

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 26, 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:

- General discussion meetings with City Attorney and Fire Chief
- Staff meeting
- Recruitment efforts with Public Works Director and HR Director for PW Director position

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board meeting
- Follow up phone discussion with Erin O'Donoghue regarding potential article on Ormond Crossings in Business View electronic magazine
- Team Volusia Executive Committee meeting
- General discussion meeting with senior staff and Waste Pro
- City Managers meeting
- Maryam Ghyabi, various topics
- As requested, general discussion meeting with Commissioner Littleton
- Reviewed CIP with Mayor Partington and Commissioner Littleton
- Chamber of Commerce Board meeting
- Monthly meeting with Councilmember Post, discussed various topics
- VLOC annual banquet
- PACE graduation

Community Development

Planning

- Planning staff met to discuss the Downtown Floor Area Ratio (FAR) research that was conducted to determine what FAR is needed to accommodate the multi-story mix-use redevelopment of several sites in the Downtown CRA. To determine the proper FAR, a Site Productivity Spreadsheet was developed to analyze mix use development based upon the following factors: site area; proposed # of upper story dwelling units; proposed ground floor retail square feet; proposed parking ratio per 1,000 square feet and per dwelling unit; maximum impervious surface ratio permitted; proposed drainage area; land dedications; residential floor levels; and parking levels. By inputting and reviewing the factors, a projected Floor Area Ratio is determined.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued
- 447 inspections (39 by Private Provider)
- 125 permits valued at \$1,990,717.00

Development Services

- SPRC met with applicants concerning the following issues:
 - Pre-construction meeting on Bear Creek bridge replacement
 - 100 North Halifax Multifamily Development (12 units)

- 275/285 Interchange Boulevard – 100 units in 4 buildings 3 story high.
- Projects receiving Building Permits and percent completed are provided below.

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

Economic Development/Airport

Economic Development

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

- Staff is working with a national grocer to locate a suitable site for a new store location.

Airport Operation and Development

- A special meeting of the Aviation Advisory Board (AAB) was held on Monday, May 22 to review the proposed Capital Improvement Program for the airport. The AAB voted unanimously to endorse the CIP as presented.
- Staff has been advised that the Planning Department is proceeding with the permitting process for a wireless communications tower facility at the airport, as proposed by Nextower, Inc. A public hearing for a special exception for this project has been scheduled for June 8.
- The City has advertised a request for qualifications (RFQ) seeking submittals from qualified consultants to provide airport design engineering services for the design phase of the project to rehabilitate and extend Runway 8/26. The due date for RFQ submittals is June 21.
- Staff has been provided with a draft of the final report for the Runway 8/26 environmental assessment project. City staff and the FAA will review and provide comments on the draft report prior to completion.
- Staff has received the current airport operating license from FDOT.
- The bi-annual application of herbicide along the airport's runways and taxiways is scheduled to occur next 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 25 Journal Entry Batches.
 - Approved 52 Purchase Requisitions totaling \$1,474,100.00.
 - Issued 41 Purchase Orders totaling \$924,999.42.
 - Prepared 150 Accounts Payable checks totaling \$622,022.00 and 50 Accounts Payable EFT payments totaling \$277,566.00.
 - Prepared 16 Payroll checks totaling \$12,202.00 and 345 Direct Deposits totaling \$433,558.00.
 - Transferred IRS 941 payment of \$162,605.91.
 - Issued 397 past due notices on utility accounts.
 - Auto-called 175 utility customers regarding receipt of a past due notice.
 - Processed 338 payments through Interactive Voice Response System totaling \$35,089.52.

Grants/PIO

- Public Information
 - Press Releases
 - Open Gym Dates for June (9, 23, 30)
 - Movies on the Halifax (6/2, 8:30 PM "The BFG")
 - Memorial Day Remembrance Service (5/29)
 - Florida Licensing on Wheels Mini Unit (5/23)
 - REEL in the FUN Fishing Tournament (6/17, Neptune Beach Approach)
- 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.
 - Completed NLC Small Cities Month information request.
 - Completed Shriners International Conference Ad for planned for July.
 - Attended weekly staff meeting.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 6
 - Hazardous: 3
 - EMS: 70
 - Motor Vehicle Accidents: 3
 - Public Assists: 43
 - TOTAL CALLS: 128
 - Aid provided to other agencies: 13 Calls – Daytona Beach (3), Holly Hill (2), Volusia County (8)
 - Total staff hours provided to other agencies: 20
 - # of overlapping calls: 31
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 55
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 519
- Training Hours
 - NFPA 1001: Firefighting 10
 - NFPA 1002: Driver 22
 - NFPA 1021 Officer 14
 - NFPA 1500: Safety/Equipment 11
 - NFPA 1620: Preplanning 2
 - EMS/Paramedic 21
 - TOTAL TRAINING HOURS: 80
- Station Activities
 - Updated 8 pre-fire plans
 - Serviced 35 fire hydrants
 - Participated in Vehicle Day at Grace Community Church and Pine Trail Elementary

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.
 - Firefighter/EMT (Fire) open 5-24-17 until 6-4-17. Advertised on National Testing Network and internally.
 - Applications Under Review
 - Maintenance Foreman (Water Distribution/Public Works)
 - Part Time Office Assistant I (HR)
 - Interviews Scheduled
 - Public Works Director (Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)
 - Office Assistant IV (Support Services)
 - Part Time Community Events Technician (Leisure Services)

- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Summer Camp Counselors
- Positions Filled Internally
 - Maintenance Worker III (Wastewater Collection Reuse/Public Works)
 - Maintenance Foreman (Water Distribution/Public Works)
- Separations
 - Firefighter/EMT (Fire)
 - Part Time Recreation Leader (Nova/Leisure Services)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
- Employee Events
 - Skin cancer screening for HSA contribution continues until December 31
 - Blood drive June 5
- Risk Management Projects
 - Claims research and management
 - American Cancer Society fundraiser lunch and event planning meetings

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Phase 1 Go-Live May 1 with the Tyler Munis financials and purchasing. Week 4 builds on the successes of the first few weeks with minor tweaks. Users are settling in to the new ways of working with the system and workflows.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.
 - IT Strategic Plan – Working with the consultant group to wrap up documentation requests and site visits. Ongoing discussions have been taking place.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 4
 - Completed: 35
 - In progress: 41
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,564
 - Inbound E-Mails Blocked: 14,805
 - Delivered Inbound E-Mails: 18,759
 - Quarantined Messages: 1,800
 - Percentage Good Email: 55.9%
 - Virus E-Mails Blocked: 6
 - Notable Events:
 - WannaCry Virus update - no evidence of virus activity present. IT staff continues to be proactive with updates and patches. New variants of the virus have been spreading. Email and Web security services are being watched closely for unusual activity.

- Massive phishing attacks - DocuSign – proactive email alert sent to all City employees.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 9
 - Changes: 2
 - Corrections: 1
 - Map/Information Requests: 34
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,314
 - Meters GPS Located this week: 0: Total in system = 23,459; 22,716 potable, 732 Irrigation, 11 Effluent
 - Notable Events: Participated in FEMA Community Rating System audit.

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

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
- Completed June calendar
- Preparation for upcoming Saturday programs
- Contacting current gardeners and fill any plots if they are relinquished
- EDC Weekly Attendance 5/13 to 5/19: 61

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- Lady Renegades are holding practices for their two teams on Tuesday and Thursday nights at 6pm at the Sports Complex on the Softball Quads.
- Golden Spikes are practicing Tuesday and Thursday nights at both Nova Fields and Wendelstedt/Kiwanis Fields.
- OBYBSA finished recreational championship games this week, Monday through Friday, at the Nova Fields.
- Louis Camacho is once again renting Soccer Fields 2 and 9 for 6-a-side Soccer on Monday nights, as well as a full-size field on Sunday for his 11 vs 11 league.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Prepped fields at Softball Quad for Lady Renegades and rec final games/practices
- Dragged infields/sprayed weeds/weed wacked at Osceola Elementary and South Ormond
- Blew out batting cages and dugouts at Wendelstedt, Kiwanis, and Softball Quad Fields
- Rake and drag crimson stone at Wendelstedt in front of dugouts and on warning track
- Dragged all 20 fields daily and marked daily for games
- 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 and Nova Fields
- Watered all 18 clay infields with the warm, windy, dry weather
- Prepared fields, including fields for Lady Renegades softball tournament and Golden Spikes baseball games
- Picked up corner flags from soccer tournament
- Removing goals, benches and toters from all soccer fields, except for Fields 2,9 and 11

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 hosted the following events:
 - PACE Center for Girls Graduation Ceremony, Friday, 1 pm to 3 pm
- The Performing Arts Center is prepared to host the following events:
 - Little Feet Academy Preschool Graduation Ceremony, Saturday, 2 pm to 5 pm
 - Daytona Beach Concert Band, Sunday, 2 pm to 4 pm

South Ormond Neighborhood Center

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

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Assisting with Memorial Day tasks – organization of equipment supplies and printing programs; preparing for rehearsal on Saturday, May 27 and Remembrance Service, Monday, May 29
- Follow up and correspondence of Art in the Park surveys and feedback

- Assisting Senior Games tasks
- Planning of 2017 events through July
 - Memorial Day Remembrance Service – May 29
 - Reel in the Fun Fishing Tournament – June 17
 - Independence Day Celebration – July 4
 - Summer Sounds Concert Series – July 14, 21 & 28

Gymnastics

- Classes are going well and growing
- May session in progress
- Registration is open for June session
- Trial classes are being offered to attract potential students
- Working with area schools to attract potential students

Nova Community Center and Special Populations

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

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Seaside Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
- A wedding ceremony was held in Rockefeller Gardens on Saturday from 3:00 p.m. to 7:00 p.m.
- A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 3:00 p.m. to 5:00 p.m.
- The Tomoka Triathlon used Fortunato Park on Sunday from 6:00 a.m. to 11:30 a.m.
- A wedding ceremony was held at Ormond Memorial Gardens on Sunday from 3:00 p.m. to 4:00 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.
- A wedding ceremony was held at Ormond Memorial Gardens on Monday from 1:00 p.m. to 2:00 p.m.
- Yoga class met on Tuesday morning at The Casements.
- The Casements Guild held their last general body meeting of the fiscal year in the gallery on Wednesday from 9:30 a.m. to 12:00 p.m.
- Zumba class met on Thursday at Bailey Riverbridge.
- Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
- A wedding rehearsal will be held at Ormond Memorial Gardens today from 4:00 p.m. to 5:00 p.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Central Park Boardwalk Trail – repaired/replaced 25 boards
- Andy Romano Beachfront Park – repaired loose barbeque grill
- The Casements – removed forms and installed new trash receptacle unit and bike rack
- Magic Forest Playground – fixed loose pickets
- Limitless Playground – repaired torn AstroTurf

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
- Quarterly preventative maintenance on 188 City A/C systems
- Replaced wall grill in the game room at Nova Rec
- A/C repair work at The Casements
- Repaired the light pole next to pavilion at Nova
- Repaired the reception ceiling light at Ames
- Replaced the lights in Room 204 at The Casements
- Installed a corner shelf at the EDC
- Installed emergency light in the third floor stairwell at The Casements
- Installed new fluorescent light at WTP
- Repaired the stairwell light at the Airport Tower
- Replaced the men's room light at Nova Rec
- Hung the police memorial flag at the Police Department
- Repaired the light post at the library
- Hung video surveillance sign at SONC
- Replaced the women's room soap dispenser at the Quad
- Pressure washed the benches and pads in Building B at Senior Center
- Repaired toilet sensor at Andy Romano
- Reattached the binoculars at the EDC
- Repaired the men's room faucet at Central Park I
- Replaced the toilet batteries at Andy Romano
- Installed power to the new lightning protection system at Nova Skate Park

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended the Do The Right Thing Luncheon
- Staff attended the Volusia/Flagler Annual Law Enforcement Memorial
- Staff participated in the "Back the Blue" dodgeball game at Ormond Beach Middle School.
- Staff attended the DARE Graduation at Temple Beth El School.
- Staff held an After Action Awards Ceremony meeting.

Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program for 3rd, 4th and 5th grade concluded with an exhibition of 28 illustrated stories on May 24 at Ormond Beach Elementary.
- "Monday Morning with a Cop" program will begin on June 5, 10:00 a.m., in the Library located at 30 S. Beach Street. This summer, members of the Ormond Beach Police Department will read stories, selected by the library, to youths attending the program. The program will continue through July 24.
- SLAP class was held at OBPD on May 18.
- DARE Graduation at Pathways Elementary on May 19.
- "Back the Blue" Dodgeball Challenge at Ormond Beach Middle School on May 19. OBMS PTSA raised \$1,610 for the event.
- Attended the Special Masters Hearing at City
- DARE Graduation at Temple Beth El on May 23.

Community Services & Animal Control

- Animal Calls responded to: 46
- Animal Reports: 3
- Animal Bites: 1
- Animals to Human Society: 3
- Sick Wildlife:

- Shot Clinic: 16 pets vaccinated

Criminal Investigations

- Cases Assigned: 48
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 6
- Inactive: 18
- Fraud: 8
- Burglary Residential: 2
- Larceny Carbreak: 23
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 2
- Recovered Missing Persons: 1
- Suspicious Vehicle: 0
- Suspicious Person: 0
- Suspicious Incident: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Vandalism: 0

Records

- Walk - Ins / Window 91
- Phone Calls 99
- Arrest / NTA'S 21
- Citations Issued 96
- Citations Entered 532
- Reports Generated 161
- Reports Entered 140
- Mail / Faxes / Request 36

Patrol

- Total Calls: 1,202
- Total Traffic Stops: 86

Operations

Crime Opportunity Report Forms: 102

- 05/17/17
 - Carbreak (x2), 5 Little Bear Path. An unlocked vehicle was entered and rummaged through. No items were discovered missing. Latent prints were recovered and submitted.
 - Carbeak, 44 Big Bear Path. Unlocked vehicle was entered and a wallet with a Florida Driver's License and miscellaneous credit cards were stolen. Latent fingerprints were lifted and submitted.
 - Carbreak, 2 Honey Bear Path. Unlocked vehicle was entered and the vehicle appeared to have been rummaged through but nothing was stolen. No evidence was able to be collected.
 - Carbreak, 18 Big Bear Path. Two unlocked vehicles were entered. One vehicle had a purse with its contents stolen but recovered in a neighbor's yard prior to our arrival. The second vehicle was rummaged through, nothing appeared to be missing. Latent fingerprints were lifted and submitted.
 - Carbreak, 32 Bear Den Path. Unlocked vehicle was entered and the vehicle appeared to have been rummaged through but nothing was stolen. A latent fingerprint was lifted and submitted.

