

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: February 10, 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 HR Director, IT Manager, and Economic Development Director
Reviewed audit results with Finance Director
- Field Day with Forestry Division

Spoke to, attended and/or met with:

- Agenda review meetings with Mayor Partington, Commissioner Boehm, Commissioner Selby and Commissioner Littleton.
- City Commission meeting
- Rotary meeting
- Audit review with Finance Director and auditors from James Moore and Co.
- Discussion with senior staff, Rick Fraser and Denise Breneman regarding Special Olympics.
- Eggs & Issues
- County Councilwoman Heather Post and senior staff regarding various topics
- Employee of the Quarter selection committee
- Elysha Petschauer, Historical Society Executive Director, discussed MacDonald House

Community Development

Planning

- Planning Director and staff participated in a telephone conference with interested purchasers of 2425 West Granada regarding potential uses for property. The property previously was a site planned for 24 single family units; however, the property has a number of constraints. FPL high tension power lines border the property, 2 FDOT ponds are located on the property, an existing FDOT drainage easement divides the property, and sewer lines would need to be extended approximately a mile from the entrance of Tuscany subdivision. Commercial use of the property may be more appropriate, but concerns with additional median cuts into the landscape medians for access is the major concern of the Department.
- Planning Director and Engineering staff participated in a meeting to discuss potential projects for the annual R2CTPO Call for Projects.
- The Department is in receipt of Hunter's Ridge DRI Utility Master Plan which is required before the City will approve any more utility connections north of Airport Road. In addition to the Utility Master Plan, financial guarantees are needed for constructing the master utilities that will connect the various individual residential pods that are being sold to individual developers/builders. Utilities, Engineering and Planning are currently reviewing the document to determine if it is consistent with the City's Master Utility Plan.
- February 8th was the last date for waiver of permit fees related to hurricane damage. The recent approval was retroactive to December 10th and it was for 60 days. The Department had posted it at the Joint Permit Counter. The Department may request from the City Manager an administrative extension for 30 days should there be a need.

- A stakeholders meeting was held on February 8 at The Casements regarding the MacDonald House. Half size letter post cards were sent to property owners within 600 feet of the property and it was also advertised in the newspaper.

Building Inspections, Permitting & Licensing

- 10 new business tax receipts issued
- 536 inspections performed (131 by Private Provider)
- 158 permits valued at \$2,239,097.00

Development Services

- SPRC met with applicant concerning utility connection at Ocean Green (proposed townhome project in Ormond-by-the-Sea).
- Projects under construction and percent completed:

Project	% Complete
146 North Orchard Street	95%
783 North US 1	30%
Antares of Ormond Beach	0%
McDonald's, 1530 North US1	95%
McDonald's, 105 Interchange Boulevard	95%
Realty Pros	40%
Specialty Surgery center	0%
S.R. Perrott office	98%
Huntington Villas, Phase 1B	2%
Chelsea Place, Phase 3	95%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff is working with 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 is working with SKYO and the Florida Department of Economic Opportunity in monitoring of the 2016 job creation data.
 - 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 met with the Main Street Economic Restructuring Committee to discuss a variety of economic development initiatives.

- 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 met with a representative of a startup business incubator to assist individuals with business planning and equity partnerships.

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.
- Repairs to the wind speed and direction reporting components of the Automated Weather Observing System (AWOS) adjacent to Taxiway Bravo have been completed.
- The Florida Department of Transportation has extended the expiration date of the state grant for the Taxiway Golf project. The extension is required to allow State participation in the aforementioned PAPI obstruction mitigation work.
- Staff worked with AVCON, Inc., to compile and prepare information needed to submit a National Pollutant Discharge Elimination System (NPDES) permit renewal request for the airport.
- The City's Geographical Information Systems (GIS) staff completed work to update the airport map which is featured on the airport page of the City's website.
- Staff is working with several potential tenants to lease available parcels in the Southeast Quadrant of the Airport.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - Enterprise Resource System development is on-going
 - Finalizing FEMA project worksheet for reimbursement #1 (Debris removal \$2 million).
 - Preparing documentation for submittal to FEMA of direct labor and equipment costs incurred during the Hurricane Matthew "emergency measures" period.
 - Preparing final damage assessment of City property associated with Hurricane Matthew for submittal to FEMA.
- Completed Projects - Weekly
 - Processed 36 Journal Entry Batches (1796-1924).
 - Approved 25 Purchase Requisitions totaling \$119,740.20.
 - Issued 19 Purchase Orders totaling \$90,903.35.
 - Processed 4,776 cash receipts totaling \$925,590.54.
 - Prepared 117 Accounts Payable checks totaling \$119,656.26 and 43 Accounts Payable EFT payments totaling \$224,271.41.
 - Issued 734 past due notices on utility accounts.
 - Auto-called 60 utility customers regarding receipt of a past due notice.
 - Processed 360 payments through Interactive Voice Response System totaling \$31,359.04.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Power and Light Tree Trimming
 - 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 Radio Show Before and After Commission Meeting Summaries.
- Attended weekly staff meeting.
- Attended Commission 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: 83
 - Motor Vehicle Accidents: 10
 - Public Assists: 49
 - TOTAL CALLS: 154

