

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 12, 2017

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with IT Manager, and Economic Development Director
- Reviewed Public Works recruitment process with senior staff
- Continued CIP meetings with staff
- Discussion with senior staff on Ormond Heritage condo post hurricane concerns
- Claims committee meeting
- New City website design discussion with City Clerk office assistant

Spoke to, attended and/or met with:

- Rotary meeting
- General discussion meeting with Commissioner Littleton
- Held Walk with the Manager
- Responded to Mr. Baumer regarding window tint concerns
- Dr. Frank Farmer, Ormond Heritage condo
- Crime View meeting at PD
- Tiger Bay lunch meeting, Miami Mayor Philip Levine guest speaker
- Crime Stoppers annual awards banquet

Community Development

Planning

- Staff met with representatives from Destination Daytona regarding amending the Planned Business Development to add a van conversion business use to the list of uses that was included in the Volusia County approved Development Order which then was amended by the City for additional uses.
- The Planning Director met with the HR Director and staff as a follow-up to comments made on improving the Employee Recognition Program.
- The Planning Director and staff met with representatives of a proposed redevelopment for 142 East Granada Boulevard. The Floor Area Ratio (1.0) in the Downtown Overlay is in conflict with the Floor Area Ratio (.70) in the Comprehensive Plan. Three different mix use projects which have been presented to staff by interested developers require a variation in FAR's above .70 and 1.0, the Department is contemplating amending the Comprehensive Plan for the downtown area only to increase the FAR from 1.0 to a range of 1.25 to 1.50. The department is testing productivity analyses using a mix use spreadsheet to determine what FAR can be used and still meet space needs for parking, buffers, and stormwater.
- Department staff along with Engineering staff met with City Administration regarding the CIP.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued
- 410 inspections performed in-house
- 141 permits valued at \$3,757,585.00

Development Services

- SPRC met with applicants from Oceanside Golf & Country Club to discuss driveway improvements.
- Projects receiving Building Permits and percent completed are provided below.

Project	% Complete	
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	30%	
Antares of Ormond Beach	0%	Building Permit issued on March 21, 2017
McDonald's, 1530 North US 1	95%	Construction completed. Waiting on as-builds.
McDonald's, 105 Interchange Boulevard	95%	Construction completed. Waiting on as-builds.
Pet Street Vet, 240 South Nova Road	5%	
Realty Pros	80%	
Specialty Surgery Center	45%	
Valiant Diners, Phase 2	0%	
Huntington Villas, Phase 1B	50%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	5%	

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff is facilitating the Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. Several design projects are underway by the SFM consultants including architectural and site planning and utility extension planning. SFM's objective is to begin construction in the fall of 2017.
 - Staff is preparing the first amendment to Ormond Crossings Development Agreement to modify the timing for the installation of a signal at Broadway Avenue.
- Airport Business Park
 - Staff is working with SKYO and the Florida Department of Economic Opportunity in monitoring of the 2016 job creation data and the facilitation with Career Source for training grants.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff presented the City's economic development happening to the attendees of the bi-monthly Chamber of Commerce Economic Prosperity meeting.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working with Edgewell in their continued capital investment and infrastructure upgrades to improve the US 1 manufacturing plant including fire pump system, storage tanks, underground drains, and roadway egress points on US 1.

- Staff met with a potential restaurateur who visited several available sites in the City. The company continues to review the alternative sites in Ormond Beach.
- Staff is working with a national grocer to locate a suitable site for a new store location.

Airport Operation and Development

- Staff was advised by Sunrise Aviation that their self-service fuel farm was temporarily out of service due to an aviation fuel delivery issue with their fuel supplier. Sunrise accommodated the flying public in the interim by providing fuel from their tanker trucks at the self-service rate. The fuel farm has since been returned to service.
- Staff continues working with Hoyle, Tanner and Associates (HTA) 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. Staff conducted a teleconference this week with personnel from HTA to discuss the runway project.
- Staff is examining the possibility of establishing additional parking for itinerant aircraft along Taxiway Bravo. Staff is working with Hoyle, Tanner and Associates to determine if the paved shoulders of the taxiway provide enough clearance for aircraft parking. Similar areas along Taxiway Delta are currently used for this purpose.
- Staff met this week to review and discuss airport items proposed for inclusion or revision as part of the City's overall capital improvements program. These items will be reviewed by the Aviation Advisory Board prior to consideration by the City Commission.
- The bi-annual application of herbicide along the airport's runways and taxiways is scheduled to occur on Friday, May 26.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement preparations are in progress.
 - Phase 1 of the Tyler Munis Enterprise Resource Planning system went live May 1.
- Completed Projects - Weekly
 - Processed 11 Journal Entry Batches.
 - Approved 107 Purchase Requisitions totaling \$2,657,256.19.
 - Issued 23 Purchase Orders totaling \$171,726.24.
 - Prepared 118 Accounts Payable checks totaling \$538,545.20 and 21 Accounts Payable EFT payments totaling \$432,574.96
 - Prepared 17 Payroll checks totaling \$12,503.74 and 339 Direct Deposits totaling \$421,151.76.
 - Transferred IRS 941 payment of \$157,439.43.
 - Issued 549 past due notices on utility accounts.
 - Auto-called 47 utility customers regarding receipt of a past due notice.
 - Processed 355 payments through Interactive Voice Response System totaling \$35,527.65.

