

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 24, 2017

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with HR Director, and Economic Development Director
- Continued preparing presentation for Chamber Leadership, Government Day
- Worked on ICMA credentialing

Spoke to, attended and/or met with:

- Agenda review meeting with Commissioner Boehm
- Rotary meeting
- City Commission combined Financial Trends and Healthcare Update Workshop
- City Commission meeting
- Effluent outfall discussion with senior staff and consultant
- Stephen Morgan, American Cancer Society, regarding Relay for Life
- Speaking engagement at Aberdeen community
- City/County Managers meeting
- Chamber of Commerce Board meeting
- Team Volusia Executive Committee meeting

Community Development

Planning

- The Planning Director attended the Technical Coordinating Committee meeting of the Transportation Planning Organization. FDOT presented its Complete Street policy which is part of Florida's Transportation Plan. This policy will be integrated into the Department's internal manuals, guidelines and related documents governing the planning, design, construction and operation of transportation facilities. While not new to local governments, the Context Classifications requires FDOT designers and permit people to take into consideration the urban character. The City's downtown and beachside are appropriate areas for Context Sensitive Design (CSD) solutions when transportation improvements are initially planned. FDOT's policy is consistent with and furthers the City's CSD strategies contained in the Multimodal Plan (Table 12). Increased emphasis and focus will be placed on non-motorized improvements to include mid-block crossings in areas where pedestrians and tourists are concentrated.
- Of equal interest was Votran's presentation of a Bus Stop Improvement Plan. There are two phases to the study. Based on collected bus stop inventory data, the analysis will identify and prioritize improvements to address accessibility and design issues of transit infrastructure. Phase 1 will develop city-specific prioritization criteria for improvements for each of the cities in the County. It appears there will be an Interlocal Agreement proposed that would layout the city's responsibilities regarding transit stop enhancements, maintenance and liability.
- The Planning Director attended a MuniCode review meeting of the Land Development Code with Legal.

- FDOT has posted a web site identifying several alternative bike corridors for the missing gap in the St. Johns River to Sea Trail loop. This site can be used to comment on the corridors. The link is: <http://arcg.is/0mSCeT>. The site will be active until March 24, 2017. Going forward, the study team will use the alignments and feedback provided to narrow down the alignment options to a final alternative that would be presented at a public meeting in June 2017.

Building Inspections, Permitting & Licensing

- 11 new business tax receipts issued
- 434 inspections performed (31 by Private Provider)
- 114 permits valued at \$1,499,116.00

Development Services

- SPRC met with the property owner of 3 Aviator Way and discussed the following proposals:
 - Concept plan for 1211 West Granada Boulevard (7,225 SF medical building; 4,200 SF retail building and a 2,500 SF fast food);
 - Celedine subdivision (utilities only)
 - Revised Hull's outdoor restaurant expansion
 - Cypress Point subdivision
 - 800 Hull Road (needs water and must annex).
- SPRC was notified that the Kingston Shores Board of Directors has decided not to proceed with the water main extension and will be requesting a refund of their impact fees.
- Projects under construction and percent completed are provided below.

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%
Pet Street Vet, 240 South Nova Road	0%
Realty Pros	60%
Specialty Surgery Center	0%
S. R. Perrott Office	98%
Valiant Diners, Phase 2	0%
Huntington Villas, Phase 1B	30%
Chelsea Place, Phase 3	95.5%
Ormond Renaissance Condo	55%
Plantation Oaks Phase 1 Utilities	0%

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 worked with Prime Global Group with the expansion plans at their new headquarters at 3 Aviator Way. Formal architectural and site plans will be submitted to the City next week.
 - Staff assisted the owners of Prime Global Group in their purchase of 6 Aviator Way. In 2016, Prime Global Group purchased 3 Aviator Way and moved their business from New Jersey. An associated business of Prime Global is expected to locate and renovate this vacant building at the Airport Business Park.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff continues working with Ormond Beach Chamber Executive Director to implement the 2017 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 weeks.
 - Staff is reviewing the current Legislative Tracking Report submitted by the City's state lobbyist to determine potential impacts to the City.
 - Staff is collaborating with economic development practitioners in Volusia County to discuss the proposed Community Redevelopment Area legislation.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- Staff met with representatives of the Florida Department of Transportation and the Federal Aviation Administration in Orlando this week. The purpose of the meeting was to review guidelines and procedures for state and federal funding of airport improvement projects, project reimbursement protocols, and a general review and discussion of pending funding requests for the airport's current capital improvement program.
- Staff completed work to prepare and submit to the Florida Department of Transportation a request for a Joint Participation Agreement to fund the state share of the project to design the rehabilitation and extension of Runway 8/26.
- Staff completed work with AVCON, Inc. and the Federal Aviation Administration to coordinate final adjustments to the new Precision Approach Path Indicator (PAPI) lights that were installed on all four runways as part of the Taxiway Golf project. Field work for the PAPI lights commenced this week and is expected to continue through next week.
- Staff compiled and submitted to the U.S. Department of Commerce the monthly construction progress reporting survey for the Taxiway Golf project.
- 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 37 Journal Entry Batches (2501-2608).
 - Approved 22 Purchase Requisitions totaling \$295,170.84.
 - Issued 25 Purchase Orders totaling \$250,461.78.

- Processed 3,782 cash receipts totaling \$553,180.67.
- Prepared 136 Accounts Payable checks totaling \$386,423.39 and 51 Accounts Payable EFT payments totaling \$440,564.55.
- Issued 298 past due notices on utility accounts.
- Auto-called 95 utility customers regarding receipt of a past due notice.
- Processed 296 payments through Interactive Voice Response System totaling \$35,054.27.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (3/28)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Completed Employee Newsletter for April 2017
 - Issued weekly CodeRED notifications to residences where hydrant flushing will occur.
 - Attended Financial Trends and Healthcare Workshop
 - Attended CDBG Mandatory Training
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 6
 - Hazardous: 3
 - EMS: 78
 - Motor Vehicle Accidents: 16
 - Public Assists: 42
 - TOTAL CALLS: 149
 - Aid provided to other agencies: 10 Calls: Daytona Beach (1), Holly Hill (1), Volusia County (8)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 41
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 71
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 375
- Training Hours
 - NFPA 1001: Firefighting: 14
 - NFPA 1002: Driver: 4
 - NFPA 1500: Safety/Equipment: 12
 - EMT/Paramedic: 13
 - TOTAL TRAINING HOURS: 43
- Station Activities
 - Updated 8 pre-fire plans
 - Spoke to Hunter's Ridge Women's Group about fire safety in the home.

Human Resources

- Staffing Update
 - Requisitions
 - Maintenance Worker II (Water Distribution/Public Works)
 - Maintenance Worker II (Stormwater/Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Approved/Active Recruitment
 - Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, Indeed, and internally.
 - Engineering Inspector (Engineering) open 3-7-17 until 4-7-17. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker II (Stormwater/Public Works) open 3-14-17 until 3-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works) re-posted 3-9-17 until 3-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Community Events Technician (Leisure Services) re-posted 1-23-17 through 3-31-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Recreation Leader (Gymnastics) open 2-21-17 through 3-24-17. 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
 - Office Manager (Leisure Services)
 - Interviews Scheduled
 - Police Officer (Police)
 - Neighborhood Improvement Officer (Police)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Landscape Architect (Engineering)
 - Part Time Recreation Leader (Nova)
 - Separations
 - Office Manager (Leisure Services)
 - Employee Events
 - ICMA representative here March 23 to meet with employees
 - Risk Management Projects
 - Attended Leadership planning meeting
 - Led American Cancer Society Relay for Life planning meetings and fundraiser lunch
 - Attended Mayor's Health and 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, Access to Tyler trainers via RemoteAccess.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.

- IT Strategic Plan – Gathering requested documentation, scheduling stakeholder interviews.
- iSeries replacement– Sungard Naviline host system – preparing Project Management documentation to organize the transition to the new hardware. The existing iSeries, which is 12 years old, is scheduled to be obsolete by IBM for maintenance before we make the full transition to the Tyler/Munis system. This is a proactive move.

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

- Work Orders
 - New: 17
 - Completed: 47
 - In progress: 33

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,617
 - Inbound E-Mails Blocked: 16,627
 - Delivered Inbound E-Mails: 17,990
 - Quarantined Messages: 2,266
 - Percentage Good Email: 52.0%
 - Virus E-Mails Blocked: 0

- Notable Events: None

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,202
 - Meters GPS Located this week: 0: Total in system = 23,458; 22,715 potable, 732 Irrigation, 11 Effluent

Leisure Services

Administration

- Public Works Meeting
- Park Visits
- Championship Field 7 Meeting
- Rockefeller Gardens Shade Cover Meeting
- City Commission Workshop/Meeting
- Public Works Meeting
- E-trak Training

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 Playful City USA Application
- E-trak Training
- Work on Photography Contest Rules/Flyer
- EDC Weekly Attendance 3/11 to 3/17: 178