 - Aid provided to other agencies: 9 Calls: Daytona Beach (2), Volusia County (7)
 - Total staff hours provided to other agencies: 7
 - # of overlapping calls: 38
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 69
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 422
- Training Hours
 - NFPA 1001: Firefighting 6
 - NFPA 1002: Driver 3
 - NFPA 1021: Officer 4
 - NFPA 1410: Hose Drill 39
 - NFPA 1500: Safety/Equipment 8
 - EMT/Paramedic 11
 - TOTAL TRAINING HOURS: 71
- Station Activities
 - Conducted 5 fire hydrant inspections
 - Instructed Child and Babysitting Safety training to class of Ormond Beach students.

Human Resources

- Staffing Update
 - Requisitions
 - Police Officer (Police)
 - Maintenance Worker IV (Drainage/Streets/Public Works)
 - Part Time Recreation Leader (Nova/Leisure Services)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)
 - 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 2-17-17. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Box Office Attendant (Leisure Services) re-advertised 1-23-17 through 2-10-17. 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 2-10-17. 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)

- Background/Reference Checks/Job Offers
 - Police Captain (Police)
 - Police Officer (Police)
 - Firefighter/EMT (Fire)
 - Part Time Evidence/Crime Scene Custodian (Police)

- Employee Events
 - Personal Health Assessments for employees will take place February 15, 16, and 21

- Risk Management Projects
 - Mayor's Health and Fitness Challenge activities and communication
 - Attended Leadership planning meetings
 - Attended American Cancer Society meeting

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 via Remote Access.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discovery and discussions.

 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None

 - Work Orders
 - New: 16
 - Completed: 47
 - In progress: 22

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,552
 - Inbound E-Mails Blocked: 17,798
 - Delivered Inbound E-Mails: 19,754
 - Percentage Good Email: 52.6%
 - Quarantined Messages: 2,918

- Virus E-Mails Blocked: 0
- Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 1
 - Corrections:1
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 2
 - 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: 28: Total in system = 23,328; 22,615 potable, 702 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- One-on-One Meetings
- Community Garden Grand Opening
- City Commission Meeting
- LSAB Meeting
- Sports Officials Bid Opening

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
- Central Park I Community Garden Grand Opening 2/4
- Microscopes and All Their Parts Program at EDC 2/4
- Community Gardeners' Welcome Meeting
- Environmental Discovery Center Volunteer Meeting 2/9
- Pine Trail Elementary School Field Trip Preparation
- 1/28-2/3 EDC Attendance: 75

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
- SHS Boys' Soccer Team practiced on Monday and played a regional game on Tuesday.
- OBSC continued practicing for some upcoming tournaments on Soccer Field 8.

- Lady Renegades are holding practices for their two teams on Tuesday and Thursday nights at 6 pm at the Sports Complex on the Softball Quads.
- Golden Spikes are practicing Tuesday and Thursday nights at both Nova Fields and Wendelstedt/Kiwanis Fields.
- SHS Softball continued practicing this week Monday through Friday at the Softball Quad at the Sports Complex at 3:30 pm daily.
- SHS Baseball had tryouts last week and will be practicing this week Monday through Friday at 3:30 pm on Wendelstedt Fields 2 and 3.
- Tee Ball practices start this week on the Tee Ball Fields at the Sports Complex
- The OBSC will be hosting a recreational clinic on Saturday at 10 am on Field 4 at the Soccer Fields on the Sports Complex.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Continued dragging infields
- Painted Championship Field #7 for Flagler Knights football game
- Painted Multi-Purpose Field for O-D Football Clinic
- Prepped fields at Softball Quad for LR and SHS practices
- Prepped W 2 and 3 for SHS baseball practices
- Dragged infields at Osceola Elementary and South Ormond
- Blew out batting cages and dugouts at Wendelstedt, Kiwanis and Softball Quad Fields
- Rake crimson stone at Wendelstedt in front of dugouts
- Dragged all 20 fields daily
- Removed and replaced six foul poles at Nova Fields
- Continued adding crimson stone at Nova Fields