Grants/PIO

- Public Information
 - Press Releases
 - Walking with the Manager (5/10)
 - Memorial Day Patriotic Concert (5/28)
 - Summer Sports Clinics
 - Summer Connection Day Camp Registration
 - Florida Licensing on Wheels (5/23)
 - Water Distribution System Disinfection (May 15–June 5)
 - Inaugural Donut Dash 5K (5/13)
 - Other
 - Citizen Contacts
 - Media Contacts

- Added to and updated items in News & Announcements and other pages on the City's website.
- Completed weekly events calendar ad for Ormond Observer.
- Attended weekly staff meeting.
- Issued weekly CodeRED notifications to residences where hydrant flushing will occur.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 9
 - Hazardous: 2
 - EMS: 85
 - Motor Vehicle Accidents: 7
 - Public Assists: 52
 - TOTAL CALLS: 157
 - Aid provided to other agencies: 8 Calls – Daytona Beach (2), Volusia County (6)
 - Total staff hours provided to other agencies: 5
 - # of overlapping calls: 41
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 74
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 501
- Training Hours
 - NFPA 1001: Firefighting 13
 - NFPA 1002: Driver 8
 - NFPA 1021: Officer 3
 - NFPA 1500: Safety/Equipment 11
 - NFPA 1620: Preplanning 11
 - EMT/Paramedic 2
 - TOTAL TRAINING HOURS: 48
- Station Activities
 - Updated 8 pre-fire plans
 - Serviced 18 fire hydrants

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, Indeed, National Testing Network, and internally.
 - Office Assistant IV (Support Services) open 5-4-17 until 5-19-17. Advertised on City web site, governmentjobs.com, Indeed, Embry Riddle, and internally.
 - Part Time Office Assistant I (HR) open 5-4-17 until 5-19-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Maintenance Worker II (Water Distribution/Public Works) re-opened 5-10-17 until 5-24-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Community Events Technician (Leisure Services) re-posted 4-24-17 until 5-19-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Summer Camp Counselors (Leisure Services) open 3-7-16 until 5-19-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.

- Applications Under Review
 - Public Works Director (Public Works)
 - Engineering Inspector (Engineering)
 - Maintenance Foreman (Water Distribution/Public Works)
 - Maintenance Worker III (Wastewater Collection Reuse/Public Works)
- Interviews Scheduled
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Neighborhood Improvement Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
- Separations
 - Part Time Recreation Leader (Nova/Leisure Services)
- Employee Events
 - Skin cancer screening for HSA contribution continues until December 31
 - ICMA representative here May 11
 - Blood drive June 5
- Risk Management Projects
 - Attend Claims Committee meeting
 - Prepare commission meeting agenda items
 - Attend liability claim deposition
 - Leadership wrap-up
 - American Cancer Society Relay for Life leadership wrap-up meeting
 - Mayor's Health and Fitness Challenge awards distribution
 - Claims research and management
 - Drug-free Workplace program management
 - Requisitions

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff worked through a few minor issues for a very successful go live May1 with financials and purchasing.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.
 - IT Strategic Plan – Gathering requested documentation, stakeholder interviews have been completed. Ongoing discussions have been taking place.
- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
- Work Orders
 - New: 17
 - Completed: 56
 - In progress: 53
- Barracuda Email Security cloud service statistics

- Total Inbound E-Mails: 35,985
 - Inbound E-Mails Blocked: 16,686
 - Delivered Inbound E-Mails: 19,299
 - Quarantined Messages: 2,204
 - Percentage Good Email: 53.6%
 - Virus E-Mails Blocked: 0
- Notable Events: Phase 1 Go-Live with the Tyler Munis system financials and purchasing went live Monday May 1. Week 2 builds on the success of week 1 with only minor issues as expected. Users are settling in to the new way of working with the system and workflows.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 8
 - Changes: 2
 - Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 71: Total in system = 1,314
 - Meters GPS Located this week: 0: Total in system = 23,459; 22,716 potable, 732 Irrigation, 11 Effluent
 - Notable Events: Updated water base maps

Leisure Services

Administration

- Supervisory Staff Meeting
- City Manager's Meeting
- Public Works Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Art in the Park
- CIP Budget Meeting
- Leisure Services Advisory Board Meeting
- Special Olympics Meeting
- Field 7 Design Review

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

- Received 2017 Playful City Award, Recognition Webinar 5/10
- Preparation for Saturday Program at EDC – Archaeology Works: Beads
- Preparation for Eagle Scout Project – 5/13
- Research on fiddler crabs, crawfish, green anoles for display signs
- Community Garden kiosk updates

- Update City website
- Update social media
- EDC Weekly Attendance 4/29 to 5/5: 66

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 will have their final games this Saturday.
- Lady Renegades are holding practices for their two teams on Tuesday and Thursday nights at 6 pm at the Sports Complex on the Softball Quads.
- Golden Spikes are practicing Tuesday and Thursday nights at both the Nova Fields and Wendelstedt/Kiwanis Fields.
- SHS Softball practiced this week on Monday before their regional game on Tuesday which was held at Daytona State College.
- Tee Ball practices continued this week on the Tee Ball Fields at the Sports Complex, with final games this 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 Adult Spring Volleyball had their final night Tuesday night at 6:15 pm. The program will start up again in the fall.
- MEAC/BCU Softball Championships were held this week with practices on Wednesday and games Thursday through Saturday.
- Halifax Academy Spring Football game was held on Thursday night at 6 pm at the Sports Complex on Championship Field 7.

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
- 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
- Fixed up bullpens at Wendelstedt & Nova Fields
- Watered all 18 clay infields with the warm, windy, dry weather
- Prepared fields for MEAC Softball Tournament

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
 - Kopy Kats held regular classes Monday and Thursday
 - Ormond Church Sunday from 8:30 am to 12:30 pm
- The Performing Arts Center is prepared to host the following events:
 - Warner Christian Academy Band, Friday, 7:00 pm to 9:30 pm

South Ormond Neighborhood Center

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

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Assisting Senior Games Committee with planning tasks
- Planning of 2017 events through July
 - Memorial Day Remembrance Service, May 29 – assisting Memorial Day Remembrance Committee with planning tasks
 - Reel in the Fun Fishing Tournament – June 17
 - Independence Day Celebration – July 4 – solicited bids 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
- May session in progress
- Trial classes are being offered to attract potential students
- Working with area schools to attract potential students
- Training of new Gymnastics Recreation Leader
- Open Gym this evening from 6 to 8 pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open Play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- Wednesday Drop-in Club meets on Wednesday.
- The City Adult Volleyball program met on Tuesday evening for their last session of the season
- The SPARC Prom for people with special needs will take this evening from 6:00 pm to 8:00 pm.

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Tours were also given during Art in the Park on Saturday from 10:00 a.m. to 5:00 p.m. and on Sunday from 10:00 a.m. to 4:00 p.m.
- The 45th Annual Art in the Park was held at The Casements on Saturday (10-5) and Sunday (10-4). Staff assisted throughout the weekend.

- The Girl Scouts Art Gala was held in The Casements' gallery on Saturday and Sunday from 10:00 a.m. to 4:00 p.m. An awards ceremony was held at 2:45 p.m. on the North Lawn.
- A birthday party was held at Bailey Riverbridge on Saturday from 12:30 p.m. to 2:30 p.m.
- Pilates classes met Monday through Friday at The Casements.
- The Casements Guild Crafters met on Monday from 11:30 a.m. to 3:30 p.m. in Room 203.
- Barbara Perkins hung her art work in The Casements' gallery on Monday from 9:30 a.m. to noon. The reception for the exhibit was held on Thursday from 5:30 p.m. to 7:30 p.m.
- The Casements Guild executive board met in the Preservation Room on Monday from 9:30 a.m. to 10:00 a.m.
- The Casements Guild administrative board met in the Preservation Room on Monday from 10:00 a.m. to noon.
- Yoga class met on Tuesday morning at The Casements.
- Lohman's Healing Path Workshop met in Room 205 on Wednesday from 2:00 p.m. to 5:00 p.m.
- Zumba class met on Thursday at Bailey Riverbridge.
- Staff began setting up today for a wedding tomorrow.
- Marian Tomblin gave a special tour to 65 fifth graders from Osceola Elementary School this morning at 10:00 a.m.
- A wedding rehearsal is scheduled at Ormond Memorial Gardens this evening from 6:00 p.m. to 7:00 p.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Bailey Riverbridge Pier – Repaired wood to prevent trip hazard
- Cassen Park – Installed atomizer in ladies room
- South Ormond Neighborhood Center – Repositioned benches on playground and installed new swing
- Central Park III – Fixed loose top board and walk boards
- Nova Community Park – Replaced 4x4 at practice pitching mounds
- The Casements – Secured park benches

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- 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
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- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Hung plaque in records section at Police Station
- Hung mirror in women's room 2nd floor City Hall
- Cleaned ice machines at various city facilities
- Repaired toilet and sink at Cassen Park
- Repaired toilet handle outside ladies room at Nova
- Performed operational and safety checks on swing arm gate at Airport, cantilever gate at Breakaway Trails, cantilever gate at WWTP, cantilever gate at Fleet, rolling gate at Public Works, two cantilever gates at Water Plant, three cantilever gates at Airport, and swing at gates at Police Station
- Reprogrammed thermostat in Public Works Administration
- Repaired locks at CPI and Riverbend park

- Checked electrical outlets for festival at The Casements
- Repaired lights at in the bathrooms at Nova
- Installed EM light in the activity room at Nova
- Repaired classroom lights at SONC
- Installed a hose bib at Storm Water
- Assembled tool bench chairs at Public Works
- Assisted contractor with ventilation system repair at the Police Department
- Installed new A/C units at The Casements

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended the Chamber Leadership Graduation.
- Staff attended the “Shifters” bicycle ride with students from Ormond Beach Elementary.
- Chief Godfrey attended a meeting to discuss issues at 250 Willow Street.
- Staff attended the Citizen’s Law Enforcement Advisory Quarterly Board meeting hosted at the Police Department.
- Staff attended “Coffee with a Cop” at the Starbucks on West Granada Boulevard.
- Captain Roos attended “Tyler Munis” training at City Hall.
- Staff attended an instructor meeting at the Police Department.
- Members of PD staff are participating in the Police Unity Tour.

Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discover program for 2nd, 3rd, 4th and 5th grade continues. Forty-seven (47) youth are registered for the program. The exhibition for the books created by the R.E.A.D. program participants will be held on Wednesday, May 24, 2017, at the Ormond Beach Elementary School Library from 2:30 – 4:30 p.m.
- Summer Science, Summer Art, Summer Tutoring, Summer Computer Lab and four summer field trips will be offered by OBPAL in partnership with the South Ormond Neighborhood Center during the Summer Connections program. This year’s field trips are Daytona Lagoon (2 times), the Brevard Zoo, and the Orlando Science Center.
- Members of the OBPAL boys’ basketball teams are practicing at the South Ormond Neighborhood Center on Tuesdays, Wednesdays and Saturdays. Approximately thirty-three (33) youths attend the practices each day.
- The Donut Dash 5K family event will be held tomorrow at the Ormond Beach Sport Complex, the race starts at 7:30 a.m. This event is an opportunity for community businesses and community members to join together to support programs for at-risk youths in the Ormond Beach community. On-line registration is at the link <http://getmeregistered.com/OBPALDonutDash5K>

Community Services & Animal Control

- Animal Calls responded to: 59
- Animal Reports: 6
- Animals to Human Society: 3
- Trap, Neuter and Release: 4
- Sick Wildlife: 4

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 6
- Inactive: 8
- Fraud: 5
- Burglary Residential: 4
- Burglary Business: 1
- Larceny Carbreak: 3
- Grand Theft: 2

- Suspicious Vehicle:
- Sex Offense/Rape: 1
- Assaults: 1
- Police Information: 2
- Vandalism: 1

Records

- Walk - Ins / Window: 74
- Phone Calls: 83
- Arrest / NTA'S: 16
- Citations Issued: 93
- Citations Entered: 259
- Reports Generated: 136
- Reports Entered: 110
- Mail / Faxes / Request: 23

Patrol

- Total Calls: 1,347
- Total Traffic Stops: 108

Operations

Crime Opportunity Report Forms: 143

- 05/03/17
 - Arson, 600 Pineland Trail. A vehicle with a Florida tag was burned while stuck in the woods at this location. Video was located and it appears that it was done on purpose by an unknown group of juveniles.
 - Burglary Arrest, 250 Williamson Boulevard. Additional charges were filed for a subject already in custody.
- 05/04/17
 - Burglary, 19 North Yonge Street (Granada RV Park). Unknown suspect forced entry to storage shed and stole miscellaneous power tools and 4 window air conditioning units.
 - Violation of Pre-Trial Release Arrest, 91 Ford Street. Subject was found at the residence after being issued a No Contact Order from his prior arrest at this location.
 - Carbreak, 2001 West Granada Boulevard (Walgreens). Suspects smashed the back window of a vehicle and stole a bag containing \$22,000 cash, 14 signed blank business checks, and several master keys.
 - Warrant Arrest, 1958 Airport Road. Subject was contacted by Volusia County Deputies at this location and arrested on a warrant that was initiated by our agency.
 - Violation of Probation Juvenile Arrest, 167 Division Avenue. Juvenile was arrested for violating a home detention order.
 - Burglary Residence, 12 Parkview Lane. Victim advised someone broke into her home and stole her service dog and supplies relating to the animal.
- 05/05/17
 - Stolen Tag, 402 Ocean Shore Boulevard. Florida tag was stolen from a trailer sometime within the last week.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject was arrested after stealing several items of clothing.
 - Warrant Arrest, 145 East Granada Boulevard. (Granada Plaza) Operator of a vehicle was arrested for an open warrant out of the St. Johns County.
 - Aggravated Assault, 1478 West Granada Boulevard. (Publix) Customer advised she got into a verbal argument with a male inside of the store. When she was walking through the parking lot, the male drove recklessly around her in his vehicle.
 - Carbreak, 910 South Atlantic Avenue. (Planet Fitness) Subject reported that unknown suspect(s) smashed the driver's side window out of his vehicle and took his cell phone and a fully loaded High Point JHP 45 caliber handgun from the car.
 - Theft, 920 Old Mill Run. Subject reported a theft of his \$250 computer.

- Warrant Arrest, 361 West Granada Boulevard. (Taco Bell) Officers were flagged down by bail bond agents advising that they were in contact with a subject who had two open warrants out of Volusia County.
- 05/06/17
 - Warrant Arrest, 480 North Yonge Street. Subject was contacted and arrested, transported to jail.
 - Warrant Arrest, 223 Warwick Avenue. Subject was contacted and arrested, transported to jail.
 - Carbreak, 1545 Hand Avenue (Millennium Medical Park). Front passenger window was smashed with what appeared to be a piece of asphalt. Computer and other items were stolen.
 - Theft, 14 Maplewood Trail. Lights stolen from yard overnight.
 - Aggravated Battery/Deadly Weapon Arrest, 1567 North United States Highway One (Econo Inn). Subject was arrested for cutting the victim on the left arm with a knife, requiring the victim to respond to the hospital for stitches.
 - Burglary Residence, 758 North Ridgewood Avenue. Subject reported that an unknown suspect entered his open garage and stole his bicycle.
 - Burglary Residence, 955 South Nova Road #24. (Oasis Mobile Home Park) Subject reported that someone entered her unlocked mobile home while she was gardening and took her laptop computer.
 - Battery Domestic Violence Arrest, 5 Windsail Circle. Subject was intoxicated and punched her brother in the face after an argument.
 - Stolen Tag, 205 South Atlantic Avenue. (Best Western) Subject reported that someone stole his license plate off of his vehicle and replaced it with another license plate.
 - Warrant Arrest, 744 Candlewood Circle. Subject was contacted and arrested for an open warrant out of Volusia County.
- 05/07/17
 - Burglary Residence, 901 West Granada Boulevard. Subject reported that someone had entered the backdoor of their home and took a Play Station 4 game console and three firearms from the residence.
 - Bicycle Theft, 348 North Nova Road (La Fiesta). An employee reported that his mountain style bicycle was stolen from the rear of the restaurant.
 - Driving Under the Influence Arrest, Main Trail and Soco Trail. A traffic stop was conducted where a subject appeared to be under the influence of alcoholic beverages and consented to field sobriety exercises. At the conclusion of the exercises it was determined that he was intoxicated and he was placed under arrest.
- 05/08/17
 - Grand Theft, 33 Wild Fern Lane (Ormond Lakes subdivision). The victim advised that some Snap-On brand tools had been taken after some subjects vacated the residence
 - Theft, 101 Clyde Morris Boulevard (Ormond in the Pines). Two paper prescriptions for residents are unable to be located between the nurse and the pharmacy delivery personnel.
 - Battery Domestic Violence Arrest, 505 Sandy Oaks Boulevard. Two subjects were in a verbal argument that turned physical. One was found to be the primary aggressor and taken into custody.
 - Battery Arrest, 87 Ford Street. Subject battered another during an altercation and fled prior to officers' arrival. He later returned and was taken into custody after he attempted to flee through the woods behind the residence.
- 05/09/17
 - Theft, 930 Arroyo Parkway. This is a home that is under construction, the City water meter reader found the water meter missing from the meter box.
 - Grand Theft, 11 Coolidge Avenue #12L. Subject took the security system from this location when vacating.
 - Carbreak, 500 Sterthaus Drive (YMCA). Unknown suspect(s) smashed out the driver's side front window to remove a black satchel from the vehicle.

- Carbreak, 1000 Old Tomoka Road (Tomoka Methodist Church). Unknown suspect(s) smashed out passenger side window to remove a purse containing wallet, credit cards, EpiPen, inhaler and cash.
- Child Abuse Arrest, 1515 San Marco Drive #204. Subject brought her 18 month old child to the police department to report that her boyfriend had bitten the child on May 7, 2017. The child still had visible bruising in the shape of a bite. Contact was made with the boyfriend who was arrested.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 78
 - Number of Uniform Traffic Citations Issued: 85
 - Number of Written Warnings Issued: 9
 - Number of Parking Tickets Issued: 3
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 2