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 recreation and competitive teams practicing nightly Monday through Friday at Soccer Fields. The Rec Program has games each weekend through April.
- Lady Renegades are holding practices for their two teams on Tuesday and Thursday nights at 6 pm at the Sports Complex on the Softball Quads.
- Golden Spikes are practicing Tuesday and Thursday nights at both Nova Fields and Wendelstedt/Kiwanis Fields.
- SHS Softball continued practicing this week Monday through Friday at Softball Quad 1 at the Sports Complex at 3:30 daily. They have a home game this week on Tuesday at 6:30 pm.
- SHS Baseball will be practicing this week Monday through Thursday at 3:30 pm on Wendelstedt Fields 2 and 3. They also have a varsity game on Tuesday at 6 pm and junior varsity/varsity games on Friday.
- Tee Ball practices continued this week on the Tee Ball Fields at the Sports Complex, with games each Saturday morning.
- OBYBSA continued recreational games this week Monday through Friday at the Nova Fields and Sports Complex Softball Quad.
- City Youth Spring Volleyball continued this week Monday and Thursday night from 6 pm to 7:45 pm. Currently 75 participants are signed up.
- City Adult Spring Volleyball starts Week #3 on Tuesday night at 6:15 pm.

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
- 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
- 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 Tee Ball, and Championship Field 7 for weekend activities
- Finished painting Kiwanis Field batter's eye

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 8:30am to 12:30pm
- The Performing Arts Center is preparing to host the following:
 - Ormond Beach Follies present "Lullabye of Broadway," Friday/Saturday, 7:30 pm, Sunday, 2:30 pm

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Jazzercise Monday
- YMCA Soccer Monday/Wednesday/Friday
- Youth baseball practice Tuesday/Thursday
- Youth basketball practice Tuesday/Thursday/Saturday
- Staff working on spring cleaning of facility

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Training of new Community Events Leader
- Assisted with Commission Workshop meal
- E-trak training
- 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

- Classes are going well and growing
- March session in progress
- Trial classes are being offered to attract potential students
- Working with area schools to attract potential students
- Team girls are preparing for next competition
- Interviews for Gymnastics Leader
- Open Gym, this evening at 6 pm

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.
- Coed Volleyball meets Monday and Thursday.
- Challenger Baseball met for the first time on Tuesday.
- Adult Volleyball meets on Wednesday.
- Staff attended E-trak training

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.
- Seaside Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
- Docents gave a special tour to a Boy Scout Troop on Saturday at 11:00 a.m.
- A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 3:30 p.m. to 4:00 p.m.
- Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 11:30 a.m.
- The Iranian American Society of Daytona Beach held their annual Nowruz Festival in Rockefeller Gardens on Sunday from 11:00 a.m. to 4:00 p.m.
- Pilates classes met Monday through Friday at The Casements.
- The Casements Guild Crafters met on Monday from 12:30 p.m. to 3:30 p.m. in Room 203.
- Yoga class met on Tuesday morning at The Casements.
- River Oaks Home Owners Association met at Bailey Riverbridge on Tuesday from 10:00 a.m. to noon.
- The Casements Guild met on Wednesday from 10:00 a.m. to noon in the gallery.
- Zumba class met on Thursday at Bailey Riverbridge.
- The Casements Guild Gala committee met in Room 203 on Thursday from 10:00 a.m. to 11:30 a.m.
- My Big Fat Greek Cooking Class met in The Casements' kitchen on Thursday from 4:00 p.m. to 8:00 p.m.
- The Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
- A tent was set up in Rockefeller Gardens this morning for the Tomoka Marathon scheduled for tomorrow.
- This afternoon from 3:00 p.m. to 5:00 p.m. two tents are being set up in Bailey Riverbridge Gardens for Seaside Herb Society's Herb Faire on Saturday.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Nova Skate Park drain – unclogged skate bowl
- Central Park I – repaired wood railing on edge of roadway due to car accident
- Rockefeller Gardens – fixed brick edge
- Central Park III – removed toter out of lake and picked trash out of water
- Andy Romano Beachfront Park – replaced two broken bricks

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

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended the Crime View Meeting hosted at the Police Department.
- Chief Godfrey hosted a meeting with the Assistant Finance Director, Chris Byle, to discuss budgeting information.
- Staff hosted and attended the Swearing-In Ceremony for Captain Christopher Roos.
- Chief Godfrey attended the Financial Trends/Healthcare Update Workshop.
- Staff hosted a Support Services meeting.

- Staff hosted an Accreditation Status meeting.