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday
 - Follies held regular classes Monday through Thursday
- The Performing Arts Center is preparing to host the following:
 - Englebert Humperdinck Tribute, Friday, 7pm to 9pm
 - It was a Very Good Year – Sinatra Tribute, Saturday, 7:30pm to 9pm
 - Hits of the Brits, Sunday, 2:30pm to 4:30pm

South Ormond Neighborhood Center

- Splash pad closed December 1 until March 15
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- 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 Garden Ribbon Cutting, 2/4
- Planning of 2017 events in the months of February through May
 - Reel in the Fun Fishing Tournament February 18 – application tracking
 - Art in the Park May 6 and 7 – application tracking and input as well as sponsorship mailing and input
 - Memorial Day Remembrance Service May 29
 - Preliminary planning of one-year anniversary event for the EDC

Gymnastics

- Classes are going well and growing
- February session in progress
- Registration is open for February session
- 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
- Open Gym this evening 6-8 pm

Nova Community Center and Special Populations

- FitGyms conducted 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 met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- Challenger ABD of Indoor Sports continues on Tuesday from 5 pm to 6 pm.
- Youth Basketball League continues with their playoffs this week.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Mayor's Fitness Challenge met at Bailey Riverbridge on Saturday from 10:00 a.m. to 11:00 a.m.
- Volusia County Cultural Alliance held their free art expo event inside The Casements on Saturday from 1:00 p.m. to 4:00 p.m.
- Joe Costanzo took down his January art exhibit on Monday morning.
- Ormond Beach Art Guild began hanging their artwork on Monday morning in preparation for their opening reception on Friday.
- 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.
- Docents gave a special tour to a group on Wednesday from 10:30 a.m. to 11:30 a.m.
- Lohman's Healing Path workshop met in The Casements' room 205 on Wednesday from 2:00 p.m. to 5:00 p.m.
- A public meeting on the MacDonald House was held in The Casements' gallery Wednesday night from 7:00 p.m. to 9:00 p.m.
- Zumba class met on Thursday at Bailey Riverbridge.
- An iPhone Basics Class was held in The Casements' room 205 on Thursday from 1:00 p.m. to 4:00 p.m.
- Ormond Beach Art Guild held an opening reception for their art exhibit in The Casements' gallery on Friday evening from 5:30 p.m. to 7:00 p.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Park detail for Community Garden Grand Opening at Central Park I
- Moved extra top soil from Community Garden to public Works with assistance of Streets Division
- Made repairs to deteriorated boards on the Boardwalk Trail
- Painted and delivered new picnic table to Central Park I

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 inspection of air conditioning systems citywide
- Hung new door in HR at City Hall
- Repaired the tin roof at Coed Softball Field 7 at Sports Complex
- Replaced the light behind the stage at the Senior Center
- Repaired the women's toilet at Sanchez Park
- Repaired the sink drain at the PAL House
- Hung pictures at the Police Department
- Met the contractor for repairs at the Tennis Center
- Repaired the #2 bay door at Fire Station 92
- Repaired the bay door at WW Collections
- Repaired the roof holes from fallen tree branch at SONC
- Repaired the motorcycle corral at Public Works
- Repaired the tower gate at the Airport
- Met the contractor for window repair at Sports Complex
- Repaired the basement screen at Ames House
- Repaired the women's toilet fill line at Public Works
- Replaced the men's toilet flapper at Sanchez Park
- Repaired the flag pole light at Rockefeller Gardens
- Repaired the swing gate at the Airport Tower
- Replaced the dishwasher at Fire Station 92
- Replaced two binoculars and cables at the EDC
- Repaired the Wendelstedt office door at Sports Complex
- Met the contractor repair work at Andy Romano
- Adjusted the gate radio control for better reception at Hull Road
- Repaired the lights on the cones 1 and 2 stairway at WTP

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey attended the City Manager Staff Meeting.
- Staff attended a meeting to discuss a new Emergency Operations Center location.
- Staff attended the Crime View meeting.
- Staff hosted a supervisor's meeting.
- Staff conducted interviews for police applicants.
- Staff hosted a meeting with a citizen to discuss crime reduction strategies regarding visitors in the home.

