

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: February 24, 2017

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with IT Manager, and Economic Development Director

Spoke to, attended and/or met with:

- Reel in the Fun fishing tournament
- Agenda review meetings with Mayor Partington, Commissioner Boehm, Commissioner Selby and Commissioner Littleton
- Julia Truilo, MainStreet, and senior staff regarding beautification in the downtown.
- City Commission MacDonald House Update Workshop and City Commission Meeting
- VLOC Ethics workshop
- Budget Advisory Board meeting
- City/County Managers meeting
- Claims Committee meeting

Community Development

Planning

- Philip Quillette, the Department's volunteer, will perform some work for the Department. Philip has a Master's Degree in Public Administration and he has volunteered to develop the City's wikimap survey for bike and pedestrian use. The City's adopted Bike Plan identified one way of engaging the user is through the electronic media. The on-going survey will be posted on the City's web site to assist the Department in identifying barriers, problems or safety concerns, and help the City to understand where users travel and how they get there. Existing routes and desired routes can be added through comments, points, line and photos. Results of this mapping tool can be used to develop future bike and pedestrian recommendations.
- Staff met with School District officials regarding major renovations to the Ormond Elementary School. Improvements planned include window and stucco replacement (like for like) as matters of maintenance. The School Board plans to use this project as an opportunity to replace some of the window architectural detail designed to mimic original architectural detail from the 1917 and 1927 original construction. A Certificate of Appropriateness will be required from the Historic Landmark Preservation Board.
- The Planning Director attended a meeting with Administration and MainStreet regarding downtown beautification.
- The Planning Director attended the Transportation Planning Organization's Technical Coordinating Committee meeting. The agenda contained mostly presentations and status reports by FDOT, Volusia and Flagler Counties.
- The Planning Director attended a meeting to discuss the modelling for the Master Utility Plan prepared by Hunter's Ridge Master Developer.
- The Department is pleased to announce that we have hired Christopher Walter to fill the vacant Building Inspector position.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued
- 508 inspections performed (76 by Private Provider)
- 139 permits valued at \$1,479,799.00

Development Services

- SPRC met with applicants for 275/285 Interchange Boulevard (4 building, 3 story high, 100 unit apartment complex) and held two pre-construction meetings for 240 South Nova Road (Pet Street Vet Care Center) and 15 West Tower Circle (Valiant Diners – 2nd Phase).
- Projects under construction and percent completed remain fundamentally the same and unchanged from last week’s report:

Project	% Complete
146 North Orchard Street	95%
783 North US 1	30%
Antares of Ormond Beach	0%
McDonald’s, 1530 North US 1	95%
McDonald’s, 105 Interchange Boulevard	95%
Realty Pros	40%
Specialty Surgery Center	0%
S. R. Perrott Office	98%
Huntington Villas, Phase 1B	2%
Chelsea Place, Phase 3	95%
Ormond Renaissance Condo	25%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff continued its work with the OCLS, LLC, regarding the development of Tract 18 located within the Commerce Park portion of Ormond Crossings to accommodate a potential development project. This is an ongoing process and staff will provide updates to the Commission.
- Airport Business Park
 - Staff is working with SKYO and the Florida Department of Economic Opportunity in monitoring of the 2016 job creation data.
 - Staff 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 met with Ormond Beach Chamber Executive Director to discuss future 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 a group of business representatives to discuss their proposal to create a business incubator in Ormond Beach. Staff provided suggestions on site selection and other information about the community.

Airport Operation and Development

- Staff met with representatives from the Florida Department of Transportation (FDOT) on Tuesday, February 21, to conduct the annual airport licensing inspection. FDOT inspected the approach areas for all four runways and found no major discrepancies. Some obstructions were identified near the approach areas, but FDOT acknowledged that the City is currently in the process of mitigating those obstructions. The airport passed inspection and will be issued a new operating license.
- Staff participated in a conference call with representatives from the Florida Department of Transportation (FDOT) and the Federal Aviation Administration (FAA) to review the airport's five year capital improvement plan.
- Responses to RFQ 2017-15 were received, opened and recorded this week. RFQ 2017-15 involves the preparation of an environmental assessment for the airport that is needed as part of the project to design and construct the rehabilitation and extension of Runway 8/26. The RFQ evaluation committee will meet on Monday, February 27, to evaluate and score the responses.
- Minor obstacle mitigation work needed for the new Precision Approach Path Indicator (PAPI) lights that were installed as an element of the Taxiway Golf project will begin next week.
- Representatives from Zev Cohen continue to work at the airport on the environmental assessment phase of the runway approach area obstacle mitigation project.
- Staff continued work this week with counterparts in Volusia and Flagler counties on issues pertaining to airport hazards and uses of land in the vicinity of the airport, in order to ensure that the City is in compliance with recent changes to Chapter 333 of the Florida Statutes.
- Construction work at the Flagler Executive Airport may result in an increase of air traffic at the Ormond Beach Municipal Airport, as well as other airports in the vicinity.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - Enterprise Resource System development is on-going
 - Prepare 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 39 Journal Entry Batches (2027-2127).
 - Approved 16 Purchase Requisitions totaling \$60,930.30.
 - Issued 26 Purchase Orders totaling \$158,921.19.
 - Processed 3,280 cash receipts totaling \$417,114.38.
 - Prepared 98 Accounts Payable checks totaling \$1,392,547.24 and 34 Accounts Payable EFT payments totaling \$350,922.73.
 - Processed and issued 6,544 utility bills with billed consumption of water of 38,376K.
 - Issued 563 past due notices on utility accounts.
 - Auto-called 92 utility customers regarding receipt of a past due notice.
 - Processed 229 payments through Interactive Voice Response System totaling \$32,468.88.