Community Outreach

- Due to Spring Break, the educational programs for OBPAL were not offered last week. Programs resumed on Monday, March 20, 2017. The Tutors R Us program continues at the South Ormond Neighborhood Center. Currently 27 youths are registered for the program which is offered Monday through Thursday from 3:00 – 6:00 pm. The R.E.A.D., Reading, Exploration, Adventure and Discover program for 2nd, 3rd, 4th and 5th grades continue. We have now a total of forty-seven (47) youths in this year's program. R.E.A.D. is offered in partnership with Ormond Beach Elementary School.
- Members of the boy's 10U, 12U and 14U teams held practices at the South Ormond Neighborhood Center last week during Spring Break on Tuesday, Wednesday and Saturday. Thirty-three (33) youths attended the practices each day. The first scheduled tournament is the State of Florida Association of Police Athletic Leagues Annual in Jacksonville, Florida from March 31 to April 2, 2017.
- The Donut Dash 5K family event will be held Saturday, May 13, at the Ormond Beach Sport Complex. This event is an opportunity for community businesses and community members to join together to support programs for at-risk youth in the Ormond Beach Community. On-line registration is at the following link: <http://getmeregistered.com/OBPALDonutDash5K>

Community Services & Animal Control

- Animal Calls responded to: 53
- Animal Bites: 1
- Animal Reports: 2
- Trap Neuter Release: 2
- Animals to Human Society: 7
- Sick Wildlife: 2

Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 6
- Inactive: 19
- Fraud: 5
- Burglary Residential: 2
- Larceny Car break: 6
- Grand Theft: 7
- Auto Theft: 2
- Death Undetermined: 1
- Recovered Missing Persons: 3
- Robbery: 1
- Assaults: 1
- Police Information: 1
- Suspicious Incident: 2

Records

- Walk - Ins / Window 73
- Phone Calls 80
- Arrest / NTA'S 18
- Citations Issued 239
- Citations Entered 60
- Reports Generated 128
- Reports Entered 100
- Mail / Faxes / Request 23

Patrol

- Total Calls: 1,621
- Total Traffic Stops: 420

Operations

Crime Opportunity Report Forms: 209

- 03/15/17
 - Theft, 220 North Nova Road (Publix). Red bicycle was taken from the bike rack.
 - Warrant Arrest, 45 Reynolds Avenue. Officers responding to a disturbance contacted a subject that had an open warrant.
- 03/16/17
 - Aggravated Battery Domestic Violence, 170 West Granada Boulevard (Police Department). Female victim responded to the front lobby to report a battery. She became uncooperative with the investigation and would not reveal information, refused to take photographs, and refused provide a written statement.
 - Grand Theft, 1080 North United States Highway One (Eagles Nest). Several pieces of jewelry and clothing were removed from a vendor's tent at this location.
 - Theft, 85 Ivanhoe Drive. Metal cart used for transporting recycling bins was stolen from the front of this location.
 - Carbreak, 823 North United States Highway One (Pilates Center). Front window glass broken, purse and contents were taken from vehicle.
 - Carbreak, 1400 Hand Avenue (Select Physical Therapy). Rear window glass broken, nothing taken.
 - Narcotics Arrest, 800 Block South Atlantic Avenue. Subject was pulled over for a traffic violation where narcotics were located.
 - Fleeing Driver, 800 Block John Anderson Drive. Vehicle fled from deputies and was located in a cul-de-sac where stop sticks were successfully deployed. The driver hit a power pole and was later located and identified as the juvenile daughter of the registered owner.
- 03/17/17
 - Theft, 1521 West Granada Boulevard (Wal-Mart). An employee of Wal-Mart lost his phone in the store while he was working and tracked it to Holly Hill before it was turned off.
 - Narcotics Arrest, 1629 West Granada Boulevard. Subject contacted and found to be in possession of narcotics.
 - Stolen Tag, 1521 West Granada Boulevard (Wal-Mart.) Vehicle was stopped for operating without a tag. It was determined that the tag had just been stolen.
 - Narcotics Arrest, 361 West Granada Boulevard (Taco Bell). Driver was contacted behind the wheel of a vehicle that had previously been reported driving recklessly. The subject was found to be under the influence and was also in possession of narcotics.
 - Warrant Arrest, Hand Avenue and South Center Street. Subject was contacted during a traffic stop and found to have an outstanding warrant for Dealing in Stolen Property.
 - Strong Armed Robbery, 690 South Nova Road (7-11 Convenience Store). A subject pretended to be purchasing a fountain drink and knocked the cup of soda at the clerk causing her to step back. He then grabbed cash out of the register but was prevented from grabbing more by the clerk slamming the drawer. The suspect fled with a minimal amount of currency.
- 03/18/17
 - Burglary Residential, 33 Division Avenue. Subject reported that his shed was entered and all of the food was taken from a refrigerator.
 - Theft, 361 West Granada Boulevard (Taco Bell). The Manager of Taco Bell said that when he came to work this morning, the safe was open and \$5,000 was taken.
 - Traffic Arrest, 300 West Granada Boulevard (Jimmy Johns). Motor Units conducted a traffic stop and arrested a subject for having an expired driver's license since 2009.
 - Carbreak, Airport Road/Bear Creek Path. The victims parked their vehicle in the grass to go to the Bike Week festivities on North United States Highway One. A purse was left in view and the window was broken to retrieve it.
 - Theft, 1105 North United States Highway One (The Beaver Bar). Victim reported the theft of her cell phone.

- Stolen Vehicle, 1637 North United States Highway One (Destination Daytona). A 2010 Harley Davidson motorcycle was removed from a motorcycle trailer.
- Carbreak, 1290 West Granada Boulevard (Chipotle). Victim stated that she left her vehicle unlocked while she was at Chipotle and her black iPhone 7 was taken from her vehicle.
- Driving Under the Influence Arrest, South Yonge Street. A subject was stopped for a traffic violation and found to be intoxicated.
- Warrant Arrest, 465 Bryant Street. During the course of a theft investigation a witness was found to have an outstanding Volusia County warrant reference failure to appear.
- 03/19/17
 - Aggravated Assault with a Deadly Weapon, 1600 Block of West Granada Boulevard. A subject was driving up and down West Granada Boulevard in a reckless manner, with a rifle displayed out of the window. He pointed the rifle at a victim in Ormond Beach and was later contacted and arrested by the Volusia County Sheriff's Office for reckless driving. A charging affidavit was completed.
 - Grand Theft, 1637 United States Highway One (Daytona Harley Davidson). A display firearm was taken from this location; it does not have the capability to fire ammunition as it is missing the firing pin.
 - Warrant Arrest, 1687 West Granada Boulevard (Calvary Assembly of God). Contact was made with a subject at this location and she was found to have an open Felony Warrant for Violation of Probation.
- 03/20/17
 - Battery Domestic Violence Arrest, 3000 Saint George's Road #307B. Subject was arrested for picking up the mother of his child and throwing her to the ground.
 - Violation of Pre-Trial Release Arrest, 217 Valencia Drive. Subject was contacted and found to have a no contact order in place for the location and resident.
 - Grand Theft, 1474 West Granada Boulevard (Jersey Mike's Sub's). Manager called to report that an employee has stolen over \$1,000 from the business.
 - Narcotics Arrest, Two subjects were contacted during a traffic stop where narcotics were located. Both subjects were arrested for possession of methamphetamines.
 - Stolen Vehicle, 15 Fox Hollow Drive. Motorcycle stolen from the driveway.
 - Shoplifting Arrest, 1545 North United States Highway One (Dollar General). Subject was arrested for misdemeanor theft and released with a Notice to Appear and Trespass Warning.
 - Carbreak, 115 Squirrel Lane. Vehicle was left unlocked, a wallet, credit cards, cash, and miscellaneous other items were stolen.
 - Narcotics Arrest, 900 Block North Halifax Drive. A vehicle was stopped from a traffic violation where narcotics were located. Two subjects were arrested.
- 03/21/17
 - Shoplifting Arrest, 405 West Granada Boulevard (Office Depot). Subject was arrested for misdemeanor shoplifting. During the investigation, he was found to be on probation for criminal mischief.
 - Theft, 1001 Old Tomoka Road (The Sarah House Assisted Living Facility). Unknown suspect removed cash from the victim's purse.
 - Grand Theft, 361 West Granada Boulevard (Taco Bell). Former manager is suspected of stealing approximately \$8,000 since November, 2016.
 - Carbreak, 99 Timucuan Drive. Vehicle was left unlocked and sunglasses, GPS, and change were taken.
 - Battery Domestic Violence Arrest, 169 Ponce De Leon Drive. Victim went to Florida Hospital Oceanside to be treated for injuries she sustained in a physical altercation with her child's father. The subject was contacted and arrested.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 240
 - Number of Uniform Traffic Citations Issued: 246
 - Number of Written Warnings Issued: 29
 - Number of Parking Tickets Issued: 1
- Traffic Crash Reports

- Number of Crashes without Injuries: 19
- Number of Crashes with Injuries: 4
- Number of Fatal Crashes: 1

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 3 Cases initiated
- 5 signs have either been removed or sign cases created.
- 18 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and sixty-six (66) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - 2-Inch Watermain Replacement Phase 2 – Mainland – The change order for additional time was approved at the 3/20 Commission meeting; staff is processing the final pay application – the project is complete.
 - Water Treatment Plant Controls and Pump Upgrade – The Contractor continues to work on high service pump #5, and 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 – The contractor has completed 50% of the lighting installation and 25% of the security system installation.
 - Police Department Sally Port –The Contractor has completed 65% of the proposed work.
 - ARBFP Hurricane Matthew Repairs – The contractor is working to rebuild the support framing.
 - 2017 Storm Drain Pipe Lining – The Bid was awarded at the 3/20 Commission meeting, staff is preparing the contracts for signatures.
 - Seawall Repair at Ames and Riviera Parks - The Bid was awarded at the 3/20 Commission meeting, staff is preparing the contracts for signatures.
 - SONC Surveillance and Lighting – The contractor has completed 50% of the lighting installation and 25% of the security system installation.
 - 2017 Roadway Resurfacing - A pre-construction meeting was held and a Notice to Proceed issued for March 20.
 - 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 is investigation the possibility of slip lining the existing outfall in order to determine if this is a viable alternative repair option.
- Forest Hills Connector Trail – Comments are due from FDOT this week, staff met with FDOT on Wednesday, March 22, to discuss LAP requirements during construction of the project.
- 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 – Project was advertised for bid on March 12; a pre-bid meeting is scheduled on March 29.
- Ph III 2-Inch Water Main Replacement – Peninsula – Project was advertised for bid on March 12; a pre-bid meeting is scheduled on March 30.
- Downtown Stormwater Phase 2 – Zev Cohen and Associates is gathering information in order to commence production of bid documents for the Phase 2 construction.
- 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 Final report was received and is being reviewed by staff. Recommended project is being added to the FY 17/18 CIP.
- 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 – Fence repairs at the remote facilities (wells & lift stations) has begun and is on-going.
- CDBG 2017 Trail & Sidewalk – The project was advertised on March 12th.
- OBSC Improvements – Field 3 Lighting – A Work Authorization for design was approved and the kick-off meeting was conducted.
- OBSC Improvements – Championship Field 7 – A Work Authorization for design was approved and the kick-off meeting was conducted.
- 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.
- Sandpipe Lane Drainage Improvements – Staff received geotechnical evaluations for the area, design is in progress.
- Water Plant Upgrades – Staff is meeting with a Consultant to prepare a scope for the Sodium Hypo Chlorite and Lime Slaker projects.

- Secondary Raw Water Main – Staff met with a Consultant to prepare a scope for the secondary raw water main project.
- Departmental Activities
 - Staff met with River-to-Sea-TPO on Monday, March 20, to discuss the submittal of two pedestrian safety projects and one traffic operations project for this year's call for projects.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for 1505 and 1211 Oak Forest Drive, per FPL request.
 - Researched old as-built files for boundary information for Ormond Beach Walmart site and Bermuda Estates Drive, and provided PDF copies and CAD drawings to Surveyor, upon request.
 - Began creating construction plan drawing set for the Sandpiper Drive piping project.
 - Updated the construction plan set for the US1 Median Landscaping project per Project Manager's comments.
 - Researched old plan sets for information relating to the BETNR hangar construction, per Airport Manager's request.
 - Created exhibit map of Cassen Park proposed dock showing Tomoka Avenue outfall location.
 - Researched City's LDC and S.O.P. (standard operating procedures) for information relating to the installation of pavers in the rights-of-way, per Risk Manager's request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Poured concrete driveway for Wastewater on N Halifax Dr at Golfview Ln; checked forms; cleaned up and pulled forms
- Opened sidewalk, added backfill, cut stress lines, cleaned job on Division Ave
- Assisted trimming citywide
- Assisted Water Div with road excavation and an asphalt patch on Airport Rd at Hunter's Ridge
- Dug out, cut roadway, and repaved Fiesta Dr

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 (4) dead Maples on Broadmoor Dr; palm on Fleming Ave (sight view issue)
- Trimmed at Airport Sports Complex, 500 block of Andrews St, 300 block of N Yonge St, 200 block of Melrose Ave

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
- Trash pick-up at Orchard St & Thompson Creek Rd
- Trimmed branches at Pineland Trl

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Ordered Sign Shop materials

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
- Check fuel light bars on Airport Rd
- Returned light bars – Airport Rd
- Ditch maintenance on Laurel Oaks/Andrews St
- Basin repair on 100 block of Riverbluff Dr

