

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 3, 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 discussions with HR Director, Police Chief and Planning Director

Spoke to, attended and/or met with:

- Rotary meeting
- General meeting with the Mayor
- Team Volusia annual meeting
- Met with Dorian Burt regarding the downtown
- Superintendent's attendance challenge on the Granada Bridge, Osceola Elementary vs. Ormond Beach Elementary (OBE). Awarded trophy to OBE who won the challenge with 95% student attendance for the month of January. Osceola came very close with 93% attendance.

Community Development

Planning

- SR 40 Ormond Beach Trail Gap: The Planning Director participated in a field study team for the St Johns River to Sea Loop Concept Development and Evaluation Study. VRB, consultants for FDOT, representatives from FDOT, and other stakeholders such as MainStreet were part of the team. The objective was to identify bike paths consistent with the St. Johns River to Sea Loop corridor plan for continued concept design, evaluation and eventual construction utilizing SunTrail funding. The selected 12 foot path is to connect the existing gap between South Beach and A1A using the existing bridge bike lanes with possible modifications. Two paths were identified as a result.

Building Inspections, Permitting & Licensing

- 511 inspections performed (50 by Private Provider)
- 137 permits issued with a valuation of \$2,012,083.00
- 3 new Business Tax Receipts were issued for this reporting period.

Development Services

- The SPRC met for a pre-construction meeting related to 407 Airport Road Telecommunication tower. In addition, a concept plan for expansion at 99 Clyde Morris Boulevard was reviewed for comments and transmittal to the applicant.
- Approved projects under construction with percentage completed are as follows:

Project	% Complete
146 North Orchard Street	95%
783 North US 1	30%

McDonald's at 1520 N US Highway 1	95%
McDonald's at 105 Interchange Blvd	95%
McNamara warehouse	95%
Realty Pros	35%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	99%
Chelsea Place, Phase 3	96%
Ormond Renaissance Condo	15%
Huntington Villas, Phase 1B	2%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff is working with the OCLS, LLC to evaluate options for extension of utilities to Tract 18, which is within Phase A Plat, to accommodate a potential development project. This is an ongoing process and staff will provide updates to the Commission.
- Airport Business Park
 - Staff completed the processing of SKYO Industries Property Tax Reimbursement application as part of their Growth Assistance Agreement with the City. The Company is working to provide staff with their job creation data as well.
 - Staff processed SR Perrott's Property Tax Reimbursement application as part of their Growth Assistance Agreement with the City.
 - Staff is processed Padwell Holding's Property Tax Reimbursement application as part of their Growth Assistance Agreement with the City.
 - Staff is working with a potential new business to purchase the vacant 6 Aviator Way property.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with Volusia County on a Qualified Target Industry application for a potential development project in the City.
 - Staff is working with economic development practitioners from cities in Volusia County to plan for the Florida Redevelopment Association annual meeting being held on October 16 in Daytona Beach.
 - Staff attended the annual Team Volusia meeting held at Daytona State College.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues to work with representatives of an existing Ormond Beach business that is seeking to construct a larger facility. The company has outgrown their current space and needs to build a new structure to accommodate growth.
 - Staff met with representatives of a company interested in relocating to a larger facility in Ormond Beach.
 - Staff attended the Volusia County Quarterly meeting at the Daytona Beach Airport.

Airport Operation and Development

- Work on the construction phase of the Taxiway Golf project is complete. The new Precision Approach Path Indicator (PAPI) lights that were installed as an element of the taxiway project will remain out of service until minor obstacle mitigation work is complete and the PAPIs have been flight checked by the Federal Aviation Administration.

- Wind speed and direction reporting from the Automated Weather Observing System (AWOS) adjacent to Taxiway Bravo remains unavailable due to component failure. Staff is working to have repairs completed as expeditiously as possible.
- Staff worked with AVCON, Inc. to produce a revised airport diagram for use by air traffic control tower personnel. The new diagram depicts the remaining runway distance from each intersection of Taxiways Alpha and Golf.
- Staff is in receipt of the second monthly report from the ongoing Wildlife Hazard Assessment project.
- Staff began work with the City's landscape maintenance vendor to permanently address weed and grass overgrowth in the vicinity of the airport's rotating beacon tower.
- Staff completed work to submit a request to the Florida Department of Transportation for a brief extension of the state grant for the Taxiway Golf project. The extension is required to allow state participation in the aforementioned PAPI obstruction mitigation work.
- The pre-submittal meeting for RFQ 2017-15 (NEPA Environmental Assessment) was conducted this week.
- According to the latest Federal Contract Tower Operations Report for FY2015-2016, the Ormond Beach airport's air traffic control tower is the 13th busiest contract tower in the United States, out of 253 contract towers nationwide.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - Annual audit is currently in process.
 - Enterprise Resource System development is on-going
 - Finalized FEMA project worksheet for reimbursement #1 (Debris removal \$2 million).
 - Prepared documentation for submittal to FEMA of direct labor and equipment costs incurred during the Hurricane Matthew "emergency measures" period.
 - Prepare final damage assessment of City property associated with Hurricane Matthew for submittal to FEMA.
- Completed Projects - Weekly
 - Processed 41 Journal Entry Batches (1685-1790).
 - Approved 32 Purchase Requisitions totaling \$273,357.18.
 - Issued 22 Purchase Orders totaling \$359,855.82.
 - Processed 4,235 cash receipts totaling \$1,217,890.29.
 - Prepared 152 Accounts Payable checks totaling \$676,080.99 and 54 Accounts Payable EFT payments totaling \$418,247.61.
 - Prepared 13 Payroll checks totaling \$14,207.59 and 340 Direct Deposits totaling \$418,310.88.
 - Transferred IRS 941 payment of \$157,213.00.
 - Processed and issued 3,148 utility bills with billed consumption of water of 7,471K.
 - Processed 2,036 utility bill payments through ACH totaling \$170,454.43.
 - Issued 570 past due notices on utility accounts.
 - Auto-called 89 utility customers regarding receipt of a past due notice.
 - Processed 247 payments through Interactive Voice Response System totaling \$28,154.90.

Grants/PIO

- Public Information
 - Press Releases
 - MacDonald House Public Meetings (2/8 and 2/21)
 - Free Elder Smart Workshop (3/2)
 - Open Gym (February 10, 17, and 24)
 - Florida Licensing on Wheels (2/28)
 - 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.
 - Placed ads in the News Journal and Observer for the March 2 Elder Smart Workshop.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 7
 - Hazardous: 1
 - EMS: 76
 - Motor Vehicle Accidents: 9
 - Public Assists: 48
 - TOTAL CALLS: 143

 - Aid provided to other agencies: 11 Calls to Volusia County
 - Total staff hours provided to other agencies: 14
 - # of overlapping calls: 33
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 10
 - Total EMS patients treated: 62
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 404
- Training Hours
 - NFPA 1001: Firefighting 9
 - NFPA 1002: Driver 4
 - NFPA 1021: Officer 3
 - NFPA 1410: Hose Drill 33
 - NFPA 1500: Safety/Equipment 19
 - EMT/Paramedic 7
 - TOTAL TRAINING HOURS: 75
- Station Activities
 - Updated 10 pre-fire plans
 - Conducted 4 fire inspections

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, and internally.
 - Building Inspector (Planning) re-advertised 1-5-17 through 2-10-17. Advertised on City web site, governmentjobs.com, and internally.
 - Neighborhood Improvement Officer (Police) re-advertised 1-27-17 through 2-10-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Community Events Technician (Leisure Services) re-advertised 1-23-17 through 2-3-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Box Office Attendant (Leisure Services) re-advertised 1-23-17 through 2-3-17. Advertised on City web site, governmentjobs.com, and internally.

- Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services) open 1-27-17 through 2-3-17. Advertised on City web site, governmentjobs.com, and internally.
- Applications Under Review
 - Office Manager (Leisure Services)
 - Maintenance Worker II (Water Distribution/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)
 - Police Records Clerk (Police)
- Interviews Scheduled
 - Police Captain (Police)
 - Firefighter/EMT (Fire)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Part Time Evidence/Crime Scene Custodian (Police)
 - Maintenance Worker II (Streets/Public Works)
 - Treatment Plant Operator C, B, or A (Wastewater/Public Works)
 - Landscape Architect (Engineering)
- Separations
 - MW IV (Drainage Maintenance/Streets/Public Works)
 - Police Captain (Police)
 - Police Officer (Police)
 - Office Manager (Leisure Services)
- Employee Events
 - Nationwide representative met with employees on 2-2-17
 - Blood Drive at City Hall 2-6-17
- Risk Management Projects
 - Mayor's Health and Fitness Challenge coordination
 - Attended Fire Department Safety Committee meeting
 - Attended American Cancer Society meeting
 - Met with several Mayor's Health and Fitness Challenge event partners
 - Provided responses to attorney's request for documents/information

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations, Tyler Trainers onsite.
 - Police Department – Network files server replacement and reorganization of storage hierarchy. Ongoing discussions.
- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
- Work Orders
 - New: 6
 - Completed: 47
 - In progress: 23

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,758
 - Inbound E-Mails Blocked: 21,646
 - Delivered Inbound E-Mails: 18,112
 - Quarantined Messages: 2,474
 - Percentage Good Email: 45.6%
 - Virus E-Mails Received/Blocked: 0

- Notable Events
 - None

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 0
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,180
 - Meters GPS Located this week: 0: Total in system = 23,263; 22,560 potable, 692 Irrigation, 11 Effluent

- Notable Events
 - None

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager's Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- One-on-One Meetings
- Native American Festival
- Meeting with Garden Club of the Halifax Country
- Facility Tours with Commissioner Littleton
- Memorial Gardens Project Meeting
- Movies on the Halifax

Contract Manager – Grounds and Athletic Maintenance

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

Environmental Discovery Center

- Worked on volunteer schedule
- Training new EDC part-time employee

- Preparing for Microscopes and All Their Parts Program February 4th
- New Community Garden Meeting
- Preparing for new Community Garden Grand Opening February 4th
- City website updates
- Social media updates
- 1/21-1/27 EDC attendance: 130

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- SHS boys' soccer team practiced this week and was set to host a District game at the Soccer Fields at 6 pm.
- OBSC continued practicing for upcoming tournaments on Soccer Field 8.
- Wendelstedt Umpire School was held this week Monday through Friday with the final date of the school held February 3rd.
- 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 10's held their first home games for the spring season on Saturday at 10 am and 2 pm on Nova Field 3.
- SHS Softball has started practicing this week Monday through Friday on the Softball Quad at the Sports Complex at 3:30 pm daily.

Athletic Fields Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Continued dragging infields
- Painted Soccer Field 7 for SHS practices and district games
- Prepped fields at Softball Quad for Lady Renegades and SHS practices
- Prepped Wendelstedt Fields for Umpire School Monday through Friday
- Dragged infields at Osceola Elementary and South Ormond
- Blew out batting cages and dugouts at Wendelstedt, Kiwanis and Softball Quad Fields
- Raked crimson stone at Wendelstedt in front of dugouts
- Prepared for opening of Nova Fields 3, 4, and 5 for Saturday
- Replaced broken sandbags at goals on Championship Field 7
- Retied banners on fences
- Installed new home plates on Nova 1 and 2
- Reinstalled home plates and base pegs on Nova 3, 4 and 5
- Repaired lattice on Nova 2
- Replaced and added home plates in bullpens at Nova
- Repair batting cages at Nova 1 and 5

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 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
- Granada Squares Dance was held on Tuesday from 6:30 pm to 9 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday.