Grants/PIO

- Public Information
 - Press Releases
 - Walking with the Manager (3/3)
 - Casements Closed for Tours (Private Event, Wednesday, March 1, 2017)
 - Granada Blvd. New Landscaping Irrigation
- 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 Employee Newsletter for March 2017.
 - Attended weekly staff meeting.
 - Attended City Commission Historical Structures Workshop.
 - Attended Volusia County Local Mitigation Strategy (LMS) prioritization meeting for projects related to the Hurricane Matthew federal declaration for the use of Hazard Mitigation Grant Program (HMGP) funding within Volusia County.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 3
 - Hazardous: 4
 - EMS: 89
 - Motor Vehicle Accidents: 9
 - Public Assists: 44
 - TOTAL CALLS: 151
 - Aid provided to other agencies: 5 Calls: Daytona Beach (1), Volusia County (4)
 - Total staff hours provided to other agencies: 5
 - # of overlapping calls: 40
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 75
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 436
- Training Hours
 - NFPA 1001: Firefighting 3
 - NFPA 1002: Driver 12
 - NFPA 1410: Hose Drill 12
 - NFPA 1500: Safety/Equipment 15
 - NFPA 1620: Preplanning 8
 - EMT/Paramedic 18
 - TOTAL TRAINING HOURS: 68
 - Station Activities
 - Updated 8 pre-fire plans
 - Conducted 5 fire hydrant inspections
 - Significant Incidents
 - 2/18/17, 4:13 AM: Clyde Morris Blvd. / Hand Ave. – Brush Fire – Upon arrival found two individual fires approximately four acres total – Department of Forestry assisted with cutting lines around area to fully contain fire – 3500 gallons of water and foam used – crews monitored area throughout the day.

Human Resources

- Staffing Update
 - Requisitions
 - Summer Camp Counselors (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.
 - Neighborhood Improvement Officer (Police) re-advertised 1-12-17 through 2-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Community Events Technician (Leisure Services) re-advertised 1-23-17 through 3-17-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Recreation Leader (Nova/Leisure Services) open 2-10-17 through 2-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Recreation Leader (Gymnastics) open 2-21-17 through 3-10-17. Advertised on City web site, governmentjobs.com, and internally.

- Applications Under Review
 - Maintenance Worker II (Water Distribution/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)

- Interviews Scheduled
 - Police Records Clerk (Police)
 - Office Manager (Leisure Services)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - MW IV (Drainage Maintenance/Streets/Public Works)

- Background/Reference Checks/Job Offers
 - Police Captain (Police)
 - Police Officer (Police)
 - Firefighter/EMT (Fire)
 - Landscape Architect (Engineering)
 - Building Inspector (Planning)
 - Part Time Box Office Attendant (Leisure Services)

- Separations
 - Police Captain (Police)
 - Office Manager (Leisure Services)

- Risk Management Projects
 - American Cancer Society fundraiser
 - Attended Leadership planning meetings
 - Attended Claims Committee meeting
 - Attended Constant Contact webinar

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 RemoteAccess.
 - 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: 9

- Completed: 33
- In progress: 24

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 45,565
 - Inbound E-Mails Blocked: 25,790
 - Delivered Inbound E-Mails: 19,775
 - Quarantined Messages: 3,458
 - Percentage Good Email: 43.4%
 - Virus E-Mails Blocked: 0

- Notable Events: None

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 22: Total in system = 1,202
 - Meters GPS Located this week: 30: Total in system = 23,458; 22,715 potable, 732 Irrigation, 11 Effluent
 - Notable Events: Updated GeoTax Report for DOR

Leisure Services

Administration

- City Manager's Meeting
- Supervisory Staff Meeting
- Public Works Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- One-on-One Meetings
- Reel in the Fun Fishing Tournament
- City Commission Meeting
- Leisure Services Office Manager Interviews

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
- Eagle Scout Project Meeting
- One-on-One Meeting with part-time employee
- Field Trip to EDC 2/23 – Ortona Elementary School
- Gold Medal Award Application