Community Outreach

- "Coffee with a Cop" was conducted at Starbucks Coffee-West.
- Lohman's "Healing Path Workshop" Personal Safety and Fraud presentation.

- Crime Prevention presentation was conducted for Prince of Peace.
- DARE at St. Brendan's Academy, Ormond Elementary and Calvary Christian Academy.
- Citizen Police Academy for Bear Creek; Aberdeen recruitment is ongoing.
- SLAP registration for February 23rd is 2/3 full.
- Self-defense class for ERAU ROTC is full.
- Estimates obtained and vendor paperwork submitted for the purchase of Defensive Tactics mats.
- Coordinated Outside Details.
- Youth Director Council met to discuss upcoming Community Service Projects.
- The Tutors R Us program began Monday, January 30, at the South Ormond Neighborhood Center and is on-going.
- Registration for the 3rd, 4th and 5th grade R.E.A.D., Reading, Exploration, Adventure and Discovery program has closed. Currently, there are 33 youths pre-registered for R.E.A.D., which is offered in partnership with Ormond Beach Elementary School.
- Registration for the second grade R.E.A.D. program will begin this Wednesday. Staff anticipates 10-12 youths will participate in this program.
- Currently, boys' teams for 10U, 12U and 14U and a girls 8/9th grade teams are completing applications. The teams will participate in local and state basketball tournaments throughout Florida. Practices are being held at the South Ormond Neighborhood as space is available.

Community Services & Animal Control

- Animal Calls responded to: 46
- Animal Reports: 5
- Trap Neuter Release: 8
- Animals to Human Society: 6
- Wildlife: 1
- Animal Bites: 1

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 5
- Inactive: 8
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 5
- Grand Theft: 3
- Assaults: 1
- Police Information: 1

Records

- Walk - Ins / Window 92
- Phone Calls 112
- Arrest / NTA'S 19
- Citations Issued 86
- Citations Entered 90
- Reports Generated 118
- Reports Entered 98
- Mail / Faxes / Request 32

Patrol

- Total Calls: 1,365
- Total Traffic Stops: 155

Operations

Crime Opportunity Report Forms: 196

- 02/01/17
 - Burglary Business, 100 Business Center Drive # 21-22. Forced entry to a door of the building where two trailers were located in the lot. Equipment missing, some stolen and some recovered on scene.
 - Battery Domestic Violence, 35 Cypress Circle. Conflicting statements from both parties involved and from witnesses, a complaint affidavit was completed.
 - Grand Theft, 1521 West Granada Boulevard (Walmart). A purse was stolen out of shopping cart.
- 02/02/17
 - Carbreak, 380 West Granada Boulevard (Arby's). Window broken and a purse stolen.
 - Burglary Residence, 49 Bosarvey Circle. Possible suspects were seen in the area as well as in the county jurisdiction where other burglaries occurred.
 - City Ordinance Violation Arrest, West Granada Boulevard and Interstate 95. A transient was contacted and found to be impaired and consuming alcohol on the sidewalk area of the intersection.
 - Narcotics Arrest, North United States Highway One and North Nova Road. A subject was stopped for a traffic violation where a small amount of narcotics were discovered inside the vehicle.
 - Grand Theft, 1687 West Granada Boulevard (Calvary Assembly Church). Victim last saw their iPhone as they were getting into their vehicle at the church.
 - Driving Under the Influence Arrest, West Granada Boulevard and South Yonge Street. Officers responded to a minor rear-end crash where the driver appeared to be intoxicated. Field sobriety exercises were completed and the subject was arrested for driving under the influence.
- 02/03/17
 - Car Break, 901 North Beach Street. Two unlocked vehicles were entered and several credit cards, money, and sunglasses were taken.
 - Narcotics and Driving Under the Influence Arrest, South Orchard Street at James Street. Driver was observed going off of the roadway and a traffic stop was initiated. Narcotics and liquor observed in plain view and an investigation revealed the subject was also driving under the influence.
 - Narcotics Arrest, Cardinal Drive/Robin Road. Subject was contacted during a suspicious vehicle investigation and found to be in possession of narcotics and paraphernalia.
 - Battery Domestic Violence Arrest, 955 South Nova Road #00. Subject was arrested after striking the victim during an altercation.
 - Narcotics and Driving Under the Influence Arrest, 1058 North United States Highway One. Subject made a U-turn from southbound to northbound nearly striking an officer, with no other traffic on the roadway. During the investigation, narcotics were also located on the subject.
- 02/04/17
 - Felony Assault, 58 South Yonge Street. Two subjects were in a verbal argument where one approached the other in a threatening manner. One subject was afraid he would be attacked and pulled out a small pocket knife in self-defense.
 - Car Break, 218 River Bluff Drive. An unlocked truck was entered overnight where the vehicle keys to another car in the same driveway were obtained. Prescription sunglasses and money were taken.
 - Car Break, 213 River Bluff Drive. Unlocked vehicle entered overnight where a digital camera was taken.
 - Violation of Pre-Trial Release Arrest, 1201 Vanderbilt Drive. During an investigation into a civil matter, a subject was found to have violated his no contact Pre-Trial Release Conditions and was arrested.
 - Aggravated Battery Domestic Violence Arrest, 707 South Atlantic Avenue #418. Male and female were involved in an altercation where the female was struck on the head with a bottle. The male was arrested for the battery and for the narcotics that were also located.

