

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 10, 2017

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

City Manager

Reviewed and prepared with staff as follows:

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

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Selby
- Rotary meeting
- City Commission Strategic Planning Workshop and City Commission Meeting
- Criminal Justice Task Force meeting on homelessness in Daytona Beach
- Eggs & Issues
- Sam Willett and Ray Salazar regarding homelessness issue
- Tom Larsen, police union rep, regarding various issues
- IT Strategic Plan meeting with senior staff and Magellan representatives Courtney Violette, Tommy Babington, Gillian Violette

Community Development

Planning

- The Planning Director attended the City Commission Strategic Planning Workshop.
- The Planning Department will be participating in a scheduled Avolve training webinar regarding ProjectDox Version 8.6. Avolve will be updating the City's current version with the newest version upon completion of this training. Version 8.6 has the following newly released features and capabilities:
 - Quick Review – This will allow the review team members to start a quick and simple workflow with the applicant or other team members to ask a question, request a missing file or address a small change without requiring a full "Corrections Required" review cycle.
 - Bluebeam Revu Integration – Applicants with Revu can now view and markup PDF files from ProjectDox, then "check-in" markups PDF's into ProjectDox to securely manage as new versions.
 - Workflow Enhancements – Using a graphical workflow design, ProjectDox Designated Administrators in Planning can quickly and easily update workflows, check status, move task steps forwards or backwards as needed and configure workflow eforms with process specific text and instructions for improved usability.
 - Discussion Boards – Discussion Board is a new, fresh approach to sending questions and having a discussion with plan review team members. Discussion Board keeps track of all discussions' feedback as project history and the discussion leader has control over which project members can see and participate.
 - Updated Brava Viewer –This updated release of Brava has many improvements in publishing files, providing greater fidelity and speed. Significant improvements with the Brava HTML5 viewer for use with EDGE, Safari, Google Chrome browsers and support for overlay comparison. Currently applicants can only use Explorer as a browser

- The Thompson Creek Feasibility study has been drafted, reviewed and commented on by staff. The study will be finalized once FDOT conducts a Safety Study for the proposed bike crossing at the intersection of Thompson Creek Road and West Granada. The safety study is to determine whether a median modification to permit pedestrians and bicyclist crossing West Granada is safe given an analysis of traffic volumes, speed, and other qualitative factors.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued
- 501 inspections performed (133 by Private Provider)
- 202 permits valued at \$4,061,014.00

Development Services

- SPRC met with applicants for Walmart (liquor building addition and grocery pick-up area) and 589 South Yonge.
- Projects under construction and percent completed are as follows:

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	60%
Specialty Surgery Center	0%
S. R. Perrott Office	98%
Huntington Villas, Phase 1B	30%
Chelsea Place, Phase 3	95%
Ormond Renaissance Condo	55%

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, which will run from April 21-29. A list of Ormond Beach participating businesses will be provided in the next 2 week.

- Staff attended the Ormond Beach Chamber Economic Prosperity meeting and presented an update of the economic happenings.
- Staff attended the monthly Ormond Main Street Economic Restructuring meeting.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- On Tuesday, March 7th the City Commission approved a professional services agreement with Hoyle, Tanner and Associates for the preparation of an environmental assessment for the airport. The environmental assessment is the first phase of the project to design and construct the rehabilitation and extension of Runway 8/26.
- The annual inspection and certification of the airport's Automated Weather Observing System (AWOS) was successfully accomplished this week.
- Staff was advised by the Federal Aviation Administration that the closeout process for the federal grant that provided funding for the airport master plan update and storm water master plan projects has been successfully completed.
- Staff is working with AVCON, Inc. and the Federal Aviation Administration to coordinate final adjustments to and flight testing of the new Precision Approach Path Indicator (PAPI) lights that were installed on all four runways as part of the Taxiway Golf project.
- Staff assisted the Volusia County Projects Engineering Department with a project to update airspace maps of northeastern Volusia County, which includes the Ormond Beach airport. Staff researched and provided information such as latitude and longitude data for the runways at the airport, and provided copies of airspace material included in the most recent Airport Layout Plan.
- Representatives from Zev Cohen continue to work at the airport on the environmental assessment phase of the runway approach area obstacle mitigation project. One of the objectives of the project is to mitigate obstructions without negatively impacting the habitats of protected wildlife.
- 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
 - FEMA reimbursement preparations are in progress.
- Completed Projects - Weekly
 - Processed 44 Journal Entry Batches (2258-2380).
 - Approved 40 Purchase Requisitions totaling \$381,416.87.
 - Issued 44 Purchase Orders totaling \$3,390,191.75.
 - Processed 4,768 cash receipts totaling \$874,150.50.
 - Processed 1,723 utility bill payments through ACH totaling \$133,088.27.
 - Prepared 68 Accounts Payable checks totaling \$41,765.18 and 38 Accounts Payable EFT payments totaling \$638,272.84.
 - Issued 625 past due notices on utility accounts.
 - Auto-called 21 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Follies Present "Lullabye of Broadway" (March 24, 25, and 26)
 - Archaeology Works: Shells (March 11)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Completed Radio Show Summaries.
 - Attended weekly staff meeting.
 - Attended City Commission Strategic Planning Workshop.
 - Attended quarterly Local Mitigation Strategy Meeting (LMS).
 - Issued weekly CodeRED notifications to residences where hydrant flushing will occur.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 5
 - Fire Alarms: 6
 - Hazardous: 1
 - EMS: 85
 - Motor Vehicle Accidents: 5
 - Public Assists: 46
 - TOTAL CALLS: 148
- Aid provided to other agencies: 18 Calls: Daytona Beach (4), Holly Hill (3), Volusia County (11)
- Total staff hours provided to other agencies: 19
- # of overlapping calls: 30
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 71
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 372
- Training Hours
 - NFPA 1001: Firefighting: 10
 - NFPA 1002: Driver: 4
 - NFPA 1021: Officer: 8
 - NFPA 1410: Hose Drill: 12
 - NFPA 1500: Safety/Equipment: 8
 - EMT/Paramedic: 27
 - TOTAL TRAINING HOURS: 69
- Station Activities
 - Updated 4 pre-fire plans
 - Conducted 2 fire inspections
 - Participated in Vehicle Day at Pathways Elementary
- Significant Incidents
 - 3/1/17, 8:40 AM: Chippingwood Ln. – Structure Fire – Responded to a two story duplex residence with light smoke showing – fire located in upstairs bedroom and attic – cause was determined to be accidental due to cable lines in attic becoming energized.
 - 3/6/17, 9:18 AM: Sanchez Ave. – Brush Fire – Dispatched for smoke investigation – a brush fire was located in Tomoka State Park – fire was smoldering in an approximately six acre area – crews assisted Department of Forestry with cutting fire lines around fire – crews cleared scene at 12:14 PM.