- Monarch Waystation Application
- EDC Weekly Attendance 2/11 to 2/17: 106

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- OBSC continued practicing for 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 on Softball Quad 1 at the Sports Complex at 3:30 pm daily. They played their first home game of the season on Thursday night at 6:30 pm.
- SHS Baseball will be practicing this week Monday, Tuesday, Thursday and Friday at 3:30 pm on Wendelstedt Fields 2 and 3. They play their first regular season home games on Wednesday at Wendelstedt Fields 1 and 2 at 4 pm and 7 pm.
- Tee Ball practices continued this week on the Tee Ball Fields at the Sports Complex.
- OBYBSA continued recreational practices this week on the Softball Quad and Nova Fields.
- Offense/Defense Educational Foundation Inc., (O-D) Football Clinic was once again held on Saturday morning at 8 am at the Sports Complex on Multi-Purpose Field 11. This is their second Saturday of four total clinics.

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
- 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 Lady Renegades and SHS practices
- Prepped Wendelstedt 2 and 3 for SHS baseball practices
- Prepped Wendelstedt 1 and 2 for SHS baseball games
- Dragged infields at Osceola Elementary and South Ormond
- Blew out batting cages and dugouts at Wendelstedt, Kiwanis and Softball Quad Fields
- Raked and dragged crimson stone at Wendelstedt in front of dugouts and on warning track
- Dragged all 20 fields daily
- Put together new soccer goals
- Put up windscreen at Nova tennis
- Installed six new foul poles at Nova Fields 2, 4, and 5.
- Set up Football Field for Flagler Knights
- Put out 44 soccer goals and painted 22 soccer fields for OBSC spring program

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 hosted the following events:
 - California Surf, Wednesday, 7 pm to 9:30 pm
 - Mark Trammel Quartet, Thursday, 7 pm to 10 pm
- The Performing Arts Center is preparing to host the following:
 - Tommy Mara and The Crests/Joey Dee, Friday, 7:30 pm to 10 pm

South Ormond Neighborhood Center

- Splash pad closed December 1 until March 15
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise Monday
- Youth basketball playoffs Monday/Wednesday/Friday
- Youth baseball practice Tuesday/Thursday
- City health assessment screenings Tuesday
- Youth basketball practice Saturday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Training of new Community Events Leader
- Reel in the Fun Fishing Tournament Saturday, February 18
- Cleanup and organization of fishing tournament supplies and equipment
- Planning of 2017 events through May
 - Art in the Park May 6 and 7 – application tracking and input as well as sponsorship tracking, mailing of food vendor applications and entertainment contracts
 - 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 March 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 Friday, February 24

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open Play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- Challenger ABC of Indoor Sports continued on Tuesday from 5 pm to 6 pm.
- Youth Basketball League will finish 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.
- A bridal shower was held in The Casements' dance room on Saturday from 8:00 a.m. to 2:00 p.m.
- Seaside Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
- Ormond Memorial Art Museum reserved Ormond Memorial Gardens on Saturday from 12:00 p.m. to 4:00 p.m.
- Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 11:30 a.m.
- Pilates classes met Monday through Friday at The Casements.

- The Casements Guild Crafters met on Monday from 11:30 a.m. to 3:30 p.m. in Room 203.
- Yoga class met on Tuesday morning at The Casements.
- The Casements Guild held a general body meeting on Wednesday in the gallery from 10:00 a.m. to 1:00 p.m.
- Lohman's Healing Path Workshop met on Wednesday in Room 203 from 2:00 p.m. to 4:30 p.m.
- Zumba class met on Thursday at The Casements.
- My Big Fat Greek Cooking class met on Thursday in The Casements' kitchen from 4:00 p.m. to 8:00 p.m.
- Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
- A wedding rehearsal was held at Ormond Memorial Gardens on Friday from 4:00 pm to 5:00 pm.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Two grills were replaced at the Magic Forest playground
- Six sleeves were installed for new foul poles at the Nova fields
- Orange fencing was removed at Andy Romano Beachfront Park and the playground was reopened.
- Two park benches were set in place and a new trash receptacle was installed at Hospital Gardens Park
- A loose board was repaired at the Magic Forest Playground

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
- Checked rear door remote for Fire Station 91
- Met A/C contractor for the heater repair at Fleet
- Repaired the stuck open gate at Fleet
- Replaced the rubber wheels on north driveway gate at Fleet
- Repaired the sign box in the training room at City Hall
- Replaced the shaker siding at The Casements
- Repaired damaged drywall Building B at the Senior Center
- Repaired the second floor men's room stall door handle at City Hall
- Replaced the men's room soap dispenser Central Park I
- Repaired the main door frame at SONC
- Repaired the field house door at the Sports Complex
- Repaired the paper towel dispenser at the Sports Complex
- Met contractor for the gas stove repair at SONC
- Finished the motorcycle corral at Fleet
- Repaired entrance door handle at The Casements
- Repaired exterior lights at the PAC
- Repaired the junction box and outlet at Memorial Gardens
- Cleaned out the sewer drain at SONC
- Repaired the down spout for the rain barrels at EDC

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey attended the City Manager's Staff Meeting.
- Chief Godfrey attended a meeting with the City Manager.