- Follies held regular classes Monday through Thursday.
- The Performing Arts Center hosted the following events this week:
 - Gallagher's Jokes on You Comedy Tour, Wednesday, 7 pm to 9 pm
 - Putting on the Ritz Variety Show, Thursday, 7 pm to 9 pm
- The Performing Arts Center is preparing to host the following events:
 - Glenn Miller Orchestra, Friday, 7 pm to 9 pm

South Ormond Neighborhood Center

- Splash Pad closed until March 15
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Repast Saturday
- Youth basketball Monday/Wednesday/Friday
- Jazzercise Monday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Training of new Community Events Leader
- Community Events staff assisted with Native American Festival, January 27-29
- Preliminary planning of 2017 events for the months of February through May
 - Community Garden Ribbon Cutting, Saturday, February 4
 - Reel in the Fun Fishing Tournament, February 18
 - Art in the Park, May 6 & 7
 - Memorial Day Remembrance Service, May 29

Gymnastics

- Classes are going well and growing
- Registration open for February session
- February session in progress
- Trial classes are being offered to attract potential students
- Working with area high schools to attract potential students
- Team girls are preparing for next competition

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continue to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes throughout the week.
- Youth Basketball League continued their games this week.
- Challenger ABC of Indoor Sports continues on Tuesday from 5 to 6pm.

The Casements

- The Department of Leisure Services presented the 28th Native American Festival on January 27th, 28th, and 29th in Rockefeller Gardens and the North Lawn. The festival began Saturday at 10:00 a.m. and ended at 9:00 p.m. Staff worked the north and south gates on Saturday from 9:30 a.m. to 8:30 p.m. On Sunday, festival hours were from 10:00 a.m. to 5:00 p.m., and staff worked from 9:00 a.m. to 7:00 p.m.
- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. No tours were given Saturday due to Native American Festival.
- On Monday and Tuesday, staff cleaned up Rockefeller Gardens after the Native American Festival.
- Pilates classes met Monday through Friday at The Casements.
- Janet Rogers Watercolor Classes met in The Casements' room 203 Monday to Friday from 9:00 a.m. to 4:00 p.m.

- Yoga class met on Tuesday morning at The Casements.
- Ormond Beach Garden Club held their monthly meeting in the gallery on Wednesday from 8:00 a.m. to noon.
- Lohman's Healing Path workshop met in The Casements' room 205 on Wednesday from 2:00 p.m. to 5:00 p.m.
- The Engineering Division held a meeting in The Casements' gallery Wednesday night from 5:00 p.m. to 8:00 p.m.
- Zumba class met on Thursday at The Casements.
- On Friday afternoon, Joe Costanzo took down his art exhibit in The Casements' gallery.
- This evening, Movies on the Halifax will show Groundhog Day in Rockefeller Gardens at 6:30 p.m. Staff will assist from 5:00 p.m. to 9:00 p.m., and Schmancy's Popsicles will sell hot chocolate.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted reservations at pavilions
- Cleaned and blew off three culvert bridges at Hand Ave., Division Ave. and Hammock Lane
- Fix missing boards at Magic Forest
- Clean upstairs balcony at City Hall
- Install dome lid on trash receptacle at Votran stop on Thompson Creek Road
- Build work top for demo bed at Community Garden #1
- Install numbers on plots at Community Garden #2

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 inspection of air conditioning systems citywide
- Repaired east entrance gate at the Police Department
- Repaired the down spout at the EDC
- Replaced the thermostat at the Senior Center
- Removed the mulch from concrete pad at Public Works
- Took pictures of the roof damage (Hurricane Matthew) at Fire Station 94
- Cleared the women's toilet at Central Park I
- Checked all outlets in the gym at SONC
- Replaced the outside loading dock light at the PAC
- Replaced the light pole cover plate field 5 at Nova
- Replaced the bathroom motion sensor at Fire Station 94
- Replaced the roof at the motorcycle corral at Fleet
- Repaired the light in the main hallway at SONC
- Called contractor for the jammed rear bay door at Fire Station 93
- Hung new mosaic painting in the atrium at City Hall
- Replaced the women's shower light at Fire Station 94
- Replaced damaged ceiling tiles in the Blue Room at PAC
- Called contractor to replace fabric canopies at the Senior Center
- Pressure washed the front awning at Nova Gym
- Painted repair patches in the training room at the Police Department
- Installed an access panel in the training room at the Police Department
- Replaced the second floor woman's flush diaphragm at City Hall
- Repaired the kitchen sink backsplash at Fire Station 94
- Removed the shower bench in the women's room at Fire Station 94
- Reattached the exhaust duct at Fire Station 94
- Replaced the Community Events office door lock at the Senior Center

- Trimmed out the office A/C unit in Streets Division
- Cleaned the carpet in the hallway and conference room at PAC
- Installed new front door decals for the Police Department
- Cleared the women's toilet at Fortunato Park
- Repaired the gate at Airport Tower

Police Department

Administrative Services

- Hosted Weekly Staff Meeting and work distribution meeting.
- Staff hosted the entrance and exit interviews with the Mock Accreditation Assessment team.
- Staff attended the Static Display for the Mock Accreditation Review.
- Chief Godfrey attended the FOP bargaining meeting.
- Chief Godfrey hosted and attended the Captain promotional process at the Advanced Training Center.
- Chief Godfrey attended the Tomoka Oaks Homeowners' Association meeting.
- Staff attended the Volusia/Flagler Chief's Association Meeting.
- Staff hosted and conducted a promotional ceremony.
- Chief Godfrey hosted a meeting with Councilwoman Heather Post.
- Captain Rosenthal attended a meeting with Ormond Beach Middle School and Officer Stokes.
- Captain Rosenthal and Captain Crimins attended a meeting to discuss radio performance.