Human Resources

- Staffing Update
 - Requisitions
 - Maintenance Worker II (Stormwater/Public Works)
 - Approved/Active Recruitment
 - Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, and internally.
 - Engineering Inspector (Engineering) open 3-7-17 until 4-7-17. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker III (Stormwater/Public Works) open 3-6-17 until 3-12-17. Advertised internally.
 - Office Manager (Leisure Services) re-posted 3-6-17 until 3-12-17. 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 (Gymnastics) open 2-21-17 through 3-17-17. Advertised on City web site, governmentjobs.com, and internally.
 - Summer Camp Counselors (Leisure Services) open 3-7-16 until 5-19-17. 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
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
- Background/Reference Checks/Job Offers
 - Police Records Clerk (Police)
 - Police Officer (Police)
 - Landscape Architect (Engineering)
 - MW IV (Drainage Maintenance/Streets/Public Works)
 - Maintenance Worker II (Water Distribution/Public Works)
 - Part Time Box Office Attendant (Leisure Services)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
- Separations
 - Engineering Inspector (Engineering)
 - Office Manager (Leisure Services)
 - Maintenance Worker II (Water Distribution/Public Works)
- Employee Events
 - ICMA representative will be meeting with employees on March 23
- Risk Management Projects
 - Attended liability claim depositions
 - Attended insurance planning meeting
 - 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 RemoteAccess.
- Police Department – Network fileserver 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: 19
 - Completed: 48
 - In progress: 29

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 43,955
 - Inbound E-Mails Blocked: 23,290
 - Delivered Inbound E-Mails: 20,665
 - Quarantined Messages: 4,626
 - Percentage Good Email: 47.0%
 - Virus E-Mails Blocked: 2

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 7
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 8
 - 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

Leisure Services

Administration

- City Manager's Meeting
- 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
- City Commission Workshop/Meeting
- LSAB/QLB Meeting
- Budget Preparation

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
- Turn in Gold Medal Award Application
- Turn in Playful City Application
- One-on-one with part-time EDC Leader
- Outreach to Aberdeen and Bear Creek
- Working on setting up Saturday Programs
 - Weekly Bird Walks/Pollination
 - Bee Program
- In contact with 4-H Groups
- Preparation and presentation to Aberdeen 3/8
- EDC Weekly Attendance 2/25 to 3/3: 85

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
- OBSC rec and competitive teams are practicing nightly Monday through Friday at the Soccer Fields. The Rec Program has opening day games this weekend.
- 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 the Nova Fields and Wendelstedt/Kiwanis Fields.
- SHS Softball continued practicing this week on Monday and Thursday at Softball Quad 1 at the Sports Complex at 3:30 pm daily. They played their first home games this week on Tuesday and Wednesday at 5 pm and 6:30 pm.
- SHS Baseball will be practicing this week Monday through Thursday at 3:30 pm on Wendelstedt Field 2 and 3. They also have a JV game on Wednesday and a varsity game on Thursday.
- Tee Ball practices continued this week on the Tee Ball Fields at the Sports Complex, with games each Saturday morning.
- OBYBSA started recreational games this week at the Nova Fields.
- City Youth Spring Volleyball continued this week Monday and Thursday night from 6 pm to 7:45 pm. Currently 72 participants are signed up.
- City Adult Spring Volleyball has been brought back for this season with an "open play" program, designed for both the novice and experienced player Tuesday nights at 6:15 pm. The first Tuesday night brought in 11 players.
- Flagler Knights Football hosted their third home game on the season on Saturday night at 6 pm at Championship Field #7 at the Sports Complex.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields
- Painted multi-purpose field for O-D Football Clinic
- Prepped fields at Softball Quad for Lady Renegades and SHS practices
- Prepped Wendelstedt Field 2 and 3 for SHS baseball practices
- Prepped Wendelstedt Field 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
- Painted 22 soccer fields for OBSC spring program
- Put out sandbags, toters, corner flags and benches for soccer games
- Painted bases at all fields
- Prepped T-ball and Championship Field 7 for weekend activities
- Finished painting 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 on stage rehearsal Monday through Thursday
 - Ormond Church Sunday from 8:30 am to 12:30 pm
- The Performing Arts Center is preparing to host the following:
 - Shining STARS Pageant and Fashion Show, Saturday, 1:30 pm to 3:30 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
- YMCA Soccer Monday/Wednesday/Friday
- 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
- Assisted with City Commission workshop meal
- Attended Economic Prosperity Hour
- Planning of 2017 events March 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

- 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 competition Saturday/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 met for the last time of the session on Tuesday from 5 pm to 6 pm.
- The City Spring Volleyball program met on Monday and Thursday.
- The City Adult Volleyball program met on Tuesday evening 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.
- On Saturday, Ormond MainStreet set up for the Taste of Ormond event in Rockefeller Gardens. On Sunday, they hosted the Taste of Ormond event in Rockefeller Gardens from 4:00 p.m. to 7:00 p.m. Tickets were \$55 per person and included unlimited food, wine, and beer samples.
- The Mayor's Health & Fitness Challenge used Bailey Riverbridge on Saturday from 10:00 a.m. to 11:00 a.m.
- Pilates classes met Monday through Friday at The Casements.
- The Casements Guild Crafters met on Monday from 11:30 p.m. to 3:30 p.m. in Room 203.
- Yoga class met on Tuesday morning at The Casements.
- Plantation Bay Garden Club visited Bailey Riverbridge Church and Gardens on Wednesday from 10:30 a.m. to 11:30 a.m.
- Zumba class met on Thursday at Bailey Riverbridge.
- Walk MS: Volusia County at Ormond Beach set up a tent in Rockefeller Gardens on Friday in preparation for their Saturday event.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Repaired playground gates at Riviera
- Formed slab for new park bench at Central Park III
- Assisted with installation of speed bump signs at Sports Complex
- Installed bronze plaque on tower in Rockefeller Gardens
- Detailed park at Birthplace of Speed

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
- Performed safety and operation checks on 16 electronic gates
- Repaired the doors on the Ormond Garage Replica Building at Birthplace of Speed Park
- Removed the wooden walkway at Tennis Center
- Checked the floor drain at WWTP
- Removed the water cooler from the shuffleboard court at Sports Complex
- Repaired the electric gate photo eye at Public Works
- Installed baby changing station at Sanchez Park
- Repaired the A/C at Gymnastics
- Checked the broken sprinkler at Fire Station 92
- Pressure washed outside walls at Gymnastics
- Rekeyed the small classroom at Nova
- Repaired the mailbox in Building B at the Senior Center

- Repaired the men's room toilet at Cassen Park
- Repaired and reinstalled the water cooler at Sanchez Park
- Repaired the shoreline cord at Fire Station 94
- Repaired the light post outside the children's section at City Library
- Repaired the south end parking lot light at the Police Department
- Repaired the upstairs women's toilet at Ames House
- Repaired the Memorial Day marker cradle
- Meet the builder contractor the Tennis Center
- Repaired the bay door roller at Fire Station 92
- Installed the wood shelves into the small class room at Nova
- Repaired the upstairs trim at Emmons Cottage
- Unclogged the women's restroom at Cassen Park
- Repaired the rain gutter at the shuffleboard court at Sports Complex
- Repaired the hallway light at PAC
- Repaired the track light in admin at PAC
- Met the plumbing contractor at WWTP
- Cleaned all restroom stainless steel fixtures at Fortunato Park

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended the "Five-O Club" meeting at Ormond Beach Elementary School.
- Chief Godfrey attended a meeting with the City Manager.
- Chief Godfrey conducted interviews with candidates for the Records Clerk position.
- Staff participated in the 5K run for colon cancer.
- Staff attended the 100 year anniversary celebration at Ormond Beach Elementary School.
- Staff hosted and attended the retirement ceremony for Captain Crimins.
- Captain Rosenthal hosted a meeting with Building Maintenance to address building maintenance needs for the upcoming Accreditation Review.