- Staff attended the graduation ceremony of Captain Rosenthal from the Southern Police Institute's Command Development Course.
- Captain Crimins attended a vehicle demonstration.
- Staff participated in the Physical Fitness Testing for the Police Department's Physical Fitness Program.
- Staff attended the Personal Health Assessments at the South Ormond Neighborhood Center.

Community Outreach

- DARE at St. Brendan's Academy, Ormond Elementary and Calvary Christian Academy
- Citizen Police Academy for Aberdeen Recruitment for is ongoing.
- SLAP registration for February 23 is two-thirds full.
- Self-defense class for ERAU ROTC is full.
- Responded to Crime Opportunity Report Form inquiries.
- Coordinated Outside Details.
- Attended a recruitment career expo at Indian River State College.
- Eight members of the Youth Director's Council participated in a meeting at the PAL house.
- The *Tutors R Us* program continues at the South Ormond Neighborhood Center. Currently 27 youths are registered for the 9 week tutoring program.
- The *R.E.A.D., Reading, Exploration, Adventure and Discover* program for 2nd, 3rd, 4th and 5th grade continues. We have a total of 49 youths in the program. This represents almost a 50% increase in service levels for this Ormond Beach PAL program.
- Registration was held for the 10U, 12U, and 14U boys' teams at the South Ormond Neighborhood Center. Thirty-eight young athletes participated in the tryouts.

Community Services & Animal Control

- Animal Calls responded to: 45
- Animal Reports: 4
- Trap Neuter Release: 2
- Animals to Human Society: 5

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 4
- Inactive: 7
- Fraud: 6
- Burglary Business: 2
- Burglary Residential: 5
- Larceny Car break: 2
- Grand Theft: 5
- Auto Theft: 1
- Missing Persons: 1
- Sex Offense/Rape: 2
- Police Information: 1

Records

- Walk - Ins / Window: 96
- Phone Calls: 106
- Arrest / NTA'S: 15
- Citations Issued: 89
- Citations Entered: 0
- Reports Generated: 141
- Reports Entered: 101
- Mail / Faxes / Request: 42

Patrol

- Total Calls: 1,120

- Total Traffic Stops: 136

Operations

Crime Opportunity Report Forms: 155

- 02/15/17
 - Stolen Vehicle Recovery Arrest, 338 Ocean Shore Boulevard (Grace Lutheran Church). Contact was made with a suspicious vehicle backed in near the woods in the parking lot. Upon running the tag, the vehicle it was found to be stolen.
 - Theft, 187 South Atlantic Avenue (Plantation Island Resort). Blue Schwinn bicycle stolen overnight.
 - Domestic Battery and Resisting Without Violence Arrest, 298 Greenwood Avenue. Officers responded to a physical domestic disturbance. The parties involved locked themselves inside and communicated with officers through a window. After failed negotiation efforts, forced entry was made into the room and an arrest was made.
 - Carbreak, Ocean Shore Boulevard/Amsden Road. A backpack blower was removed from an open landscaping trailer.
 - Grand Theft Arrest, 1521 West Granada Boulevard (Walmart). A traffic stop was conducted where a purse was located. Subject was arrested after admitting to taking the purse.
 - Narcotics Arrest, 110 South Nova Road (Rivergate Shopping Center). Vehicle was stopped for suspicious activity. Driver was arrested for possession of crack cocaine.
- 02/16/17
 - Grand Theft, 600 Block West Granada Boulevard. Local transient reported that while she was in jail, her black Android cell phone, \$60 in cash and several pieces of camping gear were stolen.
 - Grand Theft, 2099 North Beach Street (Tomoka State Park). Blue/Gray Trek hybrid bicycle was stolen from a campsite.
 - Theft, 1521 West Granada Boulevard (Walmart). An automotive employee for Walmart removed a gift card from a vehicle he was servicing.
 - Theft, 151 Domicilio Avenue (Ormond Beach Middle School). The victim made contact with SRO Stokes and reported the theft of his son's headphones.
 - Warrant Arrest, 284 Military Boulevard. Subject was contacted at this location and found to have an open Volusia County warrant.
 - Felony Shoplifting/Felony Narcotics Arrest, 1521 West Granada Boulevard (Walmart). Subject was observed by loss prevention swapping barcodes on items to deprive the victim of full retail value. He was detained by officers and found to be in possession of approximately 7 grams of methamphetamine, approximately 1 gram of cocaine, and paraphernalia.
 - Warrant Arrest, South Yonge Street/Hand Avenue. A traffic stop was conducted on a vehicle where a subject was found to have an open felony warrant.
- 02/17/17
 - Burglary Business, 51 South Atlantic Avenue (The Royal Floridian Resort). A man's 26" hybrid bicycle was stolen from the underground garage at this location.
 - Stolen Vehicle, Bear Creek Path/Hull Road. A homemade trailer was stolen overnight from this location.
 - Warrant Arrest, North Tymber Creek Road/Interstate 95. Contact was made with a subject who was found to have an open Volusia County warrant.
 - Theft, 555 West Granada Boulevard. Complaint that transients are setting up a camp in the rear of this location and are stealing electricity and water from the business.
 - Narcotics Arrest, 252 Riverside Drive (Ormond Parkway Park). A vehicle with four occupants was contacted in the park after a noise complaint. The adult was arrested for narcotics that were located as well as contributing to the delinquency of minors.
 - Driving While Under the Influence Arrest, South Atlantic Avenue & East Granada Boulevard. Subject was found passed out in his vehicle on the roadway with his right foot on the gas pedal and his left on the brake pedal.
- 02/18/17
 - Burglary, 187 South Atlantic Avenue #206 (Plantation Island). Cash stolen from a hotel room that a maintenance man had specifically asked for the room key.
 - Theft, 956 Holly Circle. Tag stolen off of a vehicle in the driveway.

- Narcotics Arrest, Fleming Avenue and South Yonge Street. Subject was taken into custody during a traffic stop where narcotics were located.
- 02/19/17
 - Burglary Business, 333 West Granada Boulevard (Gold's Gym). Attempted entry through side window, then front glass door was smashed. Cash drawer with \$200 was taken along with a safe that contained last week's deposits.
 - Grand Theft, 1527 Oak Forest Drive. Subject left her diamond ring on the kitchen window ledge while cleaning. When she was finished, her ring was no longer where she had left it. During this time, they had a crew that was refinishing their pool.
 - Burglary - Residence, 955 Ginger Circle. A Suzuki motorcycle was stolen from the front porch of this residence overnight.
 - Solicitor Arrest, West Granada Boulevard/Williamson Boulevard. Subject was arrested for unlawful soliciting and panhandling.
- 02/20/17
 - Burglary Business, 400 North United States Highway One (Total Comfort). Scrap aluminum and copper removed from the outdoor fenced compound.
 - Driving While License Suspended Arrest, 160 South Nova Road (Rivergate Plaza). Subject was arrested for knowingly driving while his license was suspended.
 - Grand Theft, 1614 North United States Highway One (Econo Lodge). Subject was an employee at this location and was suspected of stealing several items belonging to the business. Some of the missing property was found hidden behind a shelf in the laundry room where the subject's vehicle was also backed in. The subject fled when confronted.
 - Car Break, 125 Interchange Boulevard (Cracker Barrel). Driver's license and handicap placard were taken.
 - Burglary Residence, 221 Chelsea Place Avenue. (Chelsea Place Subdivision). Officers discovered the front door of the residence had been kicked in. Officers searched the home for a possible suspect but no one was located.
 - Aggravated Battery/Sexual Battery, 753 Santa Fe Avenue. Two subjects involved in a physical altercation concerning a third party. All involved were highly intoxicated. Two subjects were transported to the hospital and the investigation continues.
- 02/21/17
 - Grand Theft, 1458 West Granada Boulevard. Subject left his weapon in a restroom at this location. The weapon was missing when he returned.
 - Unoccupied Burglary in Progress Arrest, 713 Fleming Ave. Officers responded to the area in reference to two suspicious females. Two females were contacted exiting from inside the residence. The resident/victim arrived on scene moments later from a neighbor's house and advised she did not know either party.
 - Narcotics Arrest, 713 Fleming Avenue. Narcotics located on an arrested subject's person.
 - Narcotics Arrest, A traffic stop resulted in the search of the vehicle, revealing a small narcotics and paraphernalia.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 68
 - Number of Uniform Traffic Citations Issued: 63
 - Number of Written Warnings Issued: 3
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 1 Case initiated