Community Outreach

- The annual Blanket and Coat Drive hosted by members of the Youth Director Council continues through today.
- The Tutors R Us program began Monday January 30 at the South Ormond Neighborhood Center. Currently, 17 youths have pre-registered for the program.
- Registration for the 3rd, 4th and 5th grade R.E.A.D., Reading, Exploration, Adventure and Discovery program continues. The program will begin Tuesday February 7. The READ program is offered in partnership with Ormond Beach Elementary School on Tuesday and Thursday from 2:05 p.m. until 4:30 p.m.
- The first of two tryouts planned for the basketball program were held Saturday, January 28. Scrimmage games and informal practice for the OBPAL basketball program are being held as space is available at the South Ormond Neighborhood Center. Currently, boys' teams for 10U, 12U and 14U and a girls 8/9th grade team are completing applications. The teams will participate in local and state basketball tournaments throughout Florida.
- DARE classes were taught at St. Brendan's Academy, Ormond Elementary and Calvary Christian Academy.
- "Buddy Cop Safety Show" was presented at Little Blessings.
- Crime Prevention presentation was conducted at the Aberdeen Club House.
- Self-Defense class was conducted on January 25th for Embry-Riddle Airforce ROTC.
- Confirmed and registered for recruitment event on February 17th at Treasure Coast Public Safety Complex.
- Participated in Mock Static Display for Accreditation.
- Coordinated Outside Details.

Community Services & Animal Control

- Animal Calls responded to: 50
- Animal Reports: 8
- Trap Neuter Release: 8
- Animals to Human Society: 5
- Reclaimed Animal: 1
- Animal Bites: 2

Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 2

- Cases Exceptionally Cleared: 9
- Inactive: 15
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 10
- Grand Theft: 3
- Auto Theft: 1
- Death Undetermined: 1
- Sex Offense/Rape: 1
- Police Information: 4
- Suspicious Incident: 1
- Vandalism: 2

Records

- Walk - Ins / Window 96
- Phone Calls 101
- Arrest / NTA'S 21
- Citations Issued 108
- Citations Entered 147
- Reports Generated 140
- Reports Entered 105
- Mail / Faxes / Request 35

Patrol

- Total Calls: 1279
- Total Traffic Stops: 170

Operations

Crime Opportunity Report Forms: 159

- 01/25/17
 - Theft-Bicycle, 19 North Yonge Street Lot #18 (Granada Recreational Vehicle Park). Victim stated that his maroon hybrid bicycle with new tires was stolen from his front yard.
 - Fraud, 330 South Atlantic Avenue (Burger King). The General Manager called in to report that a nighttime manager is suspected of shorting the safe by \$121.00 and replacing the currency with four counterfeit \$50 bills.
 - Fraud, 46 Chrysanthemum Drive. Juvenile used a parent's credit card information to pay for rides using Uber to and from Jacksonville in the amount of \$205.46. Juvenile charging affidavit completed.
 - Narcotics Arrest, East Granada Boulevard and Bovard Avenue. Officers conducted a traffic stop where the investigation led to the discovery of a digital scale, narcotics and paraphernalia. Additional drugs were located on the subject at the Branch Jail.
 - Petit Theft, 550 South Atlantic Avenue (ABC Liquor). A female walked into the ABC Liquor store and left the store without paying for a bottle of liquor. ABC employee was able to obtain the tag number of the female's vehicle. A follow up investigation identified the subject and a charging affidavit was completed.
 - Carbreak, 25 Riverside Drive (The Casements). Victim's purse and contents were left in a locked vehicle. Credit cards and checkbook were taken and used within the city.
 - Reckless Driver Arrest, South Atlantic Avenue and East Granada Boulevard. Vehicle was observed traveling at a high rate of speed and driving recklessly. Officers were able to stop the vehicle and found the occupants attempting a sexual act while driving.
 - Violation of Injunction Arrest, 283 Selden Avenue. Two parties that were having some type of disagreement were contacted and one was found to have an active protection order against the other.

- 01/26/17
 - Warrant Arrest, 8 Woodlands Boulevard. Contact was made with a subject at this location who was found to have an open warrant for Violation of Probation in reference to possession of narcotics.
 - Grand Theft, 25 Byron Ellinor Drive #A. Homeowner stated that his former roommate stole \$3,264 worth of items.
 - Carbreak, 910 South Atlantic Avenue (Planet Fitness). Front passenger window was smashed and a purse, wallet, cell phone and prescription pills were stolen.
 - Aggravated Assault, 1521 West Granada Boulevard (Walmart). Two subjects were reported to be fighting at this location, one wielding a knife. Subjects were outside of our jurisdiction when law enforcement was called, another agency made contact with them and a charging affidavit was completed for what occurred in Ormond Beach.
- 01/27/17
 - Carbreak, 4 Manderley Lane. Two wallets were taken from an unlocked vehicle along with the victim's personal identification cards, debit/credit cards and prescription pills.
 - Warrant Arrest, 120 Hidden Hills Drive. Subject was contacted and found to have an open Volusia County warrant for failure to appear for driving without a license.
 - Assault Domestic Violence Arrest, 955 South Nova Road #23. Juvenile male was arguing with his mother and sister and started throwing things about the residence and threatened harm to juvenile sister. He also kicked a bedroom door off the hinges. Once the mother called the police he fled the residence but was located hiding underneath a vehicle several residences away. He was charged with Domestic Assault, Criminal Mischief, and Loitering & Prowling.
 - Narcotics Arrest, 397 John Anderson Drive. Officers responded to a call of a juvenile party where alcohol was possibly being consumed. Officers discovered a very large house party with well over 100 juveniles and minors at the residence. Once officers were in the area, juveniles starting scattering and fleeing through yards but many juveniles stayed at the residence. Contact was made with the homeowner and mother of one of the juveniles. Parents to all other juveniles detained at the party were called and responded to pick up their children. Narcotics were discovered in plain view within the residence and a Notice to Appear for narcotics possession and open house party was issued.
 - Narcotics Arrests, 100 Block Interchange Boulevard. Officers conducted a traffic stop where a positive K-9 response for narcotics was detected. The driver was discovered to be in possession of drug paraphernalia and issued a notice to appear. There were two juveniles in the vehicle, one in possession of narcotics and paraphernalia and the other was in possession of alcohol by a minor.
- 01/28/17
 - Juvenile Violation of Probation Arrest, 165 Hand Avenue. Missing juvenile reported to be in violation of his probation by not being at home during the specified hours. The subject returned while officers were on-scene and during the time of his curfew and an arrest was made for the violation.
 - Warrant Arrest, 672 Wellington Station Boulevard #68. Subject was located at home and arrested on an open felony warrant for dealing in stolen property and petit theft.
 - Narcotics Arrest, North Yonge Street and Highland Avenue. Subject was stopped for traffic violation where narcotics and paraphernalia located inside the vehicle.
 - Aggravated Battery, 133 South Halifax Drive. Victim reported a disturbance at the residence where an identified suspect struck him in the face with a heavy paperweight. Victim went to the hospital for treatment, suspect was sought throughout the evening and not located, and a complaint affidavit was completed.
 - Violation of Probation Arrest, 241 North United States Highway One (Piranha Bar and Grill). Staff at the business called police due to an intoxicated subject causing a disturbance. Subject was located by the Easy Does It Club and found to be on felony probation for cocaine possession. Probation and Parole was contacted and they advised to arrest him for the excessive alcohol consumption.