- 02/05/17
 - Burglary/Car Break, 3 Eagle Drive. Stamp collection, coin collection and a baseball card collection were all taken from the trunk of the car which was parked inside the locked garage.
 - Robbery, 1513 San Marco Drive #307 (San Marco Apartments). The victim reported that he was beat up on his way to work yesterday morning in the parking lot of the apartment complex. The suspects hit him several times and took \$100.00.
 - Driving Under the Influence Arrest, 70 Sylvania Place. Subject parked his vehicle in a neighbor's driveway with fresh damage to the front end. Investigation was conducted where the subject could not perform standardized field sobriety exercises; he was medically cleared and arrested.
 - Narcotics Arrest, South Yonge Street and Hand Avenue. Subject was stopped for driving without headlamps lighted and was found to have a suspended driver's license. Narcotics and paraphernalia were also located inside the vehicle.
- 02/06/17
 - Battery Domestic Violence Arrest, 150 South Lindenwood Circle. Subject was arrested for battering her husband.
 - Theft, 875 Wilmette Avenue (Willow Pond Apartments). Checks were stolen from the drop box at this location.
 - Fraud, 325 Clyde Morris Boulevard (Halifax Health). Fraudulent checks were printed with the business account information on them. Attempts were made to cash the checks, amounts totaling almost \$4,000.
 - Narcotics Arrest, North United States Highway One and North Nova Road. Officers responded to a vehicle crash with injuries. Investigation revealed a misdemeanor amount of narcotics and paraphernalia.
 - Burglary Residence, 303 Rio Pinar Trail. Resident thought they closed their garage door but mistakenly opened a second door. Both garage doors were found open in the morning and a beach cruiser bicycle was missing from the garage.
 - Aggravated Battery, 6 Brookwood Court. Officers responded to a report of a stabbing. First officers on scene located the victim lying on the floor in the back living room with 2 females applying pressure to at least two stab wounds.
- 02/07/17
 - Battery Domestic Violence Arrest, 279 South Washington Street #B. Male resident punched the mother of their child in the face.
 - Theft, 30 South Beach Street (Ormond Beach Library). Purse stolen yesterday from inside the library.
 - Fleeing Driver Arrest, West Granada Boulevard and Interstate-95. Victim in Edgewater had his vehicle stolen with his iPhone inside. The victim was able to track the cell phone in the stolen vehicle which fled from officers. Volusia County Sheriff's Office Air-1 was able to track the vehicle until a Deputy disabled it and the driver was arrested.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 55
 - Number of Uniform Traffic Citations Issued: 51
 - Number of Written Warnings Issued: 4
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 1

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 5 Cases initiated
 - Zone 2: 8 Cases initiated
 - Zone 3: 1 Case initiated
 - Zone 4: 6 Cases initiated