- 16 signs have either been removed or sign cases created.
- 18 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and ninety-three (93) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - 2-Inch Watermain Replacement Phase 2 – Mainland – Construction is complete. First/Final Change Order for additional contract time scheduled for the Commission meeting on March 20.
 - 2016 Roadway Resurfacing – Milling and paving on Fernway and Biltmore is complete, minor sod restoration work and stripings are still outstanding.
 - Water Treatment Plant Lime Silo Dust Arrestor – The dust arrestor was started and received a delivery of lime without any issues. Final walkthrough is scheduled for February 28.
 - Water Treatment Plant Controls and Pump Upgrade – The Contractor has set pumps 4 & 6 as well as the lime sludge pumps. Rocha controls modified the plant control scheme to accommodate changes involved with this project.
 - Laurel Creek Stormwater Pump Station Improvements – The contractor is starting and testing the equipment.
 - SONC Surveillance and Lighting – Purchase Orders have been issued for installation and materials. A Pre-Construction meeting has been scheduled for February 28.
 - Police Department Sally Port – A pre-construction meeting was held, construction is scheduled to begin on February 27.
 - ARBFP Hurricane Matthew Repairs - Construction is scheduled to begin on February 27 for repairs to the damaged pedestrian beach access ramp.
 - 2017 Storm drain pipe lining - Bids were opened on Tuesday, February 7. Bid award is tentatively scheduled for the March 20 commission meeting.
 - Seawall repair at Ames and Riviera Parks - Bid award is tentatively scheduled for the March 20 City Commission meeting.
 - Design Projects:
 - South Peninsula Reclaimed Expansion – Addendum #1 was issued on Friday, February 17; bids were opened on February 23.
 - West Ormond Community Center – Met with the police and fire chiefs to discuss EOC needs for including an EOC at the proposed community center. A joint meeting with the LSAB and QLB Boards is scheduled for March 8th to present and discuss the project.
 - 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. Andritz has agreed to come on site next week to perform a pilot test of their screw pump to confirm its ability to dewater the lime sludge.
 - 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 – The contracts are being executed by the Contractor. A Pre-Construction meeting is being held March 1 with an anticipated Notice to Proceed of March 27.
- 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 – Scheduled for disposition to advertise for bids at the March 7 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 March 7 City Commission meeting.
- Downtown Stormwater Phase 2 – Staff has scheduled a meeting with the Consultant to discuss the scope of services required to complete bid documents for the Phase 2 work.
- 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. It is anticipated that this project will commence the first week of March.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen – Conceptual design was submitted and is under review.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – A Purchase Order was issued to AAT Roofing for roof repairs at the Water plant and Wastewater plant. A Purchase Order for replacing the damaged maintenance bay doors at the WWTP was issued, work is expected to begin in 2-4 weeks. A mold assessment was performed at the Water treatment plant and Public Works building, preliminary results are negative for mold spores, a final report is expected next week.
- CDBG 2017 Trail & Sidewalk – design is complete, bid disposition is scheduled for the March 7 City Commission meeting.
- OBSC Improvements – Field 3 Lighting – A work authorization for design is scheduled for approval at the March 20 City Commission meeting.
- OBSC Improvements – Championship Field 7 – A work authorization for design is scheduled for approval at the March 20 City Commission meeting.
- PD Security Fencing – Design is complete and is out for written installation proposals.

- North US1 Landscaping Ph II – Design plans were submitted to FDOT for review and permit.
- Departmental Activities
 - Reviewed plans and created approved wetland protection permit for 541 Ocean Shore Blvd.
 - Researched as-built drawing files and provided PDF copies of Lift Station BT1 to Utilities Division, per request.
 - Updated construction plan set for the US1 Median Improvements, per Project Manager's comments.
 - Completed the sketch and legal descriptions for 2908 John Anderson Drive, 32 Sand Dollar Avenue, 11 Capistrano Drive, and 111 Capri Drive annexations, per Planning Department request.
 - Researched swale ownership and flow direction for Deer Creek proposed ditch, per Stormwater Division request.
 - Researched old drawing files and created exhibit map showing isolation valve locations for the Hudson and Rima raw water mains.
 - Updated the Signal Avenue proposed Right-of-Way sketch and legal descriptions to show location of vacated areas on both sides of cul-de-sac, per Airport Manager's request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Continued sidewalk removal on Division Ave near S. Center St
- Assisted Parks Dept. with concrete footers at Nova Community Center
- Cut and remove sidewalk on Ormond Lakes Blvd.; adjust form boards
- Formed up basin on Hidden Hills Blvd.

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed limb hanging over roof at South Ormond Community Center
- Removed tree at 400 block of Sauls St.
- Picked up brush on Railroad St.
- Removed trees from R/W on Ormond Lakes Blvd.; Division Ave West of Center St.; tree on 200 block of Melrose Ave.; dead palm at Riviera Park
- Removed flags from Granada Bridge
- Removed dead & hanging limb at Nova Community Center

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
- Trimming & trash pickup on South Forty Trl

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
- Checked for installation of 15 mph Speed Limit sign at Granada & Casements Dr
- Installed Thermo Plastic in various areas of the City of Ormond Beach
- Straightened sign posts in various areas
- Straightened signs on Airport Rd/Airport hanger
- Installed 25 mph Speed Limit sign & post on Sanchez Ave
- Checked on parking striping at PD

Stormwater Maintenance

- Pond maintenance on Timberlake Ln., and at the airport
- Pipe inspection on Dormont Dr. and John Anderson Dr.
- Carp gate/pump stations inspected
- Locates citywide
- Outfall repair at 400 block of Hidden Hills Blvd.
- Outfall inspection on S Beach St.

