

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 3, 2017

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with Fire Chief, Police Chief, Finance Director and City Attorney
- Agenda packet review
- Prep work for Strategic Planning workshop
- State of the City meeting with staff

Spoke to, attended and/or met with:

- Rotary meeting
- Captain Crimins retirement
- As requested, general discussion meeting with Mayor
- Held Walk with the Manager at Central Park I

Community Development

Planning

- Planning participated in a meeting with Legal, Utilities and the applicant's attorney and engineer regarding the Hunters Ridge Master Utility Plan and proposed well sites.
- The Department has been informed that the 100% MacDonald House Historic Structure Report will be completed as revised from the City Commission work session and placed on the City Commission agenda for April 5, 2017.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued
- 494 inspections performed (81 by Private Provider)
- 142 permits valued at \$2,002,962.00

Development Services

- SPRC met with applicants for Hull's Seafood deck; conducted pre-construction meetings on Huntington and Plantation Oaks; held a pre-application meeting regarding Garden Plaza Phase 2; and reviewed jointly SPRC preliminary comments for NexTower at the airport.
- 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%

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 Edgewell 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 the Rediscover US 1 Scavenger Hunt for April 2017.
- Staff met to plan the 2017 State of the City annual lunch meeting scheduled for Tuesday, October 10.

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.
- Staff met with an Ormond Beach manufacturing company to discuss their business retention and expansion plans and the available economic development incentive programs.
- Staff attended the City's Site Plan Review Committee meeting with NexTower in review of their proposed cell tower at the Civil Air Patrol leased property.
- Staff met with the Holly Hill Economic Development Manager to discuss economic development initiatives.

Airport Operation and Development

- The evaluation committee for RFQ 2017-15 met on Monday, February 27th to evaluate and score responses to the RFQ. Four organizations submitted responses and their respective submittals were evaluated based upon the qualifications of each firm and the proposed project team, relevant project experience, the location of the firm, and the firm's status as a minority business enterprise. The evaluation committee determined that Hoyle, Tanner and Associates is the most qualified firm to perform the project on behalf of the City, which involves the preparation of an environmental assessment for the airport needed as part of the project to design and construct the rehabilitation and extension of Runway 8/26.

- Representatives from Zev Cohen continue to work at the airport on the environmental assessment phase of the runway approach area obstacle mitigation project. Site visits were conducted this week for the purpose of developing cost estimates for the mitigation phase of the project. One of the objectives of the project is to mitigate obstructions without negatively impacting the habitats of protected wildlife.
- Staff attended a meeting of the East Central Florida Continuing Florida Aviation System Planning Process (CFASPP) team. The CFASPP was established by the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT) because of the need for a method to help maintain a viable statewide aviation environment. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) in step with the constant changes by updating the FASP periodically. The CFASPP is a method used within Florida to continually monitor the aviation environment and determine the development requirements to best meet projected aviation demands. This process is a component of the FAA's Continuous Airport Systems Planning Process.
- Staff participated in a webinar as a member of the Comprehensive Review Team for the Florida Aviation System Plan (FASP) update project.
- The airport's annual Runway Safety Meeting was conducted at Sunrise Aviation on Tuesday, February 28th.
- 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
 - Preparation of FEMA reimbursement request for contractual debris removal from 10/3/2016-11/1/2016 (\$3,329,497.30)
 - Preparation of FEMA reimbursement request for debris removal monitoring services from 10/3/2016-11/1/2016 (\$291,779.90)
 - Preparation of FEMA reimbursement request for contractual debris removal from 11/2/2016-12/31/2016 (\$2,463,704.84)
 - Preparation of FEMA reimbursement request for debris removal monitoring services from 11/2/2016-12/31/2016 (\$286,286.06)
 - Finalized audit and closed fiscal year end 2015-16
- Completed Projects - Weekly
 - Processed 36 Journal Entry Batches (2142-2255).
 - Approved 18 Purchase Requisitions totaling \$173,686.02.
 - Issued 38 Purchase Orders totaling \$326,787.85.
 - Processed 4,377 cash receipts totaling \$1,059,497.59.
 - Prepared 120 Accounts Payable checks totaling \$2,375,366.85 and 46 Accounts Payable EFT payments totaling \$2,875,920.46.
 - Prepared 16 Payroll checks totaling \$15,001.83 and 342 Direct Deposits totaling \$411,038.09.
 - Transferred IRS 941 payment of \$153,719.01.
 - Issued 280 past due notices on utility accounts.
 - Auto-called 173 utility customers regarding receipt of a past due notice.
 - Processed 279 payments through Interactive Voice Response System totaling \$28,573.71.