- 01/29/17
 - Felony Narcotics and Violation of Probation Arrest, 591 South Atlantic Boulevard. Subject was stopped for a traffic violation where she was found to be in possession of narcotics. Subject was also on probation for a similar charge.
 - Battery Domestic Violence Arrest, John Anderson Drive/Standish Drive. Two parties were involved in a physical altercation while driving north on John Anderson Drive. After an investigation partnering with the Volusia County Sheriff's Office, a male subject was arrested on charges from two different jurisdictions.
 - Shoplifting Arrest and Violation of Probation Arrest, 1521 West Granada Boulevard (Walmart). Subject arrested for Grand Theft and Violation of Probation in reference to possession of drug paraphernalia.
 - Grand Theft, 1521 West Granada Boulevard (Walmart). Victim was shopping at Walmart and left her wallet inside the shopping cart or at the checkout register. The wallet and \$900 were taken.
 - Warrant Arrest, 465 Bryant Street. Contact was made with a subject at the residence who was found to have several open warrants. The subject was arrested on one adult and five juvenile warrants.
- 01/30/17
 - Carbreak, 417 Division Avenue. Several tools were taken out of the backseat of the victim's unlocked truck that was parked in his driveway.
 - Carbreak, 45 Seton Trail (Elite Hospitality). Window of the victim's vehicle was broken and several items were taken out of the car.
 - Carbreak, 264 South Atlantic Avenue (Florida Hospital Oceanside). Window was smashed out of the vehicle; nothing taken.
 - Carbreak, 264 South Atlantic Avenue (Florida Hospital Oceanside). Window was smashed out of the vehicle; nothing taken.
 - Carbreak, 264 South Atlantic Avenue (Florida Hospital Oceanside). The victim's window was smashed out and a pair of sun glasses was taken.
 - Carbreak, 910 South Atlantic Avenue (Planet Fitness). The victim found her front passenger window broken, several items taken. The Criminal Investigations Unit has identified a suspect relating to all of the car breaks in Daytona Beach.
 - Battery Domestic Violence, 216 South Atlantic Avenue. Two parties were involved in a physical altercation but were gone prior to police arrival. Complaint affidavits were completed on both subjects after the investigation.
 - Burglary Residence, 47 Misners Trail. Jewelry taken after the home was entered by using a key or the keypad entry to gain access.
 - Narcotics Arrest, 530 South Atlantic Avenue. Vehicle stopped for equipment violation where the investigation resulted in the discovery of narcotics and paraphernalia. The driver was arrested for driving while license was suspended/revoked and the narcotics charge.
 - Driving Under the Influence, Melrose Avenue and North Ridgewood Avenue. A vehicle failed to stop at the stop sign at this location and went into the southbound lanes where it ran an officer off of the road and into a front yard. Contact was made with the driver who was arrested for reckless driving as well as driving under the influence.
 - Narcotics Arrest, South Perrott Drive at Tomoka Avenue. Vehicle was stopped for a traffic violation and narcotics were located in the vehicle. Driver was arrested for possession and issued a notice to appear.
- 01/31/17
 - Violation of Probation and Animal Cruelty Arrest, 110 South Nova Road (Rivergate Plaza). Officers responded to an alleged animal abuse call where it was determined that a subject threw his dog on the ground in an abusive manner. Once contacted, the subject fled on foot then sat in the middle of the roadway. He was secured and arrested.
 - Battery Domestic Violence, 123 Military Boulevard. A mother and her son got into a verbal altercation that turned physical. Both stories were inconsistent and a primary aggressor could not be established. Affidavits were completed against both parties and the juvenile son was taken by a family friend to stay for the evening.