Reach-out

- FDOT ponds, Northbrook ditch, Arroyo Pkwy, Fleming Ave

Vactor

- 800 block of Knollview Blvd
- 200 block of Melrose Ave

Street Sweeping/Streetsweeper (4 days, 1 day sick)

- 104 miles of road cleaned
- 25 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 24,175
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 15
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 3
- Quick Fleet Facts:
 - Fuel on hand: 11,332 gallons unleaded, 6,464 gallons diesel
 - Fuel used in one week: 2,066 gallons of unleaded and 1,274 gallons of diesel.
 - Fleet completed 48 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Sent information to design engineer to add demolition of the booster pump station and odor control system to the plans.
 - Deer Creek Reuse – Received 90% design plans for review.
 - Fire Hydrant Replacement Program – Final deductive change order for the second year of the project was executed. Replaced fire hydrants at 163 Fairview Ave., 145 Old Mill Run and 231 Rosewood Ave.
 - Lift Station 8M1 – A proposal for additional cost was received to address unforeseen sewer main repair needs based upon field findings. The proposal was reviewed and comments were provided to reduce the cost. Pump station start up occurred and the station is in operation. Sodding, rock, hedges and some SCADA work is required to finish the installation.
 - Lift Station 10M & 12M Rehabilitation – A bid request proposal was prepared. The bid number 2017-20 was assigned to the project and a bid date and time established. Provided service area information for LS 10M for permit preparation.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Contracts are being executed and a preconstruction meeting is tentatively scheduled for March 1, 2017.

- Shadow Crossings Force Main Improvements – Restoration work is in progress. Survey work for as-built drawings remains to be completed.
- Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
- Elevated Storage Tank Repairs & Maintenance – Submitted disposition memo for presentation at the March 7th City Commission for approval to bid the plans and specifications for the project. The bid date was revised to April 19, 2017.
- South Peninsula Reclaimed Expansion – The advertisement for bid date is February 23, 2017.
- Water Plant Aerator Housing Rehabilitation (CIP) – Aerator No. 2 is being rehabilitated by the vendor. Additional costs to repair deterioration and cracking of the inlet and outlet flanges were received. Contractor was authorized to proceed with the additional work items. Aerator is scheduled to be returned in two weeks.
- Water Plant Lime Silo Dust Arrestor Project – Lime silo dust arrestor is in operation. A final walk through is scheduled on February 28, 2017.
- Water Plant Pump & Control Upgrades – Pumps 4, 6 and the lime sludge pumps are set on the concrete bases. Plant controls were modified to activate these pumps.
- Water Plant Lime Sludge Dewatering Improvements – Andritz is scheduling a pilot test of their screw pump to determine whether it is capable of dewatering lime sludge.
- WWTP Outfall Pipe Replacement – The bids were over the budgeted amount. Bids are being reviewed to determine if any modifications to the scope are available to lower the project cost.
- 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 the March 7, 2017 City Commission meeting.
- 2016 2-inch Water Main Replacement Phase 3 Peninsula – Bid documents are scheduled for consideration at the March 7, 2017 City Commission meeting.
- SPRC Projects (Utilities Review)
 - Celedine Subdivision – Legal Department was contacted concerning the preparation of a development agreement for project. A will serve letter was prepared in response to Flagler County's request. Hunter's Ridge Utility Master Plan was reviewed.
 - Chelsea Place Phase III – As-built drawings and a video inspection DVD of the sanitary sewer main were received. A final inspection will be scheduled.
 - 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. Reviewed plans for a relocated 8-inch water meter.
 - Plantation Oaks – Volusia County Health Department water system permit was received for Phase 2A, Plantation Oaks Blvd. and the clubhouse.
 - Pet Street Veterinary Care Center – Preconstruction meeting was held.
 - Plantation Oaks – Final Site Plan Development Order was issued by Volusia County.
 - Tomoka Apartments – Received conceptual plans for review.
 - Valiant Diner Phase 2 – Preconstruction meeting was held.
 - Commercial Sampling Manhole – Distributed sampling manhole details for review.
 - 1204 Ocean Shore Boulevard – Service availability letter and utility information provided.
 - 1368 N. Ocean Shore Blvd. – Final inspection needs to be performed.
 - 2344 Ocean Shore Blvd. – Received conceptual plans for review.

Water Treatment

- Delivered 38.56 million gallons for the week ending February 17, 2017 (5.51 MGD).
- Backwashed 11 filters for a total of 533,000 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 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 28.05 Million Gallons.
- Produced 26.40 Million Gallons of Reuse.
- Produced 1.65 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.01 MGD, plant designed for 8 MGD.
- Hauled 128.83 tons of dewatered residual solids (14%-18% Solids).
- Completed and submitted USEPA Electronic Annual Sludge Report.