- Battery Domestic Violence Arrest, 150 South Lindenwood Circle. The victim came into the lobby this morning to report that she was involved in a verbal argument with the suspect. She advised that during the argument, the suspect began to choke her and pinned her against the wall at which time she could not breathe. She was able to escape and go to a friend's house for the night. The suspect was located and arrested.
- Carbreak, 5 Honey Bear Path. Unlocked vehicle was entered and the vehicle appeared to have been rummaged through but nothing was stolen. Latent fingerprints were lifted and submitted.
- Carbreak, 124 Three Bears Trail. Unlocked vehicle was entered and the vehicle appeared to have been rummaged through but nothing was stolen. Latent fingerprints were lifted and submitted.
- Stolen Vehicle Recovered, 18 Fernmeadow Lane. A 2007 silver Ford Mustang was recovered in the Morning Side Apartments (1181 South Park Avenue, Titusville). The vehicle was locked and unoccupied.
- Battery Domestic Violence Arrest, 295 Grove Street. Two separate callers reported to 911 a domestic violence incident in progress at this location. Officers found the victim and suspect in the driveway upon their arrival. The victim had visible injuries to her face and the suspect had blood on his hand. The suspect was arrested.
- Burglary Residence, 28 Lorillard Place. The victim reported that her residence had been burglarized and jewelry and electronics taken. The victim suspected an acquaintance.
- 05/18/17
 - Battery Domestic Violence, 938 Parkwood Drive. The victim reported that his former girlfriend came over to his residence and began hitting and biting him. The victim also reported that the suspect burned him on the back of his left leg when he was putting their child into the car. The suspect was not located. A complaint affidavit was completed.
 - Burglary, 1608 North United States Highway One #101 (Days Inn). The guests from room #101 left to go to the pool and approximately twenty minutes later returned to find the front door kicked in. A computer, credit cards, cash, purse and wallet were taken. Security video was checked which did not show the door to #101, but a female was observed walking away from the area of #101 with what appeared to be a purse taken in the burglary.
 - Battery Domestic Violence Arrest, 170 Williamson Boulevard #200 (Sleep Inn). The suspect and the victim had a physical disagreement in their hotel room resulting in calls from other guests. The suspect was arrested.
 - Battery Domestic Violence Arrest, 16 Oakwood Park. The suspect had slammed the door on the victim's hand causing a laceration and attempted to take the phone away. The suspect was placed under arrest.
 - Burglary Residence, 290 Warwick Avenue. The victim advised that they had left their garage door open and the keys in their 2007 Toyota Prius. The next morning they discovered the vehicle was gone. The vehicle was later recovered at Seaview Avenue/North Oleander Avenue in Daytona Beach after it was involved in a hit and run crash.
- 05/19/17
 - Carbreak, 1112 Northside Drive. The suspect broke the window of the victim's vehicle and removed a Glock Model 19 firearm. The victim became aware of the car break after his car alarm alerted a neighbor. An area check resulted in numerous other car breaks in the same area.
 - Carbreak, 1114 Northside Drive. The victim went outside in reference to his neighbor's car alarm going off and found that his car had been entered as well. It appears the vehicle was unlocked. Milwaukee hand drill and other tools taken. No serial numbers available at this time. Latent print recovered.
 - Carbreak, 1301 Wandering Oaks Drive. Entry to an unlocked vehicle. The carbreak was discovered when property from the address was located in a recovered stolen vehicle in Daytona Beach.
 - Carbreak, 1208 Northside Drive. Entry to an unlocked vehicle. Property from this car break was located in the stolen vehicle recovered by Daytona Beach PD. Latent prints recovered.
 - Carbreak, 1301 Parkside Drive. Entry to an unlocked vehicle. The victim was uncooperative and did not allow processing of the vehicle. It should be noted that there was a debit/credit

- card located in the stolen vehicle recovered by Daytona Beach PD with the victim's name on it.
- Carbreak, 1211 Northside Drive. The vehicle was found unlocked and ransacked, no prints recovered.
 - Carbreak, 1205 Northside Drive. The vehicle was found unlocked and ransacked with nothing missing. Paperwork from within the vehicle was recovered for processing.
 - Carbreak, 1312 Northside Drive. The vehicle was found unlocked and ransacked with nothing missing. Latent print recovered.
 - Carbreak, 1209 Northside Drive. The vehicle was believed to be unlocked. A backpack and medication taken from vehicle were located in the stolen vehicle recovered by Daytona Beach PD. Prescription bottle recovered for prints along with receipts that had been removed from the center console.
 - 05/20/17
 - Battery Domestic Violence Arrest, 487 Bryant Street. The suspect pushed the victim during an argument at their home. The suspect was placed under arrest for battery.
 - Narcotics Arrest, 700 Block of South Atlantic Avenue. 10K91 stopped the suspect for a traffic violation. K9 Rex alerted to the presence of narcotics in the vehicle. A search of the vehicle resulted in the suspect being in possession of narcotic paraphernalia. Another suspect was in the car as well and was found to be in possession of Oxycodone without a prescription. Both parties were placed under arrest.
 - Domestic Violence Arrest, 465 Bryant Street. The victim reported that she was battered by two suspects. Both suspects were arrested.
 - 05/21/17
 - Domestic Violence Arrest, 38 Putnam Avenue. The suspect threw a glass bowl at the victim striking the victim on the side of the face resulting in minor lacerations. The suspect was placed under arrest for aggravated battery.
 - Driving Under the Influence Arrest, West Granada Boulevard/ Tomoka Avenue. Units observed a black Dodge Charger speeding and ran a red light. A traffic stop was initiated and the driver appeared to be intoxicated. The suspect was subsequently placed under arrest for DUI.
 - Battery Dating Violence Arrest, 35 Cypress Circle #B. The suspect entered the victim's residence uninvited and battered the victim. While the victim was trying to leave in a friend's vehicle, the suspect smashed the windshield with his arm/hand. The suspect was located walking from the scene with a bloody arm at the Sunoco at 460 South Atlantic Avenue. The suspect was placed under arrest.
 - Sex Offense/Stolen Vehicle, 342 South Atlantic Avenue #109 (A1A Travel Inn). The victim awoke in a hotel room. The victim reported that she may have been drugged the evening prior and felt she may have been sexually assaulted. Upon waking, the victim also found that her vehicle and some of her possessions were missing. The victim advised that no one should have her vehicle/possessions.
 - Domestic Violence Arrest, 9 Fair Oaks Circle. Officers responded to this location in reference to a possibly armed suicidal subject who threatened to kill the victim, the victim's dog, and himself. The suspect was allegedly armed with a .45 caliber handgun. The victim was able to leave the residence and meet officers outside. The suspect was apprehended and placed under arrest.
 - 05/22/17
 - Crash Hit and Run Arrest, North Nova Road/West Granada Boulevard. A truck was involved in a single vehicle crash at intersection of Nova Rd and West Granada Blvd where it struck a road sign and a utility pole splitting it in half. The suspect left the scene and witnesses called with an updated location to the vehicle in Fiesta Heights. Officers located the vehicle pulling into the driveway of 111 Bonita Pl. The suspect admitted to leaving the scene of the crash. The suspect was placed under arrest.
 - Burglary Business, 1545 Hand Avenue (Specialty Surgery Center of Ormond Beach). This business is currently under construction and forced entry was made through the front plywood door that was locked with a padlock. Specialty copper wiring was stripped from the