Grants/PIO

- Public Information
 - Press Releases
 - Granada Bridge Light Pole Removal
 - Firefighters Conduct Hydrant Maintenance (3/20-5/31)

- Open Gym Dates for March 2017 (10, 17, 24)
- Florida Licensing on Wheels (3/17)

- 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 closed grant files reconciliation for transfer to records storage.
 - State of the City 2017 Planning Meeting

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted grant application for the Emergency Watershed Program (EWP) for funding related to Hurricane Matthew debris cleaning from drainage canals.
 - Attended Hazard Mitigation Grant Program (HMGP) webinar for upcoming application cycle for the Hurricane Matthew declaration.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 7
 - Hazardous: 3
 - EMS: 76
 - Motor Vehicle Accidents: 11
 - Public Assists: 50
 - TOTAL CALLS: 148

- Aid provided to other agencies: 13 Calls: Daytona Beach (3), Holly Hill (3), Volusia County (7)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 64
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 344

- Training Hours
 - NFPA 1001: Firefighting: 13
 - NFPA 1021: Officer: 8
 - NFPA 1410: Hose Drill: 5
 - NFPA 1500: Safety/Equipment: 20
 - EMT/Paramedic: 38
 - TOTAL TRAINING HOURS: 84

- Station Activities
 - Updated 14 pre-fire plans
 - Conducted 7 fire inspections

- Significant Incidents
 - 2/21/17, 10:12 PM: N. I-95, Mile Marker 268 – Motor Vehicle Accident – Responded to a single vehicle rollover accident involving a tractor-trailer – semi left northbound lanes at exit 268 and went over guardrail and down grade to northbound off-ramp – driver was transported as a trauma alert.

Human Resources

- Staffing Update
 - Requisitions
 - Summer Camp Counselors (Leisure Services)
 - Maintenance Worker III (Stormwater/Public Works)
 - Engineering Inspector (Engineering)
 - Approved/Active Recruitment
 - Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, 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 (Gymnastics) open 2-21-17 through 3-10-17. Advertised on City web site, governmentjobs.com, and internally.
 - Applications Under Review
 - Neighborhood Improvement Officer (Police)
 - Part Time Recreation Leader (Nova/Leisure Services)
 - Interviews Scheduled
 - Police Records Clerk (Police)
 - Office Manager (Leisure Services)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Maintenance Worker II (Water Distribution/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/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)
 - MW IV (Drainage Maintenance/Streets/Public Works)
 - Separations
 - Engineering Inspector (Engineering)
 - Office Manager (Leisure Services)
 - Risk Management Projects
 - American Cancer Society fundraiser: Balloon Day
 - Attended Leadership planning meetings
 - Attended Worker's Comp and Liability seminar
 - Attended Mayor's Health & Fitness Challenge activities

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 discussions.

- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): Issues with the Click2Gov web site caused slow performance for all users. Sungard worked with staff to resolve the issue by diagnosing the root cause and uploading some revised programming code to the servers.
 - Windows Servers: None
 - Networking System: Firewall software update to enable security enhancements
- Work Orders
 - New: 15
 - Completed: 28
 - In progress: 44
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 40,238
 - Inbound E-Mails Blocked: 18,450
 - Delivered Inbound E-Mails: 18,450
 - Quarantined Messages: 3,458
 - Percentage Good Email: 45.9%
 - Virus E-Mails Blocked: 2
- Notable Events: Naviline performance issues as noted above.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 1
 - Corrections: 1
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,202
 - Meters GPS Located this week: 0: Total in system = 23,458; 22,715 potable, 732 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Assistant 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
- Leisure Services Office Manager Interview
- West Ormond Feasibility Study Meeting
- Movies on the Halifax

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects

- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Environmental Discovery Center

- Social Media Updates
- City Website Updates
- Completed Gold Medal Award Application
- Completed Playful City Application
- Walk with the Manager
- EDC Weekly Attendance 2/18 to 2/24: 105

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. They are hosting a USSSA Softball tournament on Saturday and Sunday.
- Golden Spikes are practicing Tuesday and Thursday nights at both Nova Fields and Wendelstedt/Kiwanis Fields.
- SHS Softball continued practicing this week Monday, Wednesday and Friday on Softball Quad 1 at the Sports Complex at 3:30 pm daily. They played only games on the road this week.
- SHS Baseball will be practicing this week Monday, Wednesday and Thursday at 3:30 pm on Wendelstedt Fields 2 and 3. Last week games were rained out.
- Tee Ball practices continued this week on the Tee Ball Fields at the Sports Complex with Opening Day games on Saturday.
- OBYBSA continued recreational practices this week on the Softball Quad and Nova Fields.
- City Youth Spring Volleyball was back in action this week on Monday and Thursday night from 6 pm to 7:45 pm. Currently, 60 players are signed up.
- City Adult spring Volleyball has been brought back for this season with an "open play" program designed for both novice and experience players Tuesday night at 6:15 pm at the Nova gym.
- USSSA Softball and Baseball both held Tournaments this weekend at the Sports Complex as well as the Nova fields. Each is expected to have anywhere from 20-30 teams to be competing.

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 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
- Assembled new soccer nets
- Installed remaining soccer goals for OBSC spring program
- Painted 22 soccer fields for OBSC spring program

- Prepped T-Ball, Wendelstedt Baseball, Kiwanis Field, Quad, Softball Field 7 and Nova for USSSA Weekend Tournaments (Friday-Sunday)
- Painted Kiwanis Field batter's eye
- Assembled four more foul poles for future installation at Nova Fields 1 and 3

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
 - Ormond Church Sunday from 8:30 am to 12:30 pm
- The Performing Arts Center hosted the following events:
 - Gulf War Syndrome Town Hall, Tuesday, 6:30 pm to 8:30 pm
 - Mark Trammel Quartet, Thursday, 7 pm to 10 pm
- The Performing Arts Center is preparing to host the following:
 - KEDA Dance presents "Alladin", Saturday, 7 pm to 9:30 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 baseball practice Tuesday/Thursday
- Youth basketball practice Saturday
- Staff working on spring cleaning of facility

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Training new Community Events Leader
- Walk with the Manager
- Planning of 2017 events in the months of 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

Gymnastics

- Classes are going well and growing
- March session in progress
- Registration is open for March session
- Trial classes are being offered to attract potential students
- Working with area schools to attract potential students
- Team girls are preparing for next competition this Saturday and Sunday in Gainesville

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 continues on Tuesday from 5 pm to 6 pm.
- The City Spring Volleyball program began and will meet on Monday and Thursday for eight weeks.
- The City Adult Volleyball program will meet on Tuesday evenings beginning at 6:15.

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.
- East Coast Pop Warner held a Scholastic Celebration in Rockefeller Gardens on Saturday from 10:00 a.m. to 6:00 p.m.
- A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 11:00 a.m. to noon.
- A memorial service was held at Bailey Riverbridge on Saturday from 1:00 p.m. to 3:00 p.m.
- A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 2:00 p.m. to 5:00 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.
- Ormond Beach Art Guild took down their paintings in The Casements gallery on Monday from 8:00 a.m. to 1:00 p.m.
- The Casements Guild Crafters met on Monday from 11:30 p.m. to 3:30 p.m. in Room 203.
- The Casements Camera Club hung photographs for their Ebony & Ivory exhibit on Tuesday from 9:00 a.m. to 2:00 p.m. They will host their Ebony & Ivory Show opening reception in the gallery this evening from 5:30 p.m. to 7:30 p.m.
- Yoga class met on Tuesday morning at The Casements.
- Ormond Beach Garden Club held their annual flower show and tea at The Casements on Wednesday from 8:00 a.m. to 5:00 p.m.
- The Casements Guild Gala Committee met in the Preservation Room on Thursday from 10:00 a.m. to noon.
- Zumba class met on Thursday at The Casements.
- A memorial service was held at Bailey Riverbridge on Thursday from 11:30 a.m. to 4:00 p.m.
- Movies on the Halifax will show *Ferris Bueller's Day Off* in Rockefeller Gardens this evening at 6:30 p.m. The movie is rated PG-13; parental supervision is strongly cautioned as some material may be inappropriate for children under 13 years of age. Refreshments will be available for purchase and staff will hand out Save Ferris buttons. Staff will work from 5:00 p.m. to 9:00 p.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Repaired damaged wooden fence at Nova
- Posted boil water notices at Sanchez Park
- Cleaned out garden plot #24 at Community Garden #1
- Installed new step at Andy Romano Beachfront Park
- Installed caution pole on sidewalk at Nova Community Park
- Repaired loose handrail at Birthplace of Speed Park

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 refrigerator on second floor of PAC
- Repaired the rooftop condensate line at the PAC
- Cut keys for the closet at PAC