Community Outreach

- Eight (8) members of the Youth Director's Council participated in a community service project at the South Ormond Neighborhood Center. They read Dr. Seuss books to children in the Tutors R Us program to celebrate Dr. Seuss' birthday.
- The Tutors R Us program continues at the South Ormond Neighborhood Center. Currently, 27 youths are registered for the program. The program will be closed March 13-17 due to Spring Break.
- The R.E.A.D. (Reading, Exploration, Adventure and Discover) program for 2nd, 3rd, 4th and 5th grades continue. We have a total of forty-eight (48) youths in this year's program. R.E.A.D. is offered in partnership with Ormond Beach Elementary School. The program will be closed March 13-17 due to Spring Break.
- Members of the boys 10U, 12U and 14U teams participated in practices at the South Ormond Neighborhood Center. The first scheduled tournament is the State of Florida Association of Police Athletic Leagues Annual tournament in Jacksonville, Florida. Currently, 31 youths and 3 alternates are registered for the tournament.
- Citizen Police Academy for Aberdeen Spring class was launched on March 6th.
- "Donut Dash Breakfast Bash" event was held on 03/08 at 8:30 a.m.
- Crime Prevention presentation was held on March 2nd at Ormond Heritage at 12 pm.
- Participated in the Junior League of Daytona's event at Osceola Elementary on March 7th between 8:30 am to 2:30 pm.
- Met with Chick-fil-A Marketing in reference to future "Soda Pop with a COP" events.
- Met with Daytona Magic Shop in reference to free tickets to 2 nights of magic at Daytona News-Journal building in November.
- Met about the implementation of the "Five O Club" at Ormond Beach Middle School.
- DARE at St. Brendan's Academy, Ormond Elementary and Calvary Christian Academy

- Responded to CORF inquiries.
- Coordinated Outside Details.

Community Services & Animal Control

- Animal Calls responded to: 73
- Animal Reports: 9
- Trap Neuter Release: 1
- Animals to Human Society: 6
- Animal Bites: 4

Criminal Investigations

- Cases Assigned: 33
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 6
- Inactive: 10
- Fraud: 9
- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 7
- Grand Theft: 7
- Auto Theft: 2
- Sex Offense/Rape: 1
- Suspicious Incident: 2
- Stalking: 1

Records

- Walk - Ins / Window 98
- Phone Calls 102
- Arrest / NTA'S 21
- Citations Issued 110
- Citations Entered 99
- Reports Generated 147
- Reports Entered 100
- Mail / Faxes / Request 24

Patrol

- Total Calls: 1,413
- Total Traffic Stops: 178

Operations

Crime Opportunity Report Forms: 241

- 03/1/17
 - Theft, 601 Division Avenue (Ormond Beach Environmental Discovery Center). City employees reported the theft of a pair of binoculars.
 - Warrant Arrest, 241 North United States Highway One (Piranha Grill). Subject was contacted and found to have an open active Volusia County warrant.
 - Car Break, 202 Royal Dunes Boulevard. The owner of the Stihl leaf blower from a recent traffic arrest called to report it as stolen as result of a car break.
 - Theft, 190 South Atlantic Avenue (IHOP). Former employee is suspected of stealing \$30 in tip money from the victim's table. A friend of the suspect offered to pay the victim back on behalf of the subject in lieu of prosecution.
 - Stolen Tag, 150 Country Club Drive. Florida tag was removed from a vehicle.
 - Battery Domestic Violence Arrest, 274 Palm Place. Incident was called in as a physical fight between three juvenile sisters. A 17 year old subject was placed under arrest for battery and a 15 year old was placed under arrest for battery and resisting arrest without violence.