Water Distribution

- Responded to and/or repaired 13 water leaks.
- Installed 9 new residential water meters.
- Replaced or repaired 2 water meter boxes.
- Replaced 6 water services due to low flow or leaks.
- Performed pressure testing of 4 City owned backflow preventers, 1 needed repair.
- Responded to 25 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 412 Oak Park Cir, 930 Old Mill Run, 163 Fairview Dr, 145 Old Mill Run, 47 Pinehurst Cir.
- Repaired 2 each - 6" water main leaks on Bryant St and S. Orchard St.
- Exercised 16 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 151 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
- Responded to 3 Request for Utility Verifications for residential and commercial properties.
- Checked all known trouble spots. All good @ current time.
- Located reuse tap at 48 Winding Creek Way
- Continuing to get daily pressure readings on Hunters Ridge LP force main after tie-in of newly constructed main.
- Recovered pressure recorders on reuse lines in Forest Quest and Airport Rd.
- Verifying high points on North Peninsula force main for positioning additional air relief valves.
- Adjusting FM blow off on Foxhunter Flat after installation.
- Rehabbed PEP System @ 3 Huntsman Look.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 32/30 psi, Ocean Mist Hotel @ 25/22 psi, Ormond Mall @ 10/8 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (2 inch) 22/5 psi, Westland Run (2 inch) 25/6 psi & Shadow Crossing Blvd. (4 inch) 15/0 psi.
- Televised 24 laterals from our PM list, Found 11 that needed to be cleaned, 13 that were clean and clear, and 0 that need to be repaired. Removed roots from 5.

Wastewater Plant – Lift Stations

- Swing Zone Blowers, after hours call out - blowers tripping, operator able to use secondary equipment, reset at SCADA computer, activity unresolved – troubleshooting ongoing.
- Chlorine Building, replace roto-tube at peristaltic pump, ok.
- 2M, repaired wash down line, ok.
- 1M, repaired cabinet latch, ok.
- 4M, Fleet-generator repair with vendor, support provided as needed during repairs, ok.
- 8M1, start-up & training of refurbished station, operational, awaiting completion of site work.
- 5M, housekeeping, blew leaves out of back yard, ok.
- Centrifuge #1, troubleshooting indicates possible gear box problem, GEA on-site for diagnosis, verbally confirmed gearbox not functioning, awaiting report from GEA.

- Centrifuge #2, during GEA inspection grease build up noted in gearbox/pulley section, possible corrupt pulley or gearbox seal, unit is still operational with daily inspections and grease replacement as needed, GEA provided quote for on-site repairs of both units.
- Influent Room, oversee transfer of pump positioning status, ok.
- McDonalds, Saddlers Run weekly odor control and wet well cleaning.
- WIN911 monitor/response: none to report.
- SCADA monitor/response: 4M1, Towne Square, high starts, cleaned probe, ok; River Oaks, no starts #2, reset motor starter, tested amp draw, ok.
- SCADA technician activities: assisted Emerson Controls during 8M1 startup - confirmed control and alarm functions operational on SCADA server. Conducted win911 test for high level and phase loss; changed ID labels on lift station screens that were improperly labeled during previous projects; Main MCC, replaced 4 Ethernet I/O module backup batteries; Backed up Control Wave programs that were located on Lift Station Server.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Annual Plant PM's: Bar Screens, #1, #2.
- Lift Station PM's: 16 monthly and 1 annual performed.
- 52 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Silo, identified small leak in fill pipe, contractor returned and made repairs, ok.
- High Service pump 5, motor trips, scheduled for troubleshooting and repair.
- Fluoride injection pump, rebuilt, tested and returned to service.
- Claricone #1, assisted operations with assembly after cleaning, returned to service.
- LPRO clear well - set up 2 sump pumps and pump down to support VFD upgrade project.
- Well 24H, door lock not operational, contacted locksmith for repairs.
- Well 29H, pump motor not operating, electrical testing confirms motor is not operational, out of service, will contact well repair contractor.
- PM's: LPRO clear well pumps 1 thru 6; all S.R. 40 wells; B.A.T. wells 2, 3, 4; all Hudson wells

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program – Staff received a response from both industries the Utility deemed as possible contributors of excessive amounts of copper discharge to the sewer collection system. Staff has begun composite sampling of the facilities to ensure consistent compliance with the Local limits. Staff is reviewing the response to ensure completeness and compliance.
- Industrial Pretreatment Annual Report – Staff submitted the IPP annual report to the FDEP. The report highlights the programs activities for the 2016 calendar year to the FDEP.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Wetland Monitoring Report – Staff is procuring a biologist to perform the wetlands health assessment for the report. The report is submitted to the SJRWMD as part of the City's consumptive use permit.
- 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.
- Consumer Confidence Report – Staff is compiling the data included in the annual CCR. The CCR provides the City's potable water customers information.

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 21, 2017, City Commission Workshop (MacDonald House Update) and City Commission Meeting
- Staff attended and provided support for February 22, 2017, Budget Advisory Board Meeting
- City Clerk attended February 23, 2017, Claims Committee Meeting
- Agenda packet preparation for March 7, 2017, City Commission Meeting