- 18 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and eighty-nine (89) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - 2-Inch Watermain Replacement Phase 2 – Mainland – Preparing First/Final Change Order for additional contract time. Tentatively scheduled for the Commission meeting on March 7.
 - 2016 Roadway Resurfacing – Fernway Drive curb replacement is complete. Milling and paving on Fernway and Biltmore was delayed due to an unexpected breakdown of the paving machine and is to be complete this week.
 - Water Treatment Plant Lime Silo Dust Arrestor – The Contractor has completed construction of the project; a startup of the equipment was held on February 2. The Contractor is addressing final items with a final inspection anticipated next week.
 - 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 pump bases 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 generator is scheduled for installation next week with start-up and testing to occur the following week.
 - SONC Surveillance and Lighting – Staff is processing Purchase Orders for the purchase and installation of materials.
 - CDBG – Hospital Garden Landscaping – The work is 90% complete and the Contractor is working on punch-list items.
 - Police Department Sally Port – The contracts are being executed and material submittals are under review.
 - Nova Community Park – The Contractor is installing three (3) new speed tables along the Nova access road to the gymnasium parking area. They will be working to install the signage and pedestrian markers this week.
 - ARBFP Hurricane Matthew Repairs - A work authorization has been issued for repairs to the damaged pedestrian beach access ramp.
 - 2017 Storm drain pipe lining - Bids were opened on this project Tuesday Feb 7. Staff is evaluating the base bid and the alternatives; the bid award is tentatively scheduled for the March 21 Commission meeting.
 - Seawall repair at Ames and Riviera Parks - Bids were opened on this project Tuesday Feb 7. The bids on this project came in under budget. The bid award is tentatively scheduled for the March 21 Commission meeting.
 - Fluhart Guardrail Repair - Work began on the reconstruction of the guardrail at Fluhart Drive and Riverside Drive.
 - Design Projects:
 - South Peninsula Reclaimed Expansion – A community meeting was held February 1 at The Casements, a pre-bid meeting for this project was held on February 8.
 - West Ormond Community Center – Met 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. The consultant submitted the response to FDEP for the RAI received and expect that permit processing will follow shortly. Staff is having its consultant prepare the grant application for resubmittal to FIND and FFWC for grant funding for construction costs.
- Sanitary Sewer Inflow/Infiltration – Bid award was approved at the February 7 City Commission meeting.
- 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 and its consultant are reviewing the bids and determining if any modifications can be made to lower the project cost.
- Forest Hills Connector Trail – 60% plans were transmitted to FDOT on January 30 for review. City staff has completed 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 HMGP funding for this project available through Hurricane Matthew.
- 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 was issued for roof repairs at the Water plant and Wastewater plant. A purchase order for replacing the damaged maintenance bay doors at the WWTP is in the process. A mold assessment was performed February 2, test results are expected next week, and a final report the following week.
- Departmental Activities
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Setting Sun Trail, per Bright House Networks request.
 - Reviewed plans and created approved Wetland Protection Permit for 16 Tiffany Circle dock.
 - Completed 60% construction plans set for the Forest Hills Connector Sidewalk project.
 - Continued creating Commercial Sanitary Sampling Manhole standard details.
 - Modified Shadow Crossing Force Main As-builts, per Utilities Division comments.
 - Took water main cost take-offs for Phase 3 Mainland 2" Water Main Replacement project, per Project Manager's request.
 - Created construction drawing plan set for proposed fence at the Police facility.
 - Researched location of storm pipe and associated easement at 230 John Anderson Drive.
 - Located P.A.L. House surveys and provided PDF copies to Facilities Maintenance.
 - Updated Cassen Park Restroom Renovation drawings to show location of proposed new restroom.

Environment Management

Street Maintenance - Asphalt/Concrete

- Prep and form sidewalk on S Center St at Arrowhead Cir
- Formed sidewalk, added base limerock on 400 block of S Center St; added limerock to sections & checked forms; poured sidewalk; removed forms cut stress cuts, back filled, cleaned job
- Grinded raised sidewalks on Grey Dapple Way
- Driveway patch on Stoney Ridge Ln

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
- Picked up brush and wood at Division Ave & Center St
- Removed leaning tree on Mill Run; (2) trees leaning in R/W on 200 block of Melrose Ave
- Trimmed dead limbs on 400 block of Andrews St
- Trimmed lights in PW parking lot
- Removed (2) sycamores on 200 block of Melrose Ave, damaged by hurricane

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
- Trimming on Old Kings Rd, N of Hammock Ln; Ocean Shore Blvd; Life Village (Nova Rd)
- Assisted Concrete crew on S Center St by Fleming Ave

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Southern Pines – installation of stop bars and crosswalks in subdivision
- Met with PD for County striping crew for parking lot
- Put together reserved parking signs for weekend event & delivered to CP1
- Checking for signs on Railroad St
- Replaced 25mph speed limit sign on Mary St

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
- Install sod in Hidden Hills
- Cleaned up dump site on Airport Rd
- Replaced sod citywide
- Pipe repair on Yonge St
- Cleaned pump station for Engineering and intake gates on Bennett Ln
- System inspection – Hotel St
- Inspect storm pipe at 85 Orchard Ln