- Removed old walkway at Tennis Center
- Installed reflectors on the motorcycle corral at Fleet
- Checked the bathroom doors and baseboard at Sports Complex
- Checked the AED dates at City Hall
- Repaired the display case lock at City Hall
- Checked roof leak at Ames House and called contractor
- Repaired the Community Events office door lock at the Senior Center
- Cleared the ladies room toilet at Cassen Park
- Cleared the men's room toilet at Fortunato Park
- Repaired the training room sign box at City Hall
- Hung pictures at Police Department
- Met the building contractor for breezeway repair at Andy Romano
- Met the fire alarm contractor to reset code for City Hall
- Repaired shorted bay lights at Fleet
- Obtained quotes for the snowflake refurbish
- Interviewed for the seasonal position for Andy Romano
- Closed bathrooms for broken water line at Sanchez Park
- Repaired up lights on Vining Court
- Met the contractor for sewer backup at WWTP

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey conducted an interview with a Police Officer candidate.
- Chief Godfrey attended the City Manager Staff meeting.
- Staff hosted an Awards Committee meeting.
- Staff attended the Crime View meeting.
- Chief Godfrey hosted a meeting for Community Church Officials.
- Staff attended the Police Chief's Association meeting.
- Staff hosted a meeting with Greg Akin, Chief Operations Officer for Volusia County Schools.
- Staff conducted interviews for the Record's Clerk position.
- Staff hosted the retirement ceremony for Captain Crimins.
- Staff participated in the Shifter's Ride with Ormond Beach Elementary Students.
- Staff participated in the Mannequin Challenge for the American Cancer Society.
- Staff hosted the Citizen's Law Enforcement Advisory Board's quarterly meeting.

Community Outreach

- "Mommy, Me & Safety" February 22nd at Florida Hospital.
- Self-defense class for Embry-Riddle Aeronautical University Airforce ROTC was conducted on February 22nd.
- "SLAP" Self-defense for Ladies & Assault Prevention class was conducted on February 23rd.
- DARE at St. Brendan's Academy, Ormond Elementary and Calvary Christian Academy
- Citizen Police Academy for Aberdeen Recruitment for is ongoing.
- Responded to CORF inquiries.
- Coordinated Outside Details.
- Planning for the event at Donnie's Donuts on March 8, 2017 at 830a.m.
- Planning for the "Donut Dash 5k" event on May 13th.
- Security for Special Magistrate Hearing on February 27th.

Community Services & Animal Control

- Animal Calls responded to: 51
- Animal Reports: 8
- Trap Neuter Release: 1
- Animals to Human Society: 14

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 11
- Inactive: 12
- Fraud: 8
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 2
- Auto Theft: 2
- Vandalism: 2
- Death Undetermined: 1
- Police Information: 3
- Aggravated Stalking: 1

Records

- Walk - Ins / Window: 83
- Phone Calls: 96
- Arrest / NTA'S: 21
- Citations Issued: 63
- Citations Entered: 120
- Reports Generated: 134
- Reports Entered: 100
- Mail / Faxes / Request: 40

Patrol

- Total Calls: 1,314
- Total Traffic Stops: 141

Operations

Crime Opportunity Report Forms

- 02/22/17
 - Narcotics Arrest, 713 Fleming Avenue. Two female prisoners were transported to the jail. One was found to have cocaine on her person and was additionally charged with introducing contraband into a detention facility and possession of cocaine.
 - Narcotics Arrest, 0-Block of Florence Street. A traffic stop was conducted where narcotics were located in the vehicle.
 - Theft, 71 Putnam Avenue. Two kayaks were removed from garage of the home.
 - Battery Dating Violence Arrest, 242 Northshore Drive #A. A subject and her boyfriend were involved in multiple physical altercations over the course of a few days with multiple witnesses.
 - Narcotics Arrest, 2000 Block of West Granada Boulevard. A traffic stop was conducted where officers detected an odor of marijuana coming from inside the vehicle.
- 02/23/17
 - Narcotics Arrest, 700 block South Atlantic Avenue. A traffic stop was conducted where the passenger in the vehicle was observed to making motions consistent with concealing items. Narcotics were located in the vehicle and the subject was arrested.
- 02/24/17
 - Burglary, 610 South Yonge Street (Simply Self Storage). Several items to include gaming systems, laptops, and jewelry were removed from within a storage unit.
 - Car Break, 1546 West Granada Boulevard (Sunoco). The victim reported that someone removed a Black and Decker power drill and Advent navigations system from within his truck.
 - Stolen Vehicle/Narcotics Arrest, 330 South Atlantic Avenue. (Burger King). The victim reported that his vehicle was stolen and it was located a short time later by officers in the area. Narcotics were also located within the vehicle and the driver was arrested.

- Burglary Residence, 1 Windsail Circle. The victim advised that he returned home to find PlayStation 4 game console was missing.
- 02/25/17
 - Narcotics Arrest, South Ridgewood Avenue & Tomoka Avenue. Officers were dispatched to a reckless driver on a vehicle entering the city from Holly Hill. Officers located the vehicle and a traffic stop was conducted where narcotics were located.
 - Battery Domestic Violence Arrest, 220 Pine Cone Trail. Officers responded to a domestic disturbance at the residence. A subject battered his pregnant wife during the altercation and was arrested.
 - Warrant Arrest, 1300 Block West Granada Boulevard. A passenger in a vehicle pulled over for a traffic violation was found to have an open warrant for Violation of Probation reference a battery charge.
 - Narcotics Arrest, 5 South Yonge Street (Mobil Gas Station). Officers received a call of a suspicious vehicle in the parking lot of the gas station. During the on-scene investigation, narcotics and paraphernalia were found and both subjects occupying the vehicle were arrested.
 - Narcotics Arrest, 1400 Block West Granada Boulevard (Ormond Town Square). While completing a business check of the shopping center, officers contacted two subjects, one walking around and the other sleeping in a box van parked in the parking lot. Narcotics were found inside the van and on one of the subjects, both were arrested.
 - Solicitor Arrest, West Granada Boulevard and Interstate 95. Subject was arrested for soliciting traffic for money at the northbound off-ramp.
- 02/26/17
 - Theft, 126 Driftwood Avenue. Victim reported that twenty three of his Clonazepam pills were stolen.
 - Aggravated Assault Domestic Violence Arrest, 274 Palm Place. Juvenile was in an altercation with her step-father and threatened him with a hammer.
 - Driving Under the Influence Crash Arrest, North United States Highway 1 and Wilmette Avenue. Officers were dispatched to a reckless driver that crashed causing property damage. Upon investigation, the driver was arrested for driving under the influence.
 - Aggravated Assault Domestic Violence Arrest, 274 Palm Place. During a different shift, a juvenile was arrested for domestic violence was released back to the mother. A few hours later the same minor and her stepfather were in another altercation. The same minor was arrested again and was accepted by the Department of Juvenile Justice.
 - Battery Domestic Violence, 274 Palm Place. The adult victim in the above domestic violence incidents was also the reported aggressor in another disturbance at the residence. A complaint affidavit was completed for Domestic Battery and Criminal Mischief.
 - Driving Under the Influence Arrest, West Granada Boulevard and North Ridgewood Avenue. Officers on patrol discovered a vehicle parked along the sidewalk with the driver asleep behind the wheel of the running vehicle. An investigation was initiated and the subject was arrested for driving under the influence.
- 02/27/17
 - Resisting Without Violence Arrest, 890 South Atlantic Avenue (Black Sheep Restaurant). While officers were investigating another call, they contacted several juveniles in the area. The School Resource Officer from Seabreeze High School responded and took custody of the juveniles. One juvenile ran from officers and was located across the street and arrested.
 - Stolen Vessel, 2003 Old Tomoka Road (Ormond Boat Works). The victim's twenty-two foot Mako fishing boat along with the attached Mercury outboard motor was stolen from the storage area.
 - Carbreak, 145 North Yonge Street (Dollar General). The victim left her purse in plain view and her driver's side window was smashed and her purse was taken.
 - Stolen Vehicle, 203 South Orchard Street #3B. The victim reported his Nissan truck stolen.
 - Warrant Arrest, West Granada Boulevard/North Beach Street. Subject was contacted during a traffic stop and was found to have an open Writ of Bodily Attachment for Child Support.

- Theft, 376 West Granada Boulevard (Pizza Hut). Manager reported that one of their drivers had gone home without telling anyone after an argument with another employee. \$18.67 and three pizza heat bags were reported missing.
- 02/28/17
 - Battery Domestic Violence, 110 Timberline Trail. Two parties were involved in an altercation and complaint affidavits were completed on both parties.
 - Grand Theft, 601 Fleming Avenue (Central Park I). Someone removed and stole the electric power meter from the north side of the bathrooms at this location.
 - Grand Theft, 435 River Square Lane. Copper electrical wiring was cut and removed from a home under construction at this location.
 - Driving While License Suspended/Revoked Arrest, 140 John Anderson Drive. A traffic stop was conducted where a subject was found to be driving on a suspended driver's license and was in possession of drug paraphernalia.
 - Car Break, 311 John Anderson Drive. A backpack blower was stolen from an open trailer from this location.
 - Stolen Vehicle, 595 Bryant Street. A 2014 Jeep Grand Cherokee was taken from this location.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 45
 - Number of Uniform Traffic Citations Issued: 60
 - Number of Written Warnings Issued: 8
- Traffic Crash Reports
 - Number of Crashes without Injuries: 17
 - Number of Crashes with Injuries: 5