- interior of the business and piled by the entrance as if getting ready to be taken. Nothing appeared to be missing at this time.
- Carbreak, 1029 South Nova Road #F (Electrical Systems and Designs). One vehicle was unlocked and miscellaneous tools were taken. The second vehicle was damaged due to attempted forced entry to the vehicle's doors. Entry did not appear to be made nor was anything missing from the second vehicle.
 - Warrant Arrest, Hand Avenue/Harbour Lights Drive. Contact was made with the suspect on a traffic stop at this location. The suspect was found to have an open Flagler County warrant for to Failure to Appear reference DUI. The suspect was placed under arrest.
 - Batter Domestic Violence/Warrant Arrest, 711 South Atlantic Avenue. Officers responded to a fight involving two suspects. One suspect had left on foot via the beach prior to officer's arrival. The other suspect was uncooperative and refused to be photographed or provide a written statement, but did provide the other suspect's name. One was found to have an open warrant and was placed under arrest. Cross complaints were filed on both for the battery.
 - Narcotics Arrest, 900 block West Granada Boulevard. The suspect was the passenger in a vehicle that was stopped for a traffic violation. K9 Kane alerted on the vehicle and approximately 2 grams of marijuana was recovered. The suspect was placed under arrest.
 - 05/23/17
 - Carbreak, 134 Ocean Terrace. Unlocked vehicle was entered, items inside vehicle appeared to have been moved around, nothing was missing. Latent fingerprints were collected.
 - Grand Theft, 711 South Atlantic Avenue #609 (Atlantic Cove Motel). A white gold ring went missing from the victims' hotel room. Victim is not sure if she lost it or it was stolen.
 - Carbreak, 171 Oak Grove Street. Video surveillance shows four suspects getting out of vehicles and trying both vehicle doors that were at this location. No entry was made.
 - Carbreak, 168 Oak Grove Street. Video surveillance shows four suspects getting out of vehicles and trying the vehicle doors that were at this location. No entry was made.
 - Carbreak, 151 Windward Circle. Video surveillance shows four suspects getting out of vehicles and trying both vehicle doors that were at this location. No entry was made.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 46
 - Number of Uniform Traffic Citations Issued: 60
 - Number of Written Warnings Issued: 10
- Traffic Crash Reports
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 3 Cases initiated
- 30 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with two (3) walk-ins and ninety-three (70) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Police Department Sally Port –The Contractor has completed 80% of the proposed work and will return to replace the entry door upon delivery.
 - Police Department Fence – The contractor completed installing the fence panels and is working on the gates and hardware.

- 2017 Storm Drain Pipe Lining – The Contractor is scheduled to be onsite installing the liners the week of June 12.
- Seawall Repair at Ames and Riviera Parks – a Notice to Proceed was issued for June 26.
- Sanitary Sewer Inspection – The contractor has inspected the sanitary sewer pipes under SR40 between Clyde Morris and Tomoka Ave. The field results are good but final results are pending.
- 2017 Roadway Resurfacing – The Contractor is preparing MOT and work plan for Amsden Road.
- South Peninsula Reclaimed Expansion – A pre-construction meeting was held on May 24; the Contractor has submitted first round of shop drawings for review.
- Design Projects:
 - Ormond Crossings Utility Extensions – Staff will be presenting at the June 6th CC meeting a request to approve a work authorization for design services associated with extending utilities to serve the first development project of Ormond Crossings.
 - West Ormond Community Center – The last day for citizens to answer the on-line questionnaire was Friday, May 19th. Following this, ZCA will prepare the feasibility report and once a final draft is completed this will be presented to the CC at an upcoming workshop.
 - Ormond Sports Complex Field 9/10 Lighting – Staff is finalizing the LED lighting designs of soccer fields 4-6 (Hurricane Matthew Damage – Insurance and FEMA funded) and multi-use fields 9 & 10. To have the fields ready for the fall season staff has requested a turn-key installation proposal from one of our Construction Management firms under continuing contract.
 - WTP Sludge Residuals Facility Improvements – Met with Consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and is being reviewed. Staff has asked the engineer to look into the screw press design technology for sludge dewatering. Screw presses could save the City up to \$60,000 per year in operating costs in comparison with the continued use of centrifuges. Andritz has agreed to come on site to perform a pilot test of their screw pump to confirm its ability to dewater the lime sludge. This will occur in June.
 - Cassen Park Public Dock – Staff has received the FDEP permit and has sent that to the ACOE in order for them to be able to issue their permit. Staff submitted the grant application for resubmittal to FIND and FFWC for grant funding for construction costs.
 - WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant is proceeding with design.
 - Effluent Outfall Replacement – Two Bids for the project were received. The bids were above the engineer's estimate and the budgeted amount. Staff is investigating alternative repair options. The outfall pipe was televised with an underwater camera along the 1,000 feet of outfall pipe. The report indicated there were 3 locations where the pipe joints were leaking and the diffuser at the end of the outfall was missing. The good news was that the pipe was in overall good shape. Staff will be rejecting the bids received and rebidding the work with a revised scope of work that they believe will be able to be constructed under budget.
 - Forest Hills Connector Trail – Staff is responding to comments generated from the 90% plan submittal to FDOT; our Consultant is performing environmental field work to complete response to FDOT questions.
 - CDBG (canoe kayak launches) – Staff is soliciting written installation proposals to complete the installation of both stored launches. We recently received notification from FDEP that our application for permit was approved.
 - CDBG - Huguenot Park – Final plans and bid documents are being prepared for County review.
 - Ph III 2-Inch Water Main Replacement – Mainland – Bids were opened on April 11, McMahan Construction is the apparent low bidder. Bid Award is scheduled for the June 6 City Commission meeting.