Reach Out Mower

- Arroyo Parkway pond; RR ditch, Division Ave & Hand Ave; Division FDOT pond

Street Sweeping/Streetsweeper

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

Fleet

- Mileage traveled by all departments for the week: 39,444
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 12
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 9,079 gallons unleaded, 8,495 gallons diesel
 - Fuel used in one week: 2,273 gallons of unleaded and 833 gallons of diesel.
 - Fleet completed 42 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Fleet Division is purchasing the transfer switch and generator. A meeting is scheduled to discuss coordination of scope of work on plans.
 - Fire Hydrant Replacement Program – Replaced hydrants: 110 Knollwood Estates Dr., 138 & 155 Lynwood Lane, 300 and 330 Sanchez Ave.
 - Lift Station 8M1 – Contractor began construction Feb. 6. A proposal for additional cost is forthcoming to address unforeseen sewer main and wetwell repairs. Wetwell shall be cored at

- various locations to further examine the structural concrete condition for repair disposition and need for alternate lining system, if necessary.
- Lift Station 10M & 12M Rehabilitation – Plans are being revised to utilize the existing wetwell during bypass activities during upgrades.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Bid award to Virtual Engineering LLC was approved under Resolution No. 2017-38 at the February 7, 2017, 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. Contractor will notify customers and begin making final connections to the new force main next week.
 - Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
 - EST Tank Repairs & Maintenance – Final plans and specifications were received for final review. Logo concepts are being evaluated. The bid date was revised to April 19, 2017.
 - Water Plant Aerator Housing Rehabilitation (CIP) – Aerator No. 2 is being rehabilitated by the vendor. Deterioration and cracking of the inlet flange may require additional costs for repairs.
 - Water Plant Lime Silo Dust Arrestor Project – Construction is completed and a start-up was held on February 2, 2017. Punch list items were developed and a final inspection is anticipated next week.
 - Water Plant Pump & Control Upgrades – The Contractor has formed the bases for pumps 4 & 6 and is preparing area for modification of the 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 – The state submerged land lease was approved at the February 7, 2017, City Commission meeting under Resolution No. 2017-39.
 - WWTP Sludge Dewatering Improvements – Awaiting consultant scheduling of plant visits for nearby screw press dewatering applications.
 - Utilities SCADA Upgrades – 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 at February 21 City Commission meeting.
 - 2016 2-inch Water Main Replacement Phase 3 Peninsula – Bid documents are scheduled for consideration at February 21 City Commission meeting.
 - SPRC Projects (Utilities Review):
 - Celedine Subdivision – Plans are being reviewed. Legal Department was contacted concerning the preparation of a development agreement for project.
 - Chelsea Place Phase III – As-built drawings are pending. The final plat was approved under Ordinance 2017-01.
 - Huntington Villas – Received water, sewer and reclaimed water shop drawings for review.
 - Ormond Renaissance – Partial clearance from FDEP for a portion of the sanitary sewer line was applied for. Received videos of the sanitary sewer main inspection for partial clearance portion requested. Videos acceptable.
 - Commercial Sampling Manhole – Distributed proposed sampling manhole details for review.
 - 407 Airport Road – Construction began this week.
 - Utilities Manager and Operators attended Florida Rural Water Assoc. Focus on Change Conference for obtaining FDEP Rule updates of interest in the water and wastewater utilities arenas.
 - Water Treatment
 - Delivered 37.75 million gallons for the week ending February 3, 2017 (5.39 MGD).
 - Backwashed 12 filters for a total of 579,000 gallons backwash water.