- Warrant Arrest, Division Avenue and South Center Street. Subject was contacted during a traffic stop and found to have an active warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 72
 - Number of Uniform Traffic Citations Issued: 86
 - Number of Written Warnings Issued: 5
 - Number of Parking Tickets Issued: 1
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 2

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 8 Cases initiated
 - Zone 2: 12 Cases initiated
 - Zone 3: 3 Cases initiated
 - Zone 4: 4 Cases initiated
 - 6 signs have either been removed or sign cases created.
 - 4 tree removal permit requests.
 - Administrative staff assisted with two (2) walk-ins and seventy-three (73) telephonic inquiries

Public Works

Engineering

- 2-Inch Watermain Replacement Phase 2 – Mainland – Preparing First/Final Change Order for a deduction of contract amount, with additional contract time.
- 2016 Roadway Resurfacing – Fernway Drive curb replacement is complete. Milling and paving on Fernway and Biltmore was delayed and is to be complete the week of February 6 due to the unexpected breakdown of the paving machine.
- Water Treatment Plant Lime Silo Dust Arrestor – The Contractor removed the roof structure from the existing Lime Silo and the old dust arrestor. The new dust arrestor was set in place, and the new roof structure was fabricated on-site and attached to the top of the silo. The Contractor is reworking the fill line, and completing the wiring of the equipment. It is anticipated that the construction will be complete by next week in time for the next scheduled delivery of lime.
- Water Treatment Plant Controls and Pump Upgrade – The Contractor has formed the bases for pumps 4 & 6, and is preparing the lime sludge pump area for construction/modification of the two lime sludge pump bases; it is anticipated that the four pumps will be poured at the same time.
- Laurel Creek Stormwater Pump Station Improvements – The Contractor is constructing the generator pad and installing the electrical conduits. The control panel has been delivered on site.
- SONC Surveillance and Lighting – Staff is processing Purchase Orders for the purchase and installation of materials.
- CDBG – Hospital Garden Landscaping – Contractor is working on demolition and tree removals.
- Police Department Sally Port – The contracts are being executed and material submittals are under review.
- Nova Community Park – The contractor is installing (3) new speed tables along the Nova access road to the gymnasium parking area.
- Design Projects:
 - South Peninsula Reclaimed Expansion – A community meeting was held February 1 at The Casements, a pre-bid meeting for this project is scheduled for February 8 in the HR Training Room.
 - West Ormond Community Center – Meet with the police and fire chiefs to discuss EOC needs for including an EOC at the proposed community center.
 - A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.

- Ormond Sports Complex Field 9/10 Lighting – Staff is looking to coordinate this project with other lighting work that is now required due to Hurricane Matthew. Staff spoke with a lighting supplier to discuss current LED lighting options.
- 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.
- Cassen Park Public Dock – Staff was notified by FIND that the City has made the cut for award of the Grant for the Phase 1 funding. The grant amount approved was for \$53,299. The Army Corps of Engineers has issued the public notice for the permit and all comments should have been received. An email was sent to FDEP to request their assistance in the permit review process that appears to have been placed on hold while FDEP staff deals with Hurricane Matthew issues. FDEP has indicated they are reviewing the submitted information.
- Sanitary Sewer Inflow/Infiltration – Bid award is scheduled for the February 7 City Commission meeting.
- WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant will proceed with initial design.
- Effluent Outfall Replacement – The project has been advertised for bids, and a pre-bid meeting was held. The state submerged lands lease was received and is scheduled for CC approval at the February 7 meeting.
- Forest Hills Connector Trail – 60% plans were transmitted to FDOT on January 30 for review. City staff has been working on FDOT LAP (Local Agency Program) training to meet certification requirements for LAP funding. FDOT LAP Certification tool and certificates of completion have been uploaded for FDOT review.
- CDBG (canoe kayak launches) – Staff is addressing FDEP comments in advance of their issuing a permit for the Kayak Launch that will be located at Cassen Park.
- Ph III 2-Inch Water Main Replacement – Mainland – A neighborhood meeting was held on January 25 at the Senior Center. Tentatively scheduled for disposition to advertise for bids at the February 21 City Commission meeting.
- Ph III 2-Inch Water Main Replacement – Peninsula – A public meeting was held on February 1 for this project and the South Peninsula Reclaimed Water Main Extension project. The project will be presented for disposition at the February 21 City Commission meeting.
- Downtown Stormwater Phase 2 – Staff met with New Britain Avenue property owners to discuss right-of-way issues and project schedule.
- Fleming Ave Stormdrain Improvements – The consultant provided some design options based on the computer model and will be finalizing his recommendations and cost estimates in a summary report. Staff is considering applying for Tier 3 HMGP funding for this project available through Hurricane Hermine.
- 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.
- Coquina Court Drainage – Consultant has prepared a nodal diagram and will run the model to see what improvements should be made.
- 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.
- 2017 Roadway Resurfacing – Bid award scheduled for February 21 City Commission meeting.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen - Design is in process.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – A purchase order to AAT roofing is being processed for roof repairs at the Water plant and Wastewater plant.

- Hurricane Matthew Damage Repairs - A work authorization has been issued for repairs to the damaged ramps at Andy Romano Beachfront Park.
- Administration/Meetings/Customer Service/Other:
 - Reviewed plans and created approved Wetland Protection permit for 410 Riverside Drive.
 - Continued Drawing Commercial Sanitary Sampling Manhole details per Utilities Division request.
 - Started creating construction drawing plan set for Lakebridge Median modification at Nova Road.
 - Assisted Streets Division in identifying Right-of-Way for storm debris removal along South Old Kings Road.
 - Created Flormond Avenue CDBG ADA Sidewalk exhibit drawing.
 - Modified plans for the CDBG 2017 – ADA Trail & Sidewalks project, per Project Manager's comments.
 - Located Tree-in-the-Right-of-Way at 402 Sauls Street, per Streets Division request.
 - Created sketch and legal descriptions for 134 Capri Drive and 2903 John Anderson Drive annexations, per Planning Department request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Overlaid depression in roadway – N Beach St, Winding Woods, & Cuadro
- Patched utility cut in roadway – 200 block Kimberly
- Cut out and removed uneven sections of sidewalk – S Center St near Sauls St
- Backfilled new sidewalk with dirt – Fernery Trl
- Removed forms, backfilled, cleaned job cut stress – Fernery Trl
- Pulled forms, cleaned job – N Halifax
- Poured 85' sidewalk – Fernery Trl