- Ph III 2-Inch Water Main Replacement – Peninsula – Consultant has recommended contract award to Utility Services from Loxahatchee, Florida in the amount of \$1,196,342.00; this contract is scheduled to be awarded by City Commission at the June 6 meeting.
- Downtown Stormwater Phase 2 – Consultant is working on bid documents for Phase 2 including the reworking of New Britain Avenue.
- Fleming Ave Stormdrain Improvements – Consultant has completed the preliminary Engineering and cost estimate. Staff is proposing to apply for HMGP funding for this project available through Hurricane Matthew. The project estimated cost is \$650,000 and if an HMGP grant is approved it would fund 75% of the project's cost.
- Wilmette Avenue Pumping – Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen - Conceptual design was submitted and is under review.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Roof repairs at the Water and Wastewater plants are nearly complete.
- CDBG 2017 Trail & Sidewalk – Bid was awarded to Volusia General Contractors, d/b/a Formasters, Inc. in the amount of \$111,075.00, at the May 16 City Commission meeting, contracts are being executed.
- OBSC Improvements – Field 3 Lighting – Staff is working with the Consultant on final plans for bidding, grant submission and FAA review of pole height and location.
- OBSC Improvements – Championship Field 7 – Staff is working with the Consultant on final plans for bidding and grant submission.
- North US1 Landscaping Ph II – 2nd round of design plans were submitted to FDOT for review and permit.
- Sandpiper Lane Drainage Improvements – The bid approval disposition item has been placed on the June 6 agenda, pending approval staff will begin advertising June 11.
- Water Plant Upgrades – Staff has prepared a work authorization for commission approval at the June 6 meeting.
- Secondary Raw Water Main – Staff has prepared a work authorization for commission approval at the June 6 meeting.
- Wastewater Plant Influent Pump Station – Staff has prepared a work authorization for a Power Quality Assessment and VFD replacement recommendations at the WWTP for commission approval at the June 6 meeting.
- Departmental Activities
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 37 Tomoka Ridge Way, per Brighthouse request.
 - Completed Tree-in-the-Right-of-Way locate at 471 Jeanette Drive, per Neighborhood Improvement Division request.
 - Completed property protection site visit memos for City CRS Rating, per Planning Department request.
 - Completed requested sketch and legal description for 110 Avalon Drive annexation, per Planning Department request.
 - Researched City files relating to stormwater improvements for 8 Oak Park Circle.
 - Updated proposed western well site drawing, per Utilities Division request.
 - Researched maintenance responsibilities for easements along 8 Sterling Circle, per Streets Division request.

- Created multiple back-ups of the Engineering drawing archive, per GIS Division request.
- Created map for Ormond Crossings Utility Extension.
- Created exhibit map for proposed Tomoka State Park sidewalk.
- Completed NIMS (National Incident Management System) training.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Cut out asphalt walkway, repave on Domicilio Ave at Overbrook Dr
- Cut and removed 35' sidewalk on Putnam Ave at N Ridgewood Ave; added limerock to 40' of removed sidewalk. Mixed and poured. Adjusted forms, compacted sub base.
- Overlay dips in roadway on Harvard Dr; on Overbrook at Northbrook Dr
- Patched potholes at Cassen Park
- Added asphalt to shoulder on Wilmette Ave at Andrews St
- Cleaned basins, assisted Stormwater – citywide

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 Oak tree at Ormond Lakes and Rocky Bluff; Sycamore in PAC parking lot; 2 Oaks at PAL House
- Trimming on Indian Trl; over ROW & street lights; dead limbs on Oak Forest Dr; (2) trees at CP3

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- DOT trimming in various areas citywide
- Trimming in various areas citywide – SR40 between Winding Woods & The Trails
- Installed patriotic banners on Granada Bridge

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
- Straightened signs citywide
- Checked for replacing Church sign at Neptune & John Anderson Dr
- Checked for missing No Truck sign on Ocean Shore Blvd
- Replaced HIP Speed Limit sign, post & anchor on Laurel Oaks Cir
- Check for Children sign down on Plaza Grande
- Checked for Keep Right sign down at 800 block of Airport Rd
- Replaced (2) HIP 25mph Speed Limit signs on Ormond Green Blvd

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
- Ditch maintenance SR40
- Set up pipes for pond maintenance at Memorial Gardens
- Pond maintenance on S Halifax Ave
- Placed rocks at Nova Rec

Vactor

- Baffle box cleaning Citywide; pond maintenance on S Halifax Ave

Reachout Mower

- US1 (& ditch mowing); slope mowing SR40

Street Sweeping/Streetsweeper (4 days – sweeper down 1 day)

- 94 miles of road cleaned
- 22 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 25,897
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 3
 - Non-Emergency Vehicles and Equipment: 7
 - Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 8,517 gallons unleaded, 11,889 gallons diesel
 - Fuel used in one week: 2,129 gallons of unleaded and 644 gallons of diesel.
 - Fleet completed 41 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – City Commission approved the purchase of a generator under Resolution 2017-99. Instrumentation & Controls and Mechanical specifications were forwarded to the consultant for their use.
 - WWTP Biosolids Hauling & Disposal 2017 – The piggyback arrangement was approved by the City Commission under Resolution 2017-100.
 - Water & Wastewater Chemical Purchases – City Commission Disposition Memo being prepared for the June 6, 2017 meeting.
 - Fire Hydrant Replacement Program – Hydrant replacements are continuing as prioritized.
 - Lift Station 8M1 – FDEP Final clearance received. Contractor addressing as-built comments.
 - Lift Station 10M & 12M Rehabilitation: Bids were received and are tabulated. The low bidder is Utility Technicians, Inc. for \$251,592. An award recommendation letter was prepared. Pump and force main data was compiled and sent to the consultant to respond to pump calculations questions from FDEP for the permit application.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Equipment was repaired and Granada Boulevard sanitary sewer was televised between Clyde Morris and Tomoka Avenue.
 - Secondary Raw Water Main – A work authorization was prepared for City Commission consideration at the June 6, 2017 meeting.
 - Shadow Crossings Force Main Improvements – As-built drawings are being revised by the contractor to incorporate review comments.
 - Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
 - Elevated Storage Tank Repairs & Maintenance – Design engineer reviewed bids and provided a balcony design and structural repair tonnage estimate for potential negotiation

- purposes. Contacted the low bidder and he is not willing to revise the bid based on tonnage because the extent of repair work required varies depending upon the item being repaired.
- South Peninsula Reclaimed Expansion – A preconstruction meeting was held on May 24, 2017. Shop drawings were submitted for review.
 - Water Plant Aerator Housing Rehabilitation (CIP) – Payment processing delays attributable to the system changeover delayed the project for a couple of weeks as the specialty vendor rehabilitating the aerator structure required payment for phase of work prior to initiating shop rehabilitation activities. Checks were processed and sent to the contractor.
 - Water Plant Lime Sludge Dewatering Improvements – Andritz is scheduled to arrive in mid-June to set up screw pump equipment pilot tests to determine capabilities of their equipment to appropriately dewater lime for water plant purposes. Samples will be collected by manufacturer's representative prior to testing.
 - Water Plant Upgrades - A work authorization was prepared for City Commission approval at the June 6, 2017 meeting for sodium hypochlorite generator and lime slaker replacement design related project activities.
 - WWTP Influent Pump Station VFD Replacement – Work authorization to perform power quality assessment and VFD replacement design services is scheduled for June 6, 2017 City Commission meeting.
 - WWTP Outfall Pipe Replacement – Bids for the original scope are going to be rejected. A revised scope of work to repair, rather than replace, the pipe is being developed. The Utilities Division was asked to excavate a shallow portion of the pipe to obtain the circumference, if feasible, for confirming outside diameter of piping for repair sleeve/coupling design determination.
 - WWTP Sludge Dewatering Improvements – Received plans for review.
 - Utilities SCADA Upgrades – Additional radio survey to determine feasibility of using the Leeway Tank to enhance radio transmission capabilities was completed last week. Meeting held this week to discuss outstanding RFP items and conditions prior to advertisement of SCADA software selection.
 - Volusia County - Right of Way Utilization Permits – Additional grading and sodding is required to curtail soil erosion into the storm drains. Plan/schedule sent to Volusia County.
 - SPRC Projects (Utilities Review)
 - Bear Creek Bridge – Attended preconstruction meeting. Boil water notification procedure was discussed.
 - Hunter's Ridge – Reviewed the Retail Utility Service Agreement provisions.
 - Independence Recycling – 800 Hull Road – Plan review comments were addressed by the design engineer.
 - Lot 2 Airport Business Park – Received plans for review.
 - Oceanside Golf & Country Club Driveway Improvements – Comments are being addressed by the design engineer.
 - Security First – Fire flow requirements were provided by the Building Div.
 - Spinnaker Condo – Reviewed plans and provided comments to the design engineer.
 - Tomoka Estates – A concept plan was reviewed for a 100 unit apartment building on Interchange Boulevard. The site shares a private lift station with other customers. An agreement needs to be developed to share the lift station along with possible upgrades.
 - Lot 2 Airport Business Park – Received plans for review.
 - 1520 W. Granada – Discussed concept plan. Water and sewer is available.
 - Commercial Sampling Manhole – Revised the detail and requested that it be included with the Standard Construction Details.