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 16 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 3 Cases initiated
- 7 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and ninety-five (95) 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, final striping work will be completed this week. This project will close with a \$17,977.89 deduction.
 - Water Treatment Plant Lime Silo Dust Arrestor – Final walkthrough was held February 28, project is complete.
 - Water Treatment Plant Controls and Pump Upgrade – The Contractor is working on the piping and wiring of the lime sludge pumps.
 - 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 was held on February 28.

- Police Department Sally Port – A pre-construction meeting was held, construction began on February 27.
- ARBFP Hurricane Matthew Repairs - Construction began 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.
- Sanitary Sewer Inflow/Infiltration – The contracts are being executed by the Contractor. A Pre-Construction meeting was held March 1 with an anticipated Notice to Proceed of March 27.
- Design Projects:
 - South Peninsula Reclaimed Expansion – Bids were opened on February 23, Consultant is reviewing the responses and preparing a recommendation to award.
 - 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.
 - 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 is meeting with Consultant on Friday, March 3 to discuss the scope of services required to complete bid documents for the Phase 2 work.

- Fleming Ave Stormdrain Improvements – Consultant has completed the preliminary Engineering and cost estimate. Staff is considering applying for HMGP funding for this project available through Hurricane Matthew. The project estimated cost is \$500,000 and if an HMGP grant is approved it would fund 75% of the project's cost.
- Wilmette Avenue Pumping – Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Coquina Court Drainage – Consultant will deliver the final report next week.
- 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 – It is anticipated that this project will commence end 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 mold assessment was performed at the Water Treatment Plant and Public Works building. The final report recommended minor corrective action, but overall there are no major problems.
- 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 40 Twelve Oaks Trail.
 - Researched recorded documents and verified the existence and location of a 15' water main easement for the Rima Ridge raw water main.
 - Updated the lots 8 and 23 Airport Business Park Ph 1 Right-of-Way acquisition, per Airport Manager's comments.
 - Continued to update the US1 Median Landscaping drawing set, per Project Manager's comments.
 - Researched old documents to verify location and maintenance responsibilities of the Trails North 40 entrance wall.
 - Researched old documents and located site plan drawings for the City-owned property of the old water tank location in Ormond-by-the-Sea, and for the Walmart lift station, per Facilities Maintenance request.
 - Attended Volusia County LMS meeting to prioritize potential HMGP projects for Tier 1 Hurricane Matthew damages.

Environment Management

Street Maintenance - Asphalt/Concrete

- Formed up basin on Hidden Hills Blvd
- Installed anchors at generator pad on Bennett Ln
- Poured concrete/asphalt at Ormond Lakes; cleaned job, pulled forms, cut stress lines
- Cut sidewalk, removed sections on S Center St at Division Ave
- Poured gutter and basin for Stormwater on 100 block of Hidden Hills Blvd

- Pour section of Utility cut in sidewalk on 100 block of W Granada Blvd
- Poured bench slab for Parks Dept in CP III Hammock 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
- Removed stump and filled in dirt at Division Ave & Orchard St
- Removed damaged oak tree at Orchard St & Mary St; palm at Granada Blvd & S Beach St (City Hall); trees from ROW on Ormond Lakes Blvd; damaged tree on Magnolia Ave; elm tree on Ormond Green Blvd & Airport Rd; 2 cedar trees on 100 block of Shady Branch Trl
- Trimmed for streetlight at Ormond Green Blvd & Airport Rd

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 citywide
- Picked up debris on Pineland Trl
- Scraped debris off side road, picked up with loader on Old Kings Rd by fence (west side)
- Lime rock edges of road on Arroyo Parkway

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
- Ordered Sign Shop materials
- Installed 25 mph Speed Limit sign & post on Sanchez Ave
- Checked for installation of signs/chevrons at Sports Complex back road
- Installed Welcome City signs all 4 corners of the city

Stormwater Maintenance

- Pond maintenance on Timberlake Ln, Airport
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Ditch maintenance Orchard St Industrial Park; Northbrook Dr
- Pipe repair on 100 block of Parque Dr
- Inlet cleaning & basin repair on Queen Ann Ct