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
- Remove 2 tree's – 200 block Melrose Ave
- Pick up brush – Jeannette Dr
- Remove uprooted tree – Woodmere Cir
- Weed whacked brush around pond – Bramblewood Ln & Whippoorwill Ln
- Filled holes from stump & root balls – N St Andrews
- Cleaned up tree on roadway – Woodmere Cir
- Removed oak tree – Tomoka Oaks Blvd
- Removed deceased tree – Northbrook Dr & N Beach St

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Debris picked up & leaves blown off walks – City Hall Complex
- Grading – Sanchez Park, Ames Park, Cassen Park

Sign Shop

- Repaired, replaced or installed signs at the following locations and other jobs:
 - Citywide locations, checked for signs that might need attention
 - Fabricated various signs & decals for upcoming jobs
 - Washed & cleaned signs in various locations
 - Installing thermo plastic stop bars & crosswalks in Southern Pines
 - Installed stop bars, 2 Stop signs, & Post – New Britain Ave & N Washington St
 - Installed Adopt a Park sign - Rosewood Park

Stormwater Maintenance

- Ditch Maintenance – citywide; Division & Hand; Arroyo Parkway
- Basins inspected & cleaned – citywide
- Pump and gates inspected citywide
- Working call-in complaints – citywide
- Locates – citywide
- System inspection – Soco Trail
- Move bleachers – The Casements

Reach Out Mower

- FDOT ponds, ball fields, US1

Street Sweeping/Streetsweeper

- 130 miles of road cleaned
- 38 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 32,734
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 36
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 9,079 gallons unleaded, 9,328 gallons diesel
 - Fuel used in one week: 1,854 gallons of unleaded and 960 gallons of diesel.
 - Fleet completed 71 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Prepared meeting minutes and distributed to participants. Fleet Division is purchasing the transfer switch and generator. A meeting was held with AT&T to discuss impacts to existing phone lines w/removal of FPL overhead power poles for proposed underground service.
 - Fire Hydrant Replacement Program – Replaced fire hydrants at 2390, 2400 and 2534 Oceanshore Blvd.
 - Lift Station 8M1 – Meeting minutes for the on-site pre-construction site meeting held on 1/20/17 were distributed. Contractor proposes to start construction next week.
 - Lift Station 10M & 12M Rehabilitation – The 90% plans and specifications were reviewed with the consultant on 1/20/17. Plans are being revised to eliminate the new wetwell.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Bid award is scheduled for the 2/7/17 City Commission meeting.
 - Shadow Crossings Force Main Improvements – A procedure to install the new service connections and place the new force main into service was developed for customer notice purposes. As-built drawings were updated.

- Sodium Bisulfite Tank Replacement – Preliminary design plans are being reviewed.
- South Peninsula Reclaimed Expansion – A pre-bid meeting is scheduled on February 8, 2017.
- EST Tank Repairs & Maintenance – Final plans and specifications are prepared and being sent for final review. Logo concepts were discussed. Water plant tank size limits the display effectiveness of the proposed logos. Logo cost estimate is \$15,000.
- Water Plant Aerator Housing Rehabilitation (CIP) – Aerator No. 2 is being rehabilitated by the vendor.
- Water Plant Lime Silo Dust Arrestor Project – The dust arrestor was installed and a new roof structure fabricated over the lime silo. The fill line is being re-worked and the wiring of the equipment is being performed.
- Water Plant Pump & Control Upgrades – The Contractor has formed the bases for pumps 4 & 6, and is preparing the lime sludge pump area for construction/modification of the two lime sludge pump bases.
- Water Plant Lime Sludge Dewatering Improvements – Additional references for lime sludge dewatering equipment applications are being investigated for determining feasible design alternatives/ technologies.
- WWTP Outfall Pipe Replacement – Project is advertised and bid date is 2/8/17.
- WWTP Sludge Dewatering Improvements – Design kick off meeting was held. Several technologies are being considered for sludge thickening and dewatering alternatives.
- Utilities SCADA Upgrades – Meeting minutes from January 19, 2017 were reviewed. An additional radio survey to determine the feasibility of using the Leeway Tank to enhance radio transmission capabilities is being considered.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – Bid documents are scheduled for consideration on February 21 City Commission meeting. Neighborhood project meeting held with interested residents on 1/25/17.
- 2016 2-inch Water Main Replacement Phase 3 Peninsula – Final permit applications are being prepared for Volusia County Health Department.
- SPRC Projects: Airport Communications Tower 760 Airport Road – Received plans for review. Celedine Subdivision – Received plans for review. Chelsea Place Phase III – As-built drawings are pending. Huntington Villas – Received water, sewer and reclaimed water shop drawings for review. Ormond Beach Memory Care 99 Clyde Morris – Reviewed concept plans and provided comments. Ormond Renaissance – Partial clearance from FDEP for a portion of the sanitary sewer line is being requested. Pet Street Veterinary Care Center 240 S Nova Road – Reviewed revised plans and provided comments. Plantation Oaks – Revised plans were reviewed. Utility division comments were addressed. Commercial Sampling Manhole – Distributed proposed sampling manhole details for review. 407 Airport Road – Preconstruction meeting was held for installing a service line to the new lot. Construction will start on 2/6/17.

Water Treatment

- Delivered 37.43 million gallons for the week ending January 27, 2017 (5.35 MGD).
- Backwashed 12 filters for a total of 588,000 gallons backwash water.
- Annual average day demand raw water withdrawals from wells through January 2017 @ 6.143 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced and hauled 40.5 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 28.25 Million Gallons.
- Produced 23.42 Million Gallons of Reuse.
- Produced 4.83 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.04 MGD, plant designed for 8 MGD.
- Hauled 92.33 tons of dewatered residual solids (14%-18% Solids).
- Completed Annual DMRs for Reclaimed, Blend, and Concentrate.