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 20 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 0 Cases initiated
- 7 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and eighty (80) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Police Department Sally Port – The Contractor has completed 80% of the proposed work and will return to replace the entry door upon its delivery later this month.
 - 2017 Storm Drain Pipe Lining – a Notice to Proceed was issued with an effective date of May 22.
 - Seawall Repair at Ames and Riviera Parks – Contracts are being signed, a Notice to Proceed is tentatively scheduled for June 26.
 - Sanitary Sewer Inspection – The Contractor has inspected approximately 53,000 feet of the 93,238 feet of sewer systems in the contract. They are working on North Beach Street moving north. The week of May 15 they will be working at night on Granada Blvd. closing one lane of traffic.
 - 2017 Roadway Resurfacing – The Contractor is working on the Lakebridge median area and preparing MOT and work plan for Amsden Road.
 - Design Projects:
 - South Peninsula Reclaimed Expansion – General Underground's bid in the amount of \$2,199,918.42 was awarded at the May 2nd City Commission Meeting.
 - West Ormond 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. A second community meeting was held on April 27th at 6:00 pm at the Senior Center.
 - Ormond Sports Complex Field 9/10 Lighting – Staff is finalizing the LED lighting designs of soccer fields 4-6 (Hurricane Matthew Damage – Insurance and FEMA funded) and multi-use fields 9 & 10. To have the fields ready for the fall season staff has requested a turn-key installation proposal from one of our construction management firms under continuing contract.

- WTP Sludge Residuals Facility Improvements – Met with Consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and is being reviewed. Staff has asked the engineer to look into the screw press design technology for sludge dewatering. Screw presses could save the City up to \$60,000 per year in operating costs in comparison with the continued use of centrifuges. Andritz has agreed to come on site to perform a pilot test of their screw pump to confirm its ability to dewater the lime sludge. This will occur in June.
- Cassen Park Public Dock – 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 expects 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 alternative repair options. The outfall pipe was televised with an underwater camera along the 1,000 feet of outfall pipe. The report indicated there were 3 locations where the pipe joints were leaking and the diffuser at the end of the outfall was missing. The good news was that the pipe was in overall good shape. Staff will be rejecting the bids received and rebidding the work with a revised scope of work that they believe will be able to be constructed under budget.
- Forest Hills Connector Trail – Staff is finalizing 90% submittal to FDOT.
- 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 – Bids were opened on April 11, McMahan Construction is the apparent low bidder. Bid Award is scheduled for the June 6 City Commission meeting.
- Ph III 2-Inch Water Main Replacement – Peninsula – Consultant has recommended contract award to Utility Services from Loxahatchee, Florida in the amount of \$1,196,342.00; this contract is scheduled to be awarded by City Commission at the June 6 meeting.
- Downtown Stormwater Phase 2 – Consultant is working on bid documents for Phase 2 including the reworking of New Britain Avenue.
- Fleming Ave Stormdrain Improvements – Consultant has completed the preliminary Engineering and cost estimate Staff is proposing to apply for HMGP funding for this project available through Hurricane Matthew. The project estimated cost is \$650,000 and if an HMGP grant is approved it would fund 75% of the project's cost.
- Wilmette Avenue Pumping – Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen - Conceptual design was submitted and is under review.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Roof repairs at the Water and Wastewater plants are nearly complete.
- CDBG 2017 Trail & Sidewalk – Bid award to Volusia General Contractors, d/b/a Formasters, Inc. in the amount of \$111,075.00, is scheduled for the May 16 City Commission meeting.

- 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 – PO has been issued 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 being finalized, staff is preparing the project manual for bidding.
- Water Plant Upgrades – Staff responded with comments on the proposed scope of work; the Consultant will be providing a revised scope and fee schedule.
- Secondary Raw Water Main – Staff responded with comments on the proposed scope of work; the Consultant will be providing a revised scope and fee schedule.
- Wastewater Plant Influent Pump Station – Staff met SGM Engineering to prepare a scope of work for a Power Quality Assessment and VFD replacement recommendations at the WWTP.
- Departmental Activities
 - Continued scanning and archiving filed As-Built plans.
 - Examined SWMP and Fence building permits in Projectdox.
 - Created drawing for Leeway Trail swale.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Removed & repaired broken DOT sidewalk on Highland at US1
- Cleaned up N US1 concrete job
- Inspected asphalt job at W Ridgewood/Woodridge Dr;
- 11x7 asphalt patch on Amsden Rd
- Formed up storm basin for Stormwater on Colonial Cir at John Anderson Dr

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
- Trimming in Ormond Lakes subdivision; around streetlight on Greenvale Dr; on US1 – Nova to Tomoka River bridge

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
- Assisted Sign Shop with straightening sign posts South of SR40
- Trimming in ROW on SR40 & Nova Rd; DOT trimming on SR40
- Cut & picked up tree at Arroyo Pkwy & S Ridgewood Ave

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
- Checked Hull Rd street signs for installation
- Checked out Fire Danger sign at Fire Station 93
- Replaced (2) HIP Stop signs at Fairview/Washington St
- Checked Do Not Enter sign in the Trails/off Nova Rd & straighten
- Installed new HIP Stop sign at Pineland Trl/Ormond Green Blvd
- Replaced Stop sign and post at John Anderson Dr & Orchard Ln