Reach-out

- Yard maintenance; Arroyo Parkway ditches; FDOT ditch mowing on US1

Street Sweeping/Streetsweeper

- 101 miles of road cleaned
- 36 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 24,219
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 6
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 9,128 gallons unleaded, 5,886 gallons diesel
 - Fuel used in one week: 2,204 gallons of unleaded and 1,078 gallons of diesel.
 - Fleet completed 32 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Sent information to design engineer to separate work being performed by the Fleet Division from the work to be performed by the project contractor. Sent information to Xylem pertaining to the lift station control panel.
 - Deer Creek Reuse –Received 90% design plans for review.
 - Fire Hydrant Replacement Program – Replaced three fire hydrants on Riverside Drive. Replaced fire hydrants at 400 S. Atlantic Ave. and 621 S. Atlantic Ave.
 - Lift Station 8M1 – Field Order #1 was prepared to address unforeseen sewer main repair needs based upon field findings that included comments to reduce the cost. Sodding, rock, hedges and some SCADA work is required to finish the installation. A request for clearance form is being prepared for submittal. Reviewed the submittal for a replacement light to be mounted on the concrete pole. The replacement light was ordered.
 - Lift Station 10M & 12M Rehabilitation – Revised plans were provided for review.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – A preconstruction meeting was held on March 1, 2017. The notice to proceed is tentatively scheduled for 3/27/17.
 - 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 – Disposition memo for the March 7th City Commission meeting for approval to bid the plans and specifications for the project. Information concerning the reclaimed tank logo was sent to the Breakaway Trails homeowners' association.
 - South Peninsula Reclaimed Expansion – Bids were opened on 2/23/17 and are under evaluation.
 - Water Plant Aerator Housing Rehabilitation (CIP) – Contractor was contacted to verify the delivery time of the aerator structure.
 - Water Plant Lime Silo Dust Arrestor Project – A final walk through was held on February 28, 2017. The project is completed.
 - Water Plant Pump & Control Upgrades – Piping and wiring for the lime sludge pumps is being installed.
 - 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 for water plant purposes.
 - WWTP Outfall Pipe Replacement – The bids exceeded budgeted funds and are being reevaluated to determine scope adjustments are available for reducing 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.
- 2903 John Anderson – Plans are being prepared for a Volusia County Use permit to install a new water service connection.
- SPRC Projects (Utilities Review)
 - Celedine Subdivision – Legal Department was contacted concerning the preparation of a development agreement for project. A Huntington Villas Retail Utility Service Agreement template was provided.
 - Chelsea Place Phase III – A final inspection is scheduled this week.
 - Garden Plaza Store-It Phase 2 – Reviewed conceptual plans. A pre-application meeting was held with the applicants on 3/1/17.
 - Hull's Seafood Deck – A review meeting with the applicants was held on 3/1/17.
 - Huntington Green – A preconstruction meeting was held on 3/1/17.
 - Huntington Villas – Received water, sewer & irrigation system shop drawings for review.
 - NexTower – A review meeting with the applicants was held on 3/1/17.
 - 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 and submitted comments.
 - Pet Street Veterinary Care Center – Preconstruction meeting minutes were received.
 - Plantation Oaks – A preconstruction meeting was held 3/1/17.
 - Shoppes of Granada Phase 2 – Reviewed plans and provided comments to engineer.
 - Tomoka Apartments – Reviewed conceptual plans and provided comments.
 - Valiant Diner Phase 2 – Received minutes and sign in sheet for preconstruction meeting. The SJRWMD permit was issued.
 - Commercial Sampling Manhole – Distributed sampling manhole details for review.
 - 1368 N. Ocean Shore Blvd. – Final inspection needs to be performed.
 - 2344 Ocean Shore Blvd. – Reviewed conceptual plans.
- Water Treatment
 - Delivered 37.31 million gallons for the week ending February 24, 2017 (5.33 MGD).
 - Backwashed 12 filters for a total of 597,000 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 29.90 Million Gallons.
 - Produced 20.68 Million Gallons of Reuse.
 - Produced 9.22 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.27 MGD, plant designed for 8 MGD.
 - Hauled 130.22 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to and/or repaired 10 water leaks.
 - Installed 6 new residential water meters.
 - Replaced or repaired 5 water meter boxes.
 - Replaced 6 water services due to low flow or leaks.
 - Performed pressure testing of 2 City owned backflow preventers, 1 needing repairs.
 - Responded to 15 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 215 & 317 Riverside Dr, 400 & 621 S. Atlantic Ave.
 - Exercised 25 valves for scheduled maintenance and/or outages.

- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 132 regular and 4 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 2 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. Responded to 1 reuse trouble call.
 - Responded to 2 Request for Utility Verifications for residential and commercial properties.
 - Checked all known trouble spots. All good @ current time.
 - Recording daily pressure readings on Hunters Ridge LPFM after tie-in of new project.
 - Sodded multiple work sites
 - Performed PEP System rehab at 19 Indian Springs Dr.
 - Installed new PEP tank at 11 Double Palm Way
 - Repaired broken sanitary main at intersection of Rosewood & McIntosh
 - Repaired broken LPFM at 8 Oak Knoll
 - Verified sewer availability at 1204 Ocean Shore Blvd.
 - Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 37/32 psi, Ocean Mist Hotel @ 25/32 psi, Ormond Mall @ 10/9 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 15/4 psi, Westland Run (2 inch) 17/0 psi & Shadow Crossing Blvd. (4 inch) 8/0 psi.
 - Televised 18 laterals from our PM list, Found 6 that needed to be cleaned, and 12 that were clean and clear, and 0 that need to be repaired. Removed roots from 3.

- Wastewater Plant – Lift Stations
 - Scum Wells, washed down and flushed as needed, ok.
 - Swing Zone Blowers, toggling off and on, faulty timing relay, replaced, ok.
 - Centrifuge #1, purchase order requested for on-site GEA repairs.
 - Breakaway Trails generator did not shut off after weekly exercise period, exercise timer faulted, Fleet has replaced timer.
 - Centrifuge #2, continue daily gearbox grease inspections, purchase order requested for on-site GEA repairs, ^{replaced} bowl/scroll motor bearings on unit previously removed for maintenance, begin disassembly to troubleshoot vibrations and associated noise.
 - River Oaks, met vendor to install experimental impellers, SCADA indicated no starts on either pump, checked station, found controller and both pumps non-operational, pulled both pumps and sent to Flygt for diagnostics/repairs, set up diesel bypass pump, ok at this time in bypass.
 - Post Anoxic Submersible Mixer #2-2, repaired/replaced crane winch as needed, mixer not operational, replaced mixer with repaired inventory, ok.
 - Reaeration tank, assisted Operations as needed with repair of dissolved oxygen probe, ok.
 - 3M, replaced both guide rails at #2 pumps, ok.
 - Shop, Wash Rack, clean pumps returned from 8M1 rehab, replaced impellers & wear rings, placed in inventory for service as needed.
 - Saddlers Run, odor control, ok.
 - Influent Room, oversaw transfer of pump positioning status, deragged all 3 pumps ok.
 - McDonalds, Saddlers Run weekly odor control and wet well cleaning.
 - WIN911 monitor/response: none to report.
 - SCADA monitor/response: River Bend Golf Course, no starts #1, reset motor starter, ok.
 - SCADA technician activities: Created new reboot procedures for Lift station SCADA server, to allow for proper initialization of new SMS modem. Informed operators of new procedures and location of new procedures. Replaced AB3 RTU with control wave micro, ok; Assisted Emerson w/ Bennet Lane start-up & testing. Additional start-up items remain for completion.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Monthly Plant PM's: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2.
 - Annual Plant PM's: Decant Pump.
 - Lift Station PM's: 21 monthly and 2 annual performed.
 - 56 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System
 - High Service Pump 5 tripped, faulty wire located in terminal box, repaired & returned to service, will monitor.
 - Paste Lime Slaker #1, not operational, ½ horse paddle shaft drive motor failed, replaced unit with shelf stock, inspected unit and lubricated all fittings, ok.
 - Leeway Elevated Tank, 6" fill valve not maintaining closed position, pumped ground water from valve vault and determined a corrective action for valve positioning, sump pump not starting from either RTU control or HOA switch, corrected RTU wiring to reflect engineer schematic; replaced faulted control relay.
 - Well 35, 39, 40, 41, RTU Check, battery backup check, ok.
 - Bird Centrifuge, flange connection for fill pipe, made repairs and returned to service, ok.
 - PM's: High Service pumps 1, 2, 3, 5, 7, 8; Aerator pumps 1, 2, 3; Hypochlorite Pumps 1 thru 7; Reuse pumps at Orchard, Breakaway Trails, Shadow Crossings; all Rima 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.
 - Backflow Prevention Program – Staff met with representatives from the City's data management contractor. The meeting centered on the City's satisfaction with their services and the impending contract renewal. The contractor also asked for recommendations for upcoming upgrades.

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
- Agenda packet preparation, creation, and distribution for March 7, 2017, City Commission Workshop (Strategic Planning) and City Commission Meeting.
- Agenda packet preparation and creation for Joint Leisure Services Advisory Board and Quality of Life Advisory Board Special Meeting on March 8, 2017