- Raw water average daily withdrawal rate from all wells through January 31, 2017 @ 6.143 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 13.5 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 30.07 Million Gallons.
 - Produced 23.80 Million Gallons of Reuse.
 - Produced 6.27 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.30 MGD, plant designed for 8 MGD.
 - Hauled 126.98 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to and/or repaired 21 water leaks.
 - Installed 7 new residential water meters.
 - Replaced or repaired 6 water meter boxes.
 - Replaced 8 water services due to low flow or leaks, installed 2 - 2" casings for water service replacements under paved roadways.
 - Performed pressure testing of 4 City owned backflow preventers, 1 repair was performed.
 - Responded to 16 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 110 Knollwood Estates Dr, 155 Lynwood Ln, 300 & 300 Sanchez Ave, 92 & 74 S. St. Andrews Dr.
 - Replaced a broken 2" valve at the corner of Andrews St & Cumberland Ave in conjunction with the fire hydrant replacements on Sanchez Ave.
 - Exercised 32 valves for scheduled maintenance and/or outages.
 - Rescind all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 130 regular and 3 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
 - Responded to 1 Request for Utility Verification for residential/ commercial property.
 - Exercising forcemain valves in Phase [1] of Hunters Ridge monthly to bleed off air and to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Completed utilities verification and cost estimate - 850 John Anderson Dr.
 - Installed new PEP tank at 4 Tomoka Ridge Way
 - 15 Highwood Ridge Trail – during rehab crew discovered that the PEP tank was split at seam – scheduled and performed tank replacement.
 - Force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 34/33 psi, Ocean Mist Hotel @ 28/25 psi, Ormond Mall @ 12/10 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (2 inch) 25/0 psi, Westland Run (2 inch) 22/0 psi & Shadow Crossing Blvd. (4 inch) 8/0 psi.
 - Televised 27 laterals from our PM list, 13 needed to be cleaned, and 14 were clean and clear, and 0 needed to be repaired.

- Wastewater Plant – Lift Stations
 - Chelsea Place #2, broken riser stack at #2 pump, evaluated and began repair process, station operating in Lead #1 at this time.
 - Lift station server, server locking up daily, rebooted as needed, monitoring to determine if cause is from outside condition, installed 3G SIM card into the new Win911 Modem, configured, and tested, ok.

- Influent Building, deragged all 3 pumps, repaired seal water cooling line at #3 pump, PLC will not boot up, troubleshooting in progress.
 - Post Anoxic Submersible Mixer, inspected unit recently returned from vendor, prepared unit for installation.
 - Centrifuge #1, separated bowl and scroll, cleaned dried sludge from bowl assembly, began assembly and troubleshooting efforts.
 - Installed new 3G SIM card from IT into the new SMS modem, configured and tested. OK
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: 5P, phase loss, FPL power fully operational, replaced suspected failed phase monitor, ok; 5P, phase loss, high level, FPL power outage, informed by FPL of lengthy outage time, support with generator, ok.
 - SCADA monitor/response: Rebooted lift station server daily; San Marco, no starts #2, reset motor starter, switched pump positions at motor starters to test cabinet hardware, pulled and repaired pump; Towne Square, high starts, cleaned probe, ok.
 - SCADA: technician activities include Emerson controls research and updating current lift station PLC control programs.
 - 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: Effluent Transfer Pumps, #1, #2, #3; Influent Odor Control.
 - Quarterly Plant PM's: Screw Pump #3.
 - Lift Station PM's: 28 monthly and 0 annual performed.
 - 58 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - South Lime Sludge Pit, repaired failed compression coupling at submersible pump discharge, ok.
 - R.O. Clear Well, removed VFD installed for test and evaluation on #4 pump to support pump control project.
 - Lime Thickener, installed original electric drive motor, installed repaired torque box, tested operation of all electrical components, welder on site for repairs, cleaned and painted all weld repair areas, placed unit into service.
 - High Service Pump 3, cleaned and serviced drains, ok.
 - Clari-Cone 1, replaced lime injection valve, ok.
 - Breakaway Trails, removed directional radio and antenna from abandoned chlorine PLC and RTU, placed into shelf stock for future use.
 - Lime Silo Dust Arrestor, reviewed job with contractor.
 - PM's: all Hudson wells; lime slurry pumps 1, 2, 3.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program – Staff is compiling data needed to develop the Industrial Pretreatment Program annual report. The report outlines the activities performed including inspection and sampling of the City's permitted industrial facilities.
 - Annual Reuse Report – Staff prepared and submitted the City's 2016 FDEP Annual Reuse Report which summarizes the quantity of reuse utilized by unique users, i.e. golf courses, residential, and commercial.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Breakaway Trails Annual Irrigation Report – Annually the City reports to the SJRWMD the amounts of groundwater and surface water utilized solely for irrigation purposes in the West Ormond Utilities Area. The 2016 report quantifies and describes the use of groundwater for irrigation purposes. Data illustrates groundwater use continues to decrease as reuse water is available as the primary source for irrigation in this area.
 - Earth Day Event – Staff has begun organizing over 100 students from Ormond Beach Elementary to attend the City's Earth Day Celebration. The students will participate in several activities.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for February 7, 2017, City Commission Meeting
- Staff attended and provided support for February 10, 2017, Pension Boards Meeting
- Agenda packet preparation for February 17, 2017, City Commission Meeting