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
- Pond maintenance on Lakebridge Dr; Mainsail
- System inspection at Deer Lake and Sandpoint Cir
- Basin repair on 100 block of Deer Lake Cir; 500 block of Riverside Dr

Reach-out

- Santa Fe Ave, Arroyo Parkway

Vactor

- Carwash rack/Fleet
- Basin cleaning on Sandpoint Cir, Division Ave/Old Kings Rd
- French drains on 900 block of Northbrook Dr
- Line cleaning on Selden Ave

Street Sweeping/Streetsweeper (3 days)

- 78 miles of road cleaned
- 18 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,099
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 13
- Road Calls for the week: 3
- Quick Fleet Facts:
 - Fuel on hand: 12,852 gallons unleaded, 5,909 gallons diesel
 - Fuel used in one week: 2,093 gallons of unleaded and 834 gallons of diesel.
 - Fleet completed 40 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – City Technical Division 1 & 2 specifications were prepared and forwarded to the consultant.
 - Biosolids Hauling & Disposal 2017 – A piggy back contract with Daytona Beach is being pursued. Daytona Beach awarded the contract on May 3, 2017. An executed copy of the contract and other documents were received for agenda packet reference.
 - Water & Wastewater Chemical Purchases – Prepared estimates of annual chemical costs. Specifications and a City Commission Disposition Memo were prepared for the June 6, 2017 meeting.

- Fire Hydrant Replacement Program – Hydrant replacements are continuing as prioritized.
- Lift Station 8M1 – Received a draft easement description for review. A request for FDEP clearance form is being processed. Contractor is addressing as-built comments.
- Lift Station 10M & 12M Rehabilitation: FDEP received permit application forms from the consultant for review. Addendum 2 was prepared. Bids were due May 11, 2017.
- Sanitary Sewer Piping Video Investigation & Engineering Report Project – Approximately 53,000 feet of the piping has been televised and inspected. Work is progressing in the North Beach Street area.
- Shadow Crossings Force Main Improvements – As-built drawings are being revised by the contractor to incorporate review comments.
- Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
- Elevated Storage Tank Repairs & Maintenance – Two (2) bids were received and bid amount well exceeds current project budget. Design engineer reviewed bids and provided a balcony design and structural repair tonnage estimate for potential negotiation purposes.
- South Peninsula Reclaimed Expansion – Contract was awarded at the May 2, 2017 City Commission meeting.
- Water Plant Aerator Housing Rehabilitation (CIP) – Field Order #1 was issued and executed by the contractor for the aerator flange replacement.
- Water Plant Lime Sludge Dewatering Improvements – Andritz is scheduled to arrive in mid-June to set up screw pump equipment pilot tests to determine capabilities of their equipment to appropriately dewater lime for water plant purposes. Samples will be collected by manufacturer's representative prior to testing.
- WWTP Influent Pump Station VFD Replacement – A meeting with the consultant was held on May 11, 2017 to review the scope of work
- WWTP Outfall Pipe Replacement – Pipe King televised the Outfall pipe and provided a report and video of their findings. The extent of the damage to the pipe is being reviewed and indicates that a pipe repair to leaking areas is feasible. Repair methods are being investigated. The outer diameter of the pipe needs to be measured. Utilities Division was asked to dig around a shallow portion of the piped and obtain the circumference if feasible.
- WWTP Sludge Dewatering Improvements – Andritz to perform pilot testing in mid-June.
- Utilities SCADA Upgrades – Additional radio survey to determine feasibility of using the Leeway Tank to enhance radio transmission capabilities was completed last week.
- Volusia County - Right of Way Utilization Permits – Additional grading and sodding is required to curtail soil erosion into the storm drains. Plan/schedule sent to Volusia County.
- SPRC Projects (Utilities Review)
 - Argosy Beach Parking – Comments were sent to Volusia County to be addressed.
 - Fountain Square – 142 E. Granada – Reviewed concept plan and provided comments.
 - Granada Oaks – Reviewed plans. Utilities department had no comments.
 - Hull's Seafood – Reviewed plans. Utilities department had no comments.
 - Independence Recycling – 800 Hull Road – Plan review comments are being addressed by the design engineer.
 - Plantation Oaks – Received shop drawings for review.
 - Race Trac 1521 S. US 1 – Reviewed plans and provided comments.
 - Shoppes of Granada – Reviewed plans and provided comments.
 - Commercial Sampling Manhole – Distributed sampling manhole details for review.

Water Treatment

- Delivered 40.33 million gallons for the week ending May 5, 2017 (5.76 MGD).
- Backwashed 12 filters for a total of 628,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 30, 2017 @ 6.359 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 54 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 28.03 Million Gallons.