Water Treatment

- Delivered 41.14 million gallons for the week ending May 19, 2017 (5.88 MGD).
- Backwashed 11 filters for a total of 571,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 30, 2017 @ 6.359 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 67.5 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 30.73 Million Gallons.
- Influent flows average for week @ 4.39 MGD, plant designed for 8 MGD.
- Produced 30.73 Million Gallons of Reuse.
- Produced 0.00 Million Gallons of Surface Water Discharge.
- Annual Average (May 01, 2016 – April 30, 2017) for Surface Water Discharge 0.855 MGD.
- Hauled 167.47 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 9 water leaks.
- Performed accuracy testing on 7 water meters serving commercial properties which included 3 - 3", 2 - 4" along with one each 6" and 8" compound water meters.
- Installed 11 new residential water meters.
- Replaced or repaired 19 water meter boxes.
- Replaced 14 water services due to low flow or leaks.
- Performed pressure testing of 10 City owned backflow preventers.
- Responded to 7 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed Inspection/maintenance on 25 fire hydrants located in Ormond-by-the-Sea/Volusia County fire district.
- Locate & exercise 3 valves in Loyola Drive. Installing concrete collars around all valves in the subdivision.
- Repaired a 2" water main leak on Oak Grove St.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 150 regular and 4 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. Responded to 3 reuse trouble calls.
- Responded to 6 Request for Utility Verifications for residential and commercial properties.
- Repaired broken 8" reuse main, 2 force main valves and adjusted and installed concrete collars on 5 valve boxes on Carriage Creek Way.
- Continue monitoring W. Granada force main system to optimize flows.
- Cleaned gravity mains in system HD (Destination Daytona) trying to trace down petroleum discharge. Heavy paper and cooking grease deposits discovered.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 10/18 psi, Ocean Mist Hotel @ 11/12 psi, Ormond Mall @ 2/2 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 19/9 psi, Westland Run 20/4 psi & Shadow Crossing Blvd. (4 inch) 6/0 psi.

Wastewater Plant – Lift Stations

- Chlorine Building, Peristaltic Pump #2, replace roto tube, ok.
- Sand Filter #1, Influent Weir Gate, leak stopped, back online, ok.
- Centrifuge Feed #1 Grinder Pump noisy operations, checked pump and macerator, deragged as needed, found plastics in macerator, cleaned, ok.
- Halifax Medical Center, force main pressure readings: Static = 14 psi; 1 pump running = 16 psi; 2 pumps running = 18 psi
- Poly Blend Unit #1, not mixing, coupler loose, repaired, ok.
- Sludge Grinder Pump #1, difficult to engage disconnect switch at panel, switch mechanism worn out, scheduled for replacement, ok at this time.
- Harley Davidson, checked station regarding petroleum inflow to clean probe, ok at this time.
- Carrousel Blowers #1 & 2, faulting at VFD, troubleshoot and repair faulted parameters, will monitor.

- Influent pump #2, not running in Auto or Hand; VFD control unit lost programming, awaiting protocol adapter for re-program, replace control unit with updated unit, pump is operational in hand mode, locally and in SCADA.
- PLC2 Alum Building HMI screen not working; reinstalled and configured Windows XP service packs 3 with IFIX 5.0 SCADA software, service PLC2 HMI computer, ok.
- Final Tanks, assisted Operations with disassembly of old suction header system, ok.
- Chlorine Contact Tank, finishED work on new discharge header manifold, turn over to Operations for testing, ok.
- Tea Cup #1, slight leak at drain valve, began research for replacement parts & supplies as needed, ok at this time.
- 8M1, not alternating, repaired under warranty, worked with Emerson to find faulty wiring, repairs made and tested, ok.
- Influent Room, oversee transfer of pump positioning, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 10M, 8M1, 8M2, 8M3, 11M, 12M, Tomoka Meadows, phase loss, FPL outage, checked each station, power restored without further incident, ok;
- SCADA monitor/response: Lift station SCADA server screen froze, reboot, ok; Southern Pines, 7P, no starts #2, reset motor starter, ok; Shadow Crossings, high starts, cleaned probe, ok; Halifax Medical Center, uneven hours, deragged check valves, cleared blockage at #1 riser stack, ok; Harley Davidson, high starts, strong petroleum odor in wet well, level probe fouled with petroleum product, cleaned probe degreased station, source is being looked into, will continue daily cleaning and monitoring of station until clean.
- SCADA technician activities: Made IFIX 5.0 SCADA backups for PLC_2, PLC_3, & PLC_4; received assistance from I.T. to make a windows ghost drive of PLC_4 HMI; Leeway RTU & Radio check, ok. Received FCC radio license renewal.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Carrousel Surface Aerators, #1N, #2N, #1S, #2S; Poly Blends, #1, #2; Sand Filters, #1, #2, #3; Swing Zone Blowers, #1, #2
- Annual Plant PM's: Post Anoxic Submersible Mixer #1-1.
- Lift Station PM's: 12 monthly performed and 3 annual.
- 62 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 37R, not operational, motor windings shorted to ground, requesting quotes for repair.
- Leeway Tower, fill pump not operating, impeller seized, lubricate and repair, electric valve actuator failed, receiving quotes for replacement.
- Plant, transport scrap metals to fleet for salvage.
- Lime Slurry pump #1, replace pump tube, ok.
- H.S.P. building, continue removal of unused electrical conduits and air lines.
- PM's: Clear Well Degasifier Blowers and scrubbers; Aerator Degasifier Blower.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

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

Water Supply/Treatment and Distribution System Regulatory Activities

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

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, 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:

- Staff attended weekly City Manager Staff Meeting
- Agenda packet preparation and creation for May 31, 2017, Budget Advisory Board Meeting
- Agenda packet preparation and creation for June 1, 2017, Quality of Life Advisory Board Meeting
- Agenda packet preparation for June 6, 2017, City Commission Meeting