- Narcotics Arrest, 534 South Yonge Street. (All Aboard Storage) A suspicious vehicle was contacted and narcotics were later located in the vehicle.
- Warrant Arrest, 120 Williamson Boulevard. (Steak N Shake) Subject was contacted and found to have an open warrant for his arrest out Volusia County for failure to appear in reference to domestic battery.
- 03/2/17
 - Assist Agency/Warrant Arrest, 1 South Beach Street (Cassen Park). A Volusia County deputy observed a vehicle with a stolen tag traveling on South Beach Street. Deputies conducted a felony traffic stop on the vehicle, with the assistance of Ormond officers. Both occupants were taken into custody without incident.
 - Warrant Arrest, Cardinal Drive/South Atlantic Avenue. Subject was contacted and found to have two open Volusia County warrants and one open/active Flagler County Writ of Bodily Attachment.
 - Grand Theft, 247 East Granada Boulevard (Starbucks). An unknown suspect removed a GoPro camera from a helmet on the victim's parked motorcycle.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject was witnessed by loss prevention concealing \$134.35 in merchandise.
 - Narcotics Arrest, 2000 Block West Granada Boulevard. Subject was stopped for a traffic violation and drug paraphernalia was located in the vehicle.
 - Warrant Arrest, 400 Hand Avenue. Officers located a vehicle with its lights on in a driveway that was unattended. A check of the vehicle showed the registered owner of the vehicle to have an open warrant, he was contacted and arrested.
 - Aggravated Assault, 128 Pergola Place. Reporting party called 911 to report his friend pointed a firearm at him during an argument.
- 03/3/17
 - Car Break, 570 South Atlantic Avenue (Beach Cuts Barbershop). Vehicle was entered through its open driver side window, wallet was taken from vehicle.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject was observed by the Loss Prevention Officer at this location attempting to steal \$565.83 worth of merchandise.
 - Burglary Residential, 15 Ramsey Terrace. Forced entry was made into the home where it was ransacked and vandalized but nothing was taken.
 - Car Break, 801 South Nova Road ("Rockin' Ranch"). A passenger door window was broken and a wallet containing credit cards was taken.
- 03/4/17
 - Driving Under the Influence Arrest, 3 North Yonge Street. An officer was nearly hit head on by a vehicle driving Northbound on Beach Street. Driver was arrested for driving under the influence.
 - Theft, 1608 North United States Highway One #122(Days Inn). The victim stated that some jackets were taken from his hotel room.
 - Carbreak, 412 Division Avenue. Tools taken from a trailer.
 - Theft, 100 South Atlantic Avenue (Stonewood Tavern & Grill). The victim left her purse at the restaurant and returned to get it. The purse was found outside the restaurant with cash missing.
 - Shoplifting, Warrant, Resisting, Domestic Violence Battery Arrest, 530 South Atlantic Avenue and 242 Northshore Drive. While investigating a shoplifting call, officers identified and came in contact with a subject who was found to have an outstanding warrant. That same subject attempted to flee from officers and was also charged with battery.
- 03/5/17
 - Burglary Business, 226 Cardinal Drive (Pirate's Cove). A small wooden gate was forced open to make entry to an open shed where a bicycle was taken.
 - Car Break, 35 Neptune Avenue. A vehicle was entered through the unlocked rear driver side door, a make-up bag and the contents were taken.
 - Battery Domestic Violence Arrest, 15 Cypress Park Court. A subject and her mother were in an argument that turned physical at this location.
 - Stolen Vehicle, 591 South Atlantic Avenue #206 (Tropic Sun Towers). A 2000 Harley Davidson Road King Motorcycle was stolen from the parking garage.

- Car break, 440 North Nova Road (Nova Community Center). Passenger side window broken and a purse with credit cards and \$40 cash taken.
- Driving Under the Influence/Escape Arrest, Central Avenue and South Yonge Street. Subject was observed running a red light; a traffic stop was initiated where officers conducted an investigation which resulted in an arrest. Subject was handcuffed behind his back, seated in the rear of a patrol vehicle and buckled in. The arresting officer walked away from the vehicle to retrieve paperwork for processing when the subject was able to get his handcuffs from the back of his body to the front, undo the seat belt and climb through the open petition, and escape from the vehicle. Subject was spotted exiting the vehicle and was caught after a foot pursuit in the wooded area close by.
- 03/6/17
 - Warrant Arrest, 1506 San Marco Drive #202 (San Marco Apartments). Subject was contacted at this location where he was found to have an open/active Volusia County warrant for grand theft and dealing in stolen property.
 - Grand Theft, 59 Brookwood Drive. The victim suspects that a window installer(s) stole two rings, valued at \$5500, from inside the residence.
 - Theft, 62 Creek Bluff Way. Unknown suspect(s) stole a package with sensitive documents from this location.
 - Burglary Residential Arrest, 306 Riverside Drive. While conducting a Zone-2 Crime Suppression Operation, a suspicious truck was located. The occupant fled in the vehicle, briefly losing control and striking a building support pole. Responding officers located the truck moments later at a residence and set up a perimeter. Officers heard sounds of the suspect making forced entry to interior doors to the residence. He was ultimately located on the roof and jumped to the pool deck area to try and get away but was apprehended.
- 03/7/17
 - Driving While License Suspended Arrest, 684 Hand Avenue. Subject was stopped for operating a motor scooter with no tag. He was found to be knowingly driving while his license was suspended.
 - Robbery with a Firearm, 203 South Orchard Street #3B. The victim responded to the lobby today and reported that he was robbed during a previous incident. He stated that a subject was armed with a pink hand gun and that \$300 in cash and a debit card was stolen from him.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 71
 - Number of Uniform Traffic Citations Issued: 69
 - Number of Parking Tickets Issued: 1
- Traffic Crash Reports
 - Number of Crashes without Injuries: 2
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases initiated
- Zone 2: 9 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 1 Case initiated
- 4 signs have either been removed or sign cases created.
- 20 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and one hundred four (104) 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 pay application has been received, project is complete.
- Water Treatment Plant Controls and Pump Upgrade – The Contractor has begun work on high service pump #5, the third pump of five to be repaired with this project. Work has begun on the construction of the canopy for the VFDs.
- Laurel Creek Stormwater Pump Station Improvements – Contractor has completed start-up and training. The new Opti weather forecasting controller is installed and will now continuously monitor NOAA weather forecasts to drawdown the lakes in advance of a forecasted weather event.
- 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.
- 2017 Roadway Resurfacing - A Preconstruction meeting is scheduled for March 9 with an anticipated start date of March 13.