- Influent flows average for week @ 4.00 MGD, plant designed for 8 MGD.
- Produced 25.94 Million Gallons of Reuse.
- Produced 2.09 Million Gallons of Surface Water Discharge.
- Annual Average (May 01, 2016 – April 30, 2017) for Surface Water Discharge 0.870 MGD.
- Hauled 97.33 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 10 water leaks.
- Performed accuracy testing of water meter serving commercial properties which included a 4" and 3 - 6" compound water meters.
- Installed 4 new residential water meters.
- Replaced 7 malfunctioning residential water meters.
- Replaced or repaired 10 water meter boxes.
- Replaced 5 water services due to low flow or leaks.
- Performed pressure testing of 7 City owned backflow preventers. 1 required repair.
- Responded to 20 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed inspection/maintenance on 46 fire hydrants located in Ormond-by-the-Sea/ Volusia County Fire District.
- Located & exercised 21 valves in Ashford Lakes subdivision.
- Assisted W Collections locate and exercise LP sewer valves in Breakaway Trails subdivision.
- Assisted a plumbing contractor with a fire service outage at 3390 Ocean Shore Blvd.
- Inspected the 12" raw water main traversing Gene Daniels Rd and Tram Rd.
- Inspected the river crossing at the Tomoka River and Misner Creek. Brush and vegetative growth will be removed as schedule permits.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 121 regular and 4 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 6 reuse trouble call.
- Responded to 5 Request for Utility Verifications for residential and commercial properties.
- Repaired broken reuse main near intersection of Amsden Rd. & Alden Dr.
- Continued evaluation of adding flow to Il Villagio LS from Phase 1 of Breakaway Trails.
- Continued to assist Contractor performing video inspection services with locating manholes.
- Televised 13 sanitary sewer laterals – all clean – no roots.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 9/0 psi, Ocean Mist Hotel @ 12/10 psi, Ormond Mall @ 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 21/9 psi, Westland Run 24/4 psi & Shadow Crossing Blvd. (4 inch) 10/0 psi.

Wastewater Plant – Lift Stations

- Chlorine Dosage Meter, leak at plumbing, replace fitting, ok.
- Hand Avenue Force Main - air release valve hit and broken off by County mowing crew, shut down flows at lift stations to make repairs.
- Carrousel Blower #1, #2, fault code (EF8), troubleshooting in progress, will update when complete.
- Il Villagio, reviewed and adjusted wet well pumping levels to facilitate scouring of force main.
- Sand Filters, identified power for winch receptacles.
- Effluent pump # 2, replaced fuse holder and fuses damaged by electrical surge, ok.
- 8M1, watered newly installed sod and shrubs.
- Influent Room, overssw transfer of pump positioning, ok.
- McDonalds, Saddlers Run weekly odor control and wet well cleaning.
- WIN911 monitor/response: None to report.

- SCADA monitor/response: 7M1, no starts #1, reset soft starter, replaced both impellers & wear rings, ok; McDonalds, no starts #1, reset motor starter, ok; 3M, no starts #2, reset motor starter, ok; Creekside, high starts, uneven starts, station operates as intended, status reporting problem only, continuing to trouble shoot; Riverbend Golf Course, no starts #1, station operates as intended, problem in RTU scheduled for repair.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pump, #1, #2; Grit Snail; Influent Odor Control Unit.
- Annual Plant PM's: Grit Snail.
- Lift Station PM's: 33 monthly performed and 1 annual.
- 83 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slaker #1, inspect and adjust feed belt, ok.
- Leeway Tower, drain pump inoperable, repair wiring in control cabinet, return to service.
- Plant, place into salvage equipment removed from recent upgrade projects.
- High Service pump #1, VFD inspection/ communications fault, reset and start pumps, ok.
- High Service pump #2, prep work for scheduled valve and actuator replacement.
- High Service pump #3, install new valves & actuator, test new electrical control connections.
- PM's: Hudson Wells, Division Wells 4, 5, 6, 7, 8, 9, 10, 15;

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation – Staff completed the sampling required to evaluate the Utility's current local limits. The Utility received the analytical reports from the contract laboratory and input several scenario analyses for comparison with currently established local limits. Staff is utilizing the FDEP Local Limits Development System (LLIDS) program to evaluate and update and establish new local limit standards. Establishing and updating local limits is a primary component of the City's Industrial Pretreatment Program for ensuring the safety and reliability of the waste water treatment facility.
- Reuse Groundwater Monitoring Report – Staff is preparing the quarterly report for the 1st quarter sampling activities to the FDEP. The report provides the analytical and field data for the sampling event.
- Industrial Pretreatment Program – Staff is preparing documents for the FDEP annual inspection of the City's program. The inspection will include a review of two of the programs four permits.

Water Supply/ Treatment and Distribution System Regulatory Activities

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

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, 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 meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended Claims Committee meeting on May 11, 2017
- Staff attended and provided support for May 12, 2017, Pension Boards Meeting
- Agenda packet preparation, creation, and distribution for May 16, 2017, City Commission Meeting