review.
 - 589 South Yonge Street – Reviewed plans and provided comments.
 - 1211 W. Granada – Met with engineer and developer to discuss the force main aspects of the proposed project.

Water Treatment

- Delivered 40.24 million gallons for the week ending March 31, 2017 (5.75 MGD).
- Backwashed 12 filters for a total of 592,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 28, 2017 @ 6.047 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 30.63 Million Gallons.
- Produced 30.22 Million Gallons of Reuse.
- Produced 0.41 Million Gallons of Surface Water Discharge.
- Annual Average (March 01, 2016 – April 30, 2016) for Surface Water Discharge 0.899 MGD.
- Influent flows average for week @ 4.38 MGD, plant designed for 8 MGD.
- Hauled 207.57 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 5 water leaks.
- Installed 6 new residential water meters.
- Replaced 4 malfunctioning residential water meters.
- Replaced or repaired 5 water meter boxes.
- Replaced 5 water services due to low flow or leaks. 1 - 2" casing installed under roadway to replace a water service.
- Repaired 2 water main leaks: 8" AC on S. Atlantic Ave and a 2" on Shadow Creek way.
- Performed pressure testing of 5 City owned backflow preventers.
- Responded to 5 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed maintenance on 11 fire hydrants.
- Locate & exercise 9 valves in Forest Hills subdivision.
- Rescinded all outstanding boil water notices.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 125 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. Responded to 1 reuse trouble call.
- Responded to 4 Request for Utility Verifications for residential and commercial properties.
- Dressing up various jobsites for sod.
- Discontinued reuse flushing due to low tank levels
- Raised manhole at 777 N. Ocean Shore Blvd. – pavers had been installed over it.
- Installed data recorders on 16"/10" reuse transmission line.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 39/38 psi, Ocean Mist Hotel @ 38/38 psi, Ormond Mall @ 11/12 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 19/14 psi, Westland Run 20/13 psi & Shadow Crossing Blvd. (4 inch) 10/5 psi.
- Televised 17 laterals from our PM list, found 6 that needed to be cleaned. Removed roots from 6.

Wastewater Plant – Lift Stations

- Internal Recycle Pump #2, HMI hard to read, replaced with new stock, ok.
- Concentrate Totalizer Meter, not functioning, replaced with new stock, ok.
- 5M transfer Oda-Logger (H2S monitoring) from wet well to fence.
- 3M, replaced damaged screws at load side of motor starter.
- CS, installed new pump, repair conduit and wire for pumps and floats, ok.
- Final Tanks, further assembly of discharge header.
- McDonalds, oversaw contractor replacement of check valves, ok.
- 8M1, oversaw contractor installation of automatic RTU bypass circuits, ok
- Influent Room, oversaw transfer of pump positioning, ok.
- McDonalds, Saddlers Run weekly odor control and wet well cleaning.
- WIN911 monitor/response: 6P, high level, pumps slightly bypassing at base elbows causing discharge to spray up on probe high level contact point, addressed spray at base elbows during normal working hours with full crew, ok; Chelsea Place #1, called in by police, local alarm sounding, no Win911 call, wet well high and both pumps running, cleaned probe, watched station pump down and cycle through normal alternation, ok.
- SCADA monitor/response: 3M, 10M, no starts #2, reset motor starter, ok; Shadow Crossings, high starts, cleaned probe, ok; 4P, no starts #1, reset starter, will monitor.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Quarterly Plant PM's: Bar Screens, #1, #2;
- Semiannual Plant PM's: Bar Screens, #1, #2;
- Lift Station PM's: 27 monthly and 5 annual performed.
- 64 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Leeway Tower, fill pump not responding, troubleshoot motor, megger windings, windings shorted, will order replacement motor.
- Well 37R, not responding, reset RTU, returned to service, adjusted Bermad valve, ok.
- Lime Slaker #2, grit belt not operating, assisted with flushing of grit chute, install new paddle shaft in mix tank, returned to service.
- Lime Slaker #1, install new swivel jet nozzle, ok.
- R.O. Clear-well #2, pump down well to prevent accidental overflow while Electrical contractor is working on VFD upgrade project, assist contractor with completion of wire pull.
- R.O. Building MCC, stage backup generator next to building for scheduled electrical shutdown.
- Aerator Project, degasifier #2, drain tank, remove aerator racks, to support project.

- Sodium Hypochlorite generator #2, replace water filter, ok.
- Brine Tank, install new 4" off-load hose.
- Sodium Hypochlorite pump #6, VFD failed, receive sole source quote to begin requisition for purchase.
- Degasifier #2, replace blower bando belt.
- Lime sludge pumps, remove old disc-flow pumps, stage for salvage.
- PM's: Sodium hypochlorite pumps 5, 6, 7; Clari-cones #1, #2, lime injection ports; all Division wells. All Hudson wells; all Rima wells; R.O. Clear-well pumps 4, 5, 6; Degasifier #2.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program – Staff received a response from both industries the Utility deemed as possible contributors of excessive amounts of copper discharge to the sewer collection system. Staff continues composite sampling of the facilities to ensure consistent compliance with the local limits.
- Local Limits Evaluation – Staff completed the sampling required to evaluate the Utility's current local limits. Once the Utility receives the analytical report from the contract laboratory, staff will review the results and compare to current limits. The limits are a part of the Industrial Pretreatment Program to ensure the safety and sustainability of the waste water treatment facility.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Earth Day Event – Staff has begun organizing over 100 students from Ormond Beach Elementary to attend the City's Earth Day Celebration. The students will participate in several activities. Students from Pathways Elementary are designing the t-shirts for City staff.
- Consumer Confidence Report – Staff received approval from the Volusia County Health Dept. of the City's analytical data to be included in the 2016 CCR. The data was delivered to Tymber Creek Utilities, a consecutive system per FDEP requirements. The CCR provides the City's potable water customers information.
- Cross Connection Control Annual Report – Staff submitted the first annual CCC report to the Volusia County Health Dept. The Utility is currently working on a revision as requested. The report highlights the backflow prevention device certification rate in the City.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for April 3, 2017, Neighborhood Improvement Advisory Board Meeting
- Staff attended and provided support for April 5, 2017, City Commission Workshop (Brainstorming Session)
- Staff attended and provided support for April 5, 2017, City Commission Meeting
- Staff provided support for April 6, 2017, Ormond Beach Chamber of Commerce Leadership Program's Government Day
- Agenda packet preparation for April 18, 2017, City Commission Meeting