- Design Projects:
 - South Peninsula Reclaimed Expansion – Consultant has recommended awarding this contract to General Underground from Groveland, Florida in the amount of \$2,199,918.42.
 - 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 was held on 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 to perform a pilot test of their screw pump to confirm its ability to dewater the lime sludge.
 - Cassen Park Public Dock –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 – This project will be advertised for bid on March 12.
- Ph III 2-Inch Water Main Replacement – Peninsula – This project will be advertised for bid on March 12.
- Downtown Stormwater Phase 2 – Staff is met 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 – The Draft Final report was received and is being reviewed by staff.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen – Conceptual design was submitted and is under review.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – 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
 - Staff prepared applications for a Traffic Safety, and two Pedestrian Safety grants to be submitted to the River-to-Sea TPO and their 2017 call for projects.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Coolidge Avenue and Hand Avenue intersection, per AT&T request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Highland Oaks Trail, per Brighthouse Networks request.
 - Completed Tree-in-the-Right-of-Way at 64 Brookwood Drive, per Streets Division request.

- Identified and field located property corner and right-of-way line at 231 Rosewood, per Neighborhood Improvement Division request.
- Completed final update of Airport Business Park lots 8 and 23 right-of-way sketch and descriptions.
- Calculated square footage of the South Ormond Neighborhood Center, per Leisure Service's Request.
- Continued to update the North US1 Median Landscaping Project drawing set, per Project Manager's comments.

Environment Management

Street Maintenance - Asphalt/Concrete

- Poured 5'x5' slab on Traceway Ct
- Installed concrete patch for Water Div. on 100 block of W Granada Blvd
- Dug out and patch large Utility cut in roadway at McIntosh Rd & Rosewood Ave
- Assisted Parks Dept with various slabs needed at the Casements
- Removed forms, cleaned job on Hidden Hills Blvd, and Traceway Ct
- Mix and pour concrete for Parks Dept at Nova Community Center
- Cut and removed sidewalk on Division Ave at S Center St; Formed up sidewalk
- Assist Parks Dept with sidewalk removal at South Ormond Neighborhood Center

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 brush & hanging limbs by Standish water tank
- Removed (2) Cedar trees on 100 block of Shady Branch Trl; Cedar tree in PW parking lot; deceased oak on 1200 block of Royal Rd
- Assisted Concrete crew with various areas
- Maintenance on stump grinder

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
- Trimmed Palms & blew off walks on S Nova by Life Village

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 Warning Signs at Sports Complex – Hull Rd & back road
- Installed (2) Speed Limit & (1) Stop sign on S Halifax Dr
- Installed Welcome signs around city
- Fixed 25 mph Speed Limit sign on 700 block of Fleming Ave
- Installed Not A Thru Street sign on Windward Ln
- Installed new street name signs at Scottsdale Dr & Capen St

- Met with representative at River Oaks subdivision regarding street names and Stop signs
- Reinstalled Stop sign and street names on US1 & Midway Ave

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
- Basin repair on Leeway Trl; Country Club Dr; Mayfield Cir
- Delivered/picked up sandbags to The Casements
- Ditch maintenance on US1
- Picked up litter on US1

Reach-out

- Pineland Trl

Vactor

- Leeway Trl; Chrysanthemum Dr; Mayfield Cir

Street Sweeping/Streetsweeper

- 148 miles of road cleaned
- 58 cubic yards of debris removed
- Description

Fleet

- Mileage traveled by all departments for the week: 30,942
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 14
 - Non-Emergency Vehicles and Equipment: 26
- Road Calls for the week: 2
- Quick Fleet Facts:
 - Fuel on hand: 15,43728 gallons unleaded, 4,465 gallons diesel
 - Fuel used in one week: 2,166 gallons of unleaded and 1,421 gallons of diesel.
 - Fleet completed 71 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – FPL will visit the site to determine optimal route for replacing aboveground power lines with underground power.
 - Deer Creek Reuse – Received 90% design plans for review.
 - Fire Hydrant Replacement Program – Received a list of hydrants that remain to be completed in the final phase of the project. Sent updated fire hydrant replacement information to GIS.
 - Lift Station 8M1 – Field Order #1 was executed by the contractor to address unforeseen sewer main repair needs. Awaiting receipt of as-built drawings. A request for clearance form was received and is being executed.
 - Lift Station 10M & 12M Rehabilitation – Reviewed bid plans and provided comments.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – The notice to proceed is tentatively scheduled for 3/27/17.
 - Shadow Crossings Force Main Improvements – Contractor to adjust yard grading condition per customer concern at 16 Huntsman Look. Survey for as-built drawings was performed and preliminary drawings received for review.
 - Sodium Bisulfite Tank Replacement – Preliminary plans review underway.