Water Distribution

- Responded to and/or repaired 16 water leaks.
- Installed 7 new residential water meters.
- Replaced 7 malfunctioning residential water meters.
- Replaced or repaired 10 water meter boxes.
- Replaced 7 water services due to low flow or leaks
- Performed pressure testing of 4 City owned backflow preventers.
- Responded to 19 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed scheduled water main outages to replace aged fire hydrants located at 3370,3170,3100,2892,2730,2534,2400,2390,1732 Ocean Shore Blvd and 192 Sandcastle Dr.
- Exercised 23 valves for scheduled maintenance and/or outages.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 1657 regular and 2 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 3 in the conventional system service area.
- Responded to 11 Request for Utility Verifications for residential and commercial properties.
- Exercising forcemain valves in Phase [1] of Hunters Ridge monthly to bleed off air to reduce the main line pressure.
- Checked all known trouble spots. All good @ current time.
- Attempted to verify lateral at 850 John Anderson.
- Force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 34/34 psi, Ocean Mist Hotel @ 29/26 psi, Ormond Mall @ 12/10 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (2 inch) 22/6 psi, Westland Run (2 inch) 19/5 psi & Shadow Crossing Blvd. (4 inch) 9/2 psi.
- Televised 19 laterals from our PM list, Found 5 that needed to be cleaned, and 14 that were clean and clear, and 0 that need to be repaired.

Wastewater Plant – Lift Stations

- Influent Pumps, programmed, configured, and installed new Anybus Gateway's for influent pumps 1, 2 & 3, ok.
- Influent PLC HMI screen will not boot up, troubleshooting in progress.
- 6M, trimmed tree hanging in front of and blocking entrance door to building, ok.
- 5M follow up from call out; troubleshoot level transducer, replaced with inventory and tested, ok.
- Effluent Transfer Pump #3, removed/rebuilt automatic air blow off device.
- Micro C Enclosure, sump pump not working float stuck on debris, cleared, adjusted float, ok.
- Saddlers Run, troubleshoot controls for alternating pump scenario, backup float system incorrectly wired, corrected and tested, ok.
- Post Anoxic Submersible Mixer #2-2, installed alignment pulley at crane, ok.
- 8M, grounds keeping, raked leaves 18 bags.
- Centrifuge #1, wobbling, attempted manual wash out, no success, began disassembly of bowl & scroll assembly, currently out of service.
- McDonalds, weekly odor control & wet well cleaning, installed new probe, ok.
- Lift Station SCADA, new SMS Cell Modem and SIM card for Win911 texting service has been installed.
- WIN911 monitor/response: 1P, high level, wet well pumped down, pump #1 tripped at circuit breaker, backup stop float malfunctioned and override auto controls, repaired, normal operation; Garden Business Center, phase loss, FPL power outage, power restored, ok; 6M, generator running, upon arrival found generator off - FPL power restored, ok; 5M, high level, wet well pumped down to normal range, station in Back Up mode, controller not reading properly, transducer ragged, cleaned transducer and tested, transducer failed, Back Up mode

- utilized, replaced transducer during regular hours, ok; Ormond Lakes #2, phase loss, FPL power outage, crew on site upon arrival, power restored, ok;
- SCADA monitor/response: Saddlers Run, no starts #1, high starts #2, station operational but not alternating, turned over to supervisor for diagnosis of control problem; Deer Creek, high starts, cleaned probe, ok; San Marco, no starts #2, reset motor starter, amp draw nominal, ok; 8M, high run hours #2, pulled pump to clear blockage at volute; Towne Square, #1 stuck on, cleaned probe, ok; Creekside, high starts, cleaned probe, ok.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Monthly Plant PM's: R.A.S. Pumps #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2, Grit Snail; Sand Filters, #1, #2, #3;
 - Quarterly Plant PM's: Screw Pump #1.
 - Semi Annual Plant PM's: Sand Filters, #1, #2, #3.
 - Annual Plant PM's: R.A.S. Pumps #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Sand Filters, #1, #2, #3.
 - Lift Station PM's: 31 monthly and 2 annual performed.
 - 96 Work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- High Service pump building, H.S.P. #4 replaced 12" gate valve, installed electrical disconnect previously removed, H.S.P. #3, #5, replaced worn Love-Joy couplers, H.S.P. #6, replace 10" gate valve.
- Polymer Building, phosphate pump, clogged feed line, flushed lines and returned to service, ok.
- Lime Sludge Thickener, motor control circuit failed causing damage to torque box and motor, repairs underway.
- Clari-Cone #2, water leak identified on 3" line under access deck, tightened all fittings as needed, ok.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Annual Reuse Report – Staff evaluated plant flow and reuse disposal meter data and prepared draft report for review and final editing. The report summarizes the quantity of reuse being utilized by unique users, i.e. golf courses, residential, and commercial.
- Industrial Pretreatment Program (IPP) – Staff is investigating the cause and source of sporadic elevated levels of copper being received by the City's Waste Water Treatment Facility. Awaiting feedback described in warning letters issued to two industries that have exceeded the City's local limit standard for copper. The warning letters ask for immediate process changes to reduce copper discharges to the City's sewer system.
- Prepared Breakaway Trails Annual Irrigation Report per City's SJRWMD Consumptive Use Permit Conditions 21 & 33.

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
- Staff attended and provided support for February 2, 2017, Quality of Life Advisory Board Meeting
- Agenda packet preparation, creation, and distribution for February 7, 2017, City Commission Meeting
- Agenda packet preparation and creation for February 10, 2017, Pension Boards Meeting