Reach-out

- Pineland Trl

Vactor

- Brookwood Dr
- Fleet
- Fiesta Dr

Street Sweeping/Streetsweeper

- 133 miles of road cleaned
- 34 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 19,346
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 11
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 11,175 gallons unleaded, 10,165 gallons diesel
 - Fuel used in one week: 2,169 gallons of unleaded and 636 gallons of diesel.
 - Fleet completed 33 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – FPL visited the site 3/9/17 to determine optimal route for replacing above ground power lines with underground power. Drawings will be provided in ACAD format by FPL to the consultant for incorporation into the project plans. Met with sub consultant to review pump control panel and irrigation main panel requirements for monitoring and control.
 - Biosolids Hauling and Disposal 2017 – A piggy back contract with Daytona Beach is being investigated since bids were recently received for this item.
 - Deer Creek Reuse – Received 90% design plans for review.
 - Fire Hydrant Replacement Program – Updated fire hydrant replacement information was added to Vantage by GIS.

- Lift Station 8M1 – Awaiting receipt of as-built drawings. A request for clearance form was executed and sent to the consultant for processing.
- Lift Station 10M & 12M Rehabilitation – Consulting engineer addressed comments and provided bid plans and specifications. Submitted the draft disposition memo for the April 5th City Commission meeting.
- 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 adjusted yard grading condition per customer concern at 16 Huntsman Look. Preliminary as-built drawings under review.
- Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
- Elevated Storage Tank Repairs & Maintenance – Request for Bids was advertised 3/12/17.
- 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) – The first aerator structure was refurbished and is scheduled for delivery at the water plant next week.
- 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's schedule has opening in the middle of June to set up screw pump equipment pilot tests to determine capabilities of their equipment to appropriately dewater lime and wastewater sludge for water and wastewater plant purposes. Samples will be collected by manufacturer's representative prior to testing.
- 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. Pilot testing can't be performed until the middle of June by Andritz.
- Utilities SCADA Upgrades – Work authorization issued for additional radio survey to determine feasibility of using the Leeway Tank to enhance radio transmission capabilities.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – The project was advertised for bids on March 12. A pre-bid meeting is scheduled on March 29th.
- 2016 2-inch Water Main Replacement Phase 3 Peninsula – The project was advertised for bids on March 12. A pre-bid meeting is scheduled on March 30th.
- 2903 John Anderson – Submitted Application for Use Permit for a Volusia County Right of Way utilization to install a new water service connection.
- SPRC Projects (Utilities Review)
 - Celedine Subdivision – Revised plans were received for review.
 - Chelsea Place Phase III – Design engineer submitted a request for clearance form for the wastewater collection system.
 - Hulls Outside Seating – Reviewed plans and provided comments.
 - Huntington Villas – Received water, sewer & irrigation system shop drawings for review.
 - Independence Recycling of Volusia – Reviewed plans and provided comments.
 - Ormond Renaissance – Partial FDEP clearance requested for portion of the sanitary sewer line. Pricing information was provided to contractor for various meter sizes.
 - Pet Street Veterinary Care Center – FDEP collection system permit was issued.
 - Plantation Oaks – Received estimated construction cost for Unit 2A and the clubhouse.
 - Commercial Sampling Manhole – Distributed sampling manhole details for review.
 - Valiant Diner – Reviewed easement vacation and proposed easement plans for the water main relocation on the north side of the property.
 - 407 Airport Road – As-built plans comments were provided to the design engineer.
 - 1211 W. Granada – Reviewed concept plans and provided comments.
 - 1368 N. Oceanshore – Final inspection - awaiting completion.

Water Treatment

- Delivered 40.44 million gallons for the week ending March 17, 2017 (5.78 MGD).
- Backwashed 13 filters for a total of 594,000 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 67.5 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 28.90 Million Gallons.
- Produced 23.01 Million Gallons of Reuse.
- Produced 5.89 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.13 MGD, plant designed for 8 MGD.
- Hauled 155.48 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 13 water leaks.
- Installed 2 new residential water meters.
- Replaced 5 malfunctioning residential water meters.
- Replaced or repaired 5 water meter boxes.
- Replaced 4 water services due to low flow or leaks. 3 each - 2" casings were installed under roadways to replace aged water services.
- Prepared 6 inch main break near intersection of Fiesta Drive and Quadro Place.
- Performed water meter testing at multiple commercial properties: 11 ea. - 2" and one ea. 3"
- Performed pressure testing of 11 City owned backflow preventers, 2 repaired.
- Responded to 15 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed maintenance on 20 fire hydrants on Hand Ave & Aberdeen subdivision.
- Locate valves and potable water main in Hudson Well Field.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 136 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area. Responded to 2 reuse trouble calls.
- Responded to 6 Request for Utility Verifications for residential and commercial properties.
- Took week long pressure readings on A1A force main at Ocean Mist Hotel and A1A and Ocean Grove (Leeward Winds).
- Repaired reclaimed service at 236 Royal Dunes, plugged with snails
- Began flushing reuse blowoffs on peninsula.
- Pulled multiple loads off of A1A force main to reduce pressure.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 40/40 psi, Ocean Mist Hotel @ 38/35 psi, Ormond Mall @ 12/11 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 20/16 psi, Westland Run 18/22 psi & Shadow Crossing Blvd. (4 inch) 12/5 psi.
- Televised 37 laterals from our PM list, Found 9 that needed to be cleaned. Removed roots from 8.

Wastewater Plant – Lift Stations

- Spanish Waters, monthly force main pressure; Static = 42psi. Obtaining schedule from Professional Piping Services, Inc. for contract services previously awarded to clear force main using poly pig method.
- Centrifuge #1, repaired broken line on machine mounted grease gun, ok.
- SCADA – rebooted lift station server, conducted training for reboot of WIN911 text modem, ok.
- Centrifuge Conveyer Belt, squeaking noise noted, will replace worn rollers when conveyor is not in use, ok at this time.
- W.A.S. Pump #2, multiple motor faults at VFD, performed successful rest, ok.
- Centrifuge #2, inspected and greased all bearings as a follow up to recent overhaul, ok. .
- Effluent Transfer Pumps, installed automatic air release valves at all pumps.
- Influent Room, oversaw transfer of pump positioning, ok.

- McDonalds, Saddlers Run weekly odor control and wet well cleaning.
- WIN911 monitor/response: Ormond Lakes #2, phase loss, FPL crews on site, station fully operational, ok; Breakaway Trails, high level, pumps not responding, multiple control components failed, replaced failed components and tested, continuing increased monitoring.
- SCADA monitor/response: 10M, no starts #1, reset motor starter, ok; 2M, #1 stuck on, cleaned probe, ok; Shadow Crossings, high starts, cleaned probe, ok.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1 & 2; Clarifiers, #1, 2, 3 & 4; Digester Blowers, #1, 2 & 3; Bar Screens, #1 & 2.
- Monthly Plant PM's: Grit Snail; Carrousel Surface Aerators, #1N, #1S, #2N, #2S; R.A.S. Pumps, #1, 2, 3, 4 & 5, W.A.S. Pumps; #1 & 2.
- Quarterly Plant PM's: Reaeration Blowers, #1 & 2; Decant Pump.
- Semi-annual Plant PM's: Decant Pump.
- Lift Station PM's: 8 monthly and 0 annual performed.
- 64 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- High Service Pump Bldg., installed new electric control valve actuators pumps 4 & 6, installed new drain lines pump 4, trouble shoot motor control start sequence - corrections completed.
- WTP Pump and Control Upgrades, assisted vendor with programming & testing of clear well VFD control panels.
- LPRO Degasifier #4, replace water feed pipe, ok.
- Well SR 18, removed damaged antenna and associated hardware after fallen tree was removed, Hurricane Matthew.
- 12 % Chlorine feed lines to splitter box leaking, repaired and returned to service.
- LPRO Clearwell #1, disconnected electrical supply for sampling pump to support pump upgrades.
- Anti-scalent chemical feed pump not pumping, repaired corroded electrical connection, ok.
- Standish Booster Station, fill valve electric actuator not operating, replacement needed, new unit on order.
- PM's: SR wells 19, 21; Breakaway Trails wells 2, 3, & 4; RO pumps and trains 1, 2, 3, 4.

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 reviewing response to ensure compliance.
- Local Limits Evaluation – Staff is conducting sampling to evaluate the effectiveness of the City's current local limits. The limits are a part of the Industrial Pretreatment Program to ensure the safety and sustainability of the waste water treatment facility.

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 from Pathways Elementary are designing the 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.
- Hazardous Materials Inventory Report – Staff is compiling the hazardous materials normally stored at the City facilities for reporting to the national database. The information is utilized by first responders in an emergency situation.

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 an LDC review meeting
- Staff attended and provided support for March 20, 2017, City Commission Workshop (Financial Trends and Healthcare Update) and City Commission Meeting
- Agenda packet preparation and creation for March 27, 2017, Neighborhood Improvement Advisory Board Mandatory Public Hearing Meeting
- Agenda packet preparation for April 5, 2017