- Elevated Storage Tank Repairs & Maintenance – The project was approved for bidding at the March 7, 2017 City Commission meeting. Bids will be advertised on March 12.
- South Peninsula Reclaimed Expansion – Consultant recommends that the bid be awarded to General Underground in the amount of \$2,199,918.42.
- Water Plant Aerator Housing Rehabilitation (CIP) – Contractor was contacted to verify the delivery time of the aerator structure. Delivery of the aerator structure is delayed due to the application of additional gel coat to address the porosity of the existing housing and the need to add additional reinforcement to the interior.
- Water Plant Pump & Control Upgrades – Contractor began working on pump #5 and is installing the canopy for the VFDs.
- Water Plant Lime Sludge Dewatering Improvements – Andritz is scheduling screw pump equipment pilot tests to determine capabilities of their equipment to appropriately dewater lime and wastewater sludge for water and wastewater plant purposes.
- WWTP Outfall Pipe Replacement – Engineers evaluating alternatives to replacing the pipe.
- WWTP Sludge Dewatering Improvements – Awaiting consultant scheduling of plant visits for nearby screw press dewatering applications.
- Utilities SCADA Upgrades – Work authorization for an additional radio survey to determine the feasibility of using the Leeway Tank to enhance radio transmission capabilities was prepared.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – The project was approved for bidding at the March 7, 2017 City Commission meeting. Bids will be advertised on March 12. Volusia County Health Department Permits were issued for zones D, E and F.
- 2016 2-inch Water Main Replacement Phase 3 Peninsula – The project was approved for bidding at the March 7, 2017 City Commission meeting. Bids will be advertised on March 12.
- 2903 John Anderson – Prepared Application for Use Permit for a Volusia County Right of Way utilization to install a new water service connection.
- SPRC Projects (Utilities Review)
 - Animal Kind – 692 S. Yonge St. – Discussed water, sewer and reclaimed water availability to the proposed site located in Volusia County. Fire protection is not available unless the water main is extended to the property.
 - Antares – A utility service availability letter was prepared.
 - 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 – Sanitary sewer video was reviewed and punch list items were prepared. A final walk through was performed on 3/8/17.
 - Cypress Trails – A preliminary plat was received for review.
 - Huntington Villas – Received water, sewer & irrigation system shop drawings for review.
 - Ormond Renaissance – Partial clearance from FDEP for a portion of the sanitary sewer line was applied for. Reviewed revised plans for a relocated 8-inch water meter. Comments were addressed.
 - Pet Street Veterinary Care Center – WW Permit Application was executed and returned to the design engineer for submittal to FDEP.
 - Plantation Oaks – Preconstruction meeting minutes were received.
 - Walmart Liquor Box Option 1 – Received concept plans - utilities are not affected.
 - Commercial Sampling Manhole – Distributed sampling manhole details for review.
 - 407 Airport Road – As-built plans received.
 - 589 N. Yonge St. – Discussed conceptual plan comments with owner and engineer.
 - 1368 N. Oceanshore – Final inspection - awaiting completion.
- Water Treatment
 - Delivered 36.85 million gallons for the week ending March 3, 2017 (5.26 MGD).
 - Backwashed 12 filters for a total of 615,000 gallons backwash water.
 - Raw water average daily withdrawal rate from all wells through February 28, 2017 @ 6.047 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
 - Produced & hauled 54 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 29.30 Million Gallons.
 - Produced 22.74 Million Gallons of Reuse.
 - Produced 6.56 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.19 MGD, plant designed for 8 MGD.
 - Hauled 136.19 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to and/or repaired 15 water leaks.
 - Performed meter testing on 2 each - 2" and one each - 3" commercial water meters.
 - Installed 9 new residential water meters.
 - Replaced or repaired 9 water meter boxes.
 - Replaced 3 water services due to low flow or leaks.
 - Performed pressure testing of 5 City-owned backflow preventers.
 - Responded to 21 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Exercised 14 valves for scheduled maintenance and/or outages.
 - Performed flushing in areas affected by water outages.
 - Rescind all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 144 regular and 2 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 1 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area. Responded to 1 reuse trouble call.
 - Responded to 3 Request for Utility Verifications for residential and commercial properties.
 - Checked all known trouble spots. All good @ current time.
 - Continuing to get daily pressure readings on Hunters Ridge LPFM after tie-in.
 - Took 5 loads off A1A force main to reduce pressure.
 - Rehabbed 11 Shadow Creek
 - Investigated locations to install additional ARV's on A1A force main
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 37/37 psi, Ocean Mist Hotel @ 35/35 psi, Ormond Mall @ 10/10 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 16/14psi, Westland Run 20/23 psi & Shadow Crossing Blvd. (4 inch) 14/1 psi.
 - Televised 28 laterals from our PM list, Found 6 that needed to be cleaned, and 22 that were clean and clear, and 0 that need to be repaired. Removed roots from 5.
- Wastewater Plant – Lift Stations
 - Post Anoxic Submersible Mixer #2-2, follow up from call out, replace mixer with repaired inventory. Steam clean faulted Submersible Mixer for shipment to vendor for repairs ok.
 - Centrifuge equipment - continued daily gearbox grease inspections, GEA factory technicians arrived on site 3/6/2017 to perform equipment overhaul – ongoing at present time.
 - River Oaks, installed Walmart backup pump as a temporary replacement until approved replacement pumps are received, ok at this time.
 - Chlorine Building, Peristaltic Pumps, repaired plumbing as needed, pump controls displaying tube fault, adjusted tube & cam assembly as needed, ok.
 - Effluent Transfer Pumps, installed automatic air blow off devices on pumps, #1, #2, #3, ok.
 - Effluent Transfer Pump #3, tripping, inspected electrical/mechanical, adjusted check valve alarm, returned to service.
 - Carrousel Blower #1, controls faulted, troubleshooting in progress, will update.
 - Lift Stations AB3 & Chel1 - replaced Emerson 3305 RTU with control wave micro, ok.
 - 7M, not communicating with server after reboot. CPU card locked up, recycled power, ok.
 - Influent, assisted Collections as needed with disassembly of 12" bypass pump

- Saddlers Run, odor control, ok.
- Influent Room, oversee transfer of pump positioning status, deragged all 3 pumps ok.
- McDonalds, Saddlers Run weekly odor control and wet well cleaning.
- WIN911 monitor/response: 1P - Answering Service, Alarm Sounding & Red Light lit, Win911 did not call, SCADA computer tested ok, upon arrival found #2 pump running in automatic, found wet well pumped down with no visible signs of recent high level, ok at this time; Post Anoxic Submersible Mixer #2-2 – called out by operator on shift, mixer not operational, control fuse blown in MCC replaced with no effect, will continue troubleshooting efforts during daylight hours.
- SCADA monitor/response: 8P, 10M, no starts pump #1, reset motor starter, ok; Towne Square, 4M1, Shadow Crossings, high starts, cleaned probe, ok; Creekside, high starts, station operating properly, scheduled for follow up diagnosis; Riverbend, no starts #1, found station operating properly, scheduled for follow up diagnosis; 1P, high run hours, cleaned domes & probes, ok.
- SCADA technician activities: Configured lift station server for needed changes on all screens to allow for new RTU at AB3; Bennett Lane, assisted contractor with testing and programming on SCADA lift station server. Created storm water and SCADA groups in WIN911, added storm water duty cell under storm water group, configured Bennet Lane for call out if Pump1 run, Pump2 run, and HH level.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Effluent Transfer Pumps, #1, #2, #3.
- Quarterly Plant PM's: Screw Pump #2.
- Semiannual Plant PM's: Swing Zone Blowers, #1, #2.
- Lift Station PM's: 23 monthly and 2 annual performed.
- 85 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - High Service pump 6, pump base replacement project, assisted contractor with valve operation, troubleshoot electrical controls, made adjustments as needed.
 - 12% Chlorine pump #1, leak noted at pump discharge, repaired, returned to service, ok.
 - Paste Lime Slaker #2, not operating correctly, replaced worn paddle shaft gear box and drive motor sheave, adjusted as needed, ok.
 - Electrical vaults pump water out to support ongoing Plant projects.
 - Fluoride Tank #2, Pulsafeeder pump suction line clogged, replaced filter, adjusted tank level sensors, replaced feed tube on supply tank, ordered replacement parts for identified worn components.
 - PM's: all R.O. trains; R.O. pumps 1 thru 4; Clari-Cones 1 & 2.
- 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 continuing to perform composite sampling of the facilities to ensure consistent compliance with the Local limits. Staff is reviewing the response to ensure completeness and compliance.
- 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. Students @ Pathways Elementary are designing t-shirts to be used by City staff.
 - 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 – The compliance rate for the City's commercial backflow devices stands at 83 percent. The program is always striving for better compliance.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for March 7, 2017, City Commission Workshop (Strategic Planning) and City Commission Meeting
- Staff attended and provided support for Joint Leisure Services Advisory Board and Quality of Life Advisory Board Special Meeting on March 8, 2017
- Agenda packet preparation for March 20, 2017, City Commission Meeting