

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 31, 2017

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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:

- Agenda packet review
- Finished preparing presentation for Chamber Leadership

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board meeting

**Community Development**

Planning

- The Planning Director and Senior Planner met with residents from Reflections Village regarding Ormond Center. Concerns expressed include traffic, high intensity commercial uses, and access onto Old Kings Road.
- Staff attended a neighborhood meeting held at the public library concerning expansion plans for 589 S. Yonge Street.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued
- 597 inspections performed (131 by Private Provider)
- 123 permits valued at \$3,706,809.00

Development Services

- SPRC met with representatives for Prince of Peace regarding phase 2 of the social services building located on Hand Avenue.
- 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	70%
Specialty Surgery Center	0%

S. R. Perrott Office	98%
Valiant Diners, Phase 2	0%
Huntington Villas, Phase 1B	50%
Ormond Renaissance Condo	65%
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**

- The next meeting of the Aviation Advisory Board is scheduled for April 10 at 7:00 p.m. in the Training Room at City Hall.
- Field work to complete final adjustments and obstruction mitigation for the new Precision Approach Path Indicator (PAPI) lights was completed this week.
- Representatives from Zev Cohen continue to work on the environmental assessment phase of the runway approach area obstacle mitigation project. A first draft of the assessment report has been received and reviewed by staff. One of the objectives of the project is to mitigate obstructions without negatively impacting the habitats of protected wildlife.
- Staff began working with Hoyle, Tanner and Associates and KB Environmental Science to collect data in support of noise and air quality monitoring as part of the Runway 8/26 environmental assessment project.
- Officers and Cadets from the Ormond Beach Composite Squadron of the Civil Air Patrol volunteered in support of the Tomoka Marathon on Saturday, March 25.

- 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 30 Journal Entry Batches (2620-2693).
  - Approved 25 Purchase Requisitions totaling \$171,027.99.
  - Issued 31 Purchase Orders totaling \$531,937.23.
  - Processed 3,772 cash receipts totaling \$1,023,505.96.
  - Prepared 132 Accounts Payable checks totaling \$593,237.24 and 59 Accounts Payable EFT payments totaling \$577,819.64.
  - Prepared 16 Payroll checks totaling \$13,831.44 and 341 Direct Deposits totaling \$328,832.43.
  - Transferred IRS 941 payment of \$155,469.00.
  - Processed 905 utility bill payments through ACH totaling \$61,624.85.
  - Issued 713 past due notices on utility accounts.
  - Auto-called 165 utility customers regarding receipt of a past due notice.
  - Processed 264 payments through Interactive Voice Response System totaling \$30,424.74.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Chief Tomokie Monument (60<sup>th</sup> anniversary)
    - City of Ormond Beach Invites Public Input for West Ormond Recreation Center (4/6, 6 PM, Pathways Elementary Media Center)
- 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.
  - Attended NIAB Mandatory Public Hearing for CDBG FY 17-18 funding.
  - Attended Hazard Mitigation Grant Program (HMGP) Workshop relative to Hurricane Matthew HMGP funding.
  - Attended Munis/Tyler training regarding grants.
  - 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.
  - Completed NIAB packet for final recommendations meeting of April 3, 2017.

#### **Fire Department**

- Weekly Statistics
  - Fires: 6
  - Fire Alarms: 4
  - Hazardous: 3
  - EMS: 86
  - Motor Vehicle Accidents: 12
  - Public Assists: 64

- TOTAL CALLS: 175
- Aid provided to other agencies: 14 Calls: Daytona Beach (6), Flagler County (1), Volusia County (7)
- Total staff hours provided to other agencies: 38
- # of overlapping calls: 52
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 64
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 415
- Training Hours
  - NFPA 1001: Firefighting: 17
  - NFPA 1002: Driver: 6
  - NFPA 1500: Safety/Equipment: 9
  - NFPA 1620: Preplanning: 9
  - TOTAL TRAINING HOURS: 41
- Station Activities
  - Updated 40 pre-fire plans
  - Completed 9 fire inspections
  - Participated in McDonald's Getting to Know First Responders Day
- Significant Incidents
  - 3/23/17, 3:00 PM: Airport Rd. / Hunters Ridge Blvd. – Brush Fire – Citizen reported a brush fire to Station 94 crew – upon investigation crew found a column of smoke but unable to access area – additional units were requested – a 10 acre brush fire was located in Flagler County area – Department of Forestry cut lines around fire with tractors – Flagler Fireflight performed bucket drops – Engine 94 assisted with 1,000 gallons of water and staged for medical support – crews cleared scene at 7:03 PM.
  - 3/24/17, 8:01 PM: Chippewa Cir. – Structure Fire – Assisted Volusia County – upon arrival found single family residence 50% involved – heavy smoke and heat inside structure – fire was located in attic space between garage and living area – heat damage throughout structure – crews cleared scene at 10:12 PM.
  - 3/26/17, 10:22 AM: Pergola Pl. – Structure Fire – Responded to a two story residential wood frame structure – an unattended pot on stove caught fire and spread to cabinets above – fire extinguished with 200 gallons of water – no extension of fire found in walls or attic – damage was limited to kitchen.

### Human Resources

- Staffing Update
  - Requisitions
    - 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, Indeed, National Testing Network, and internally.
  - Public Works Director (Public Works) open 3-23-17 until 4-31-17. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida City and County Management Association, and American Society of Civil Engineers.
  - Engineering Inspector (Engineering) open 3-7-17 until 4-7-17. Advertised on City web site, governmentjobs.com, Indeed, and internally.
  - Maintenance Worker II (Water Distribution/Public Works) open 3-23-17 until 4-7-17. Advertised on City web site, governmentjobs.com, and internally.

- Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works) re-posted 3-9-17 until 4-7-17. 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.
- Summer Camp Counselors (Leisure Services) open 3-7-16 until 5-19-17. Advertised on City web site, governmentjobs.com, and internally.
  
- Interviews Scheduled
  - Police Officer (Police)
  - Neighborhood Improvement Officer (Police)
  - Office Manager (Leisure Services)
  
- Background/Reference Checks/Job Offers
  - Police Officer (Police)
  - Landscape Architect (Engineering)
    - Part Time Recreation Leader (Gymnastics)
  
- Separations
  - Office Manager (Leisure Services)
  
- Risk Management Projects
  - Attend Leadership planning meeting
  - American Cancer Society Relay for Life planning and events
  - Attend 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. IT staff is finalizing the initial Roles and data access rules for user testing and verification.
    - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.
    - IT Strategic Plan – Gathering requested documentation, scheduling stakeholder interviews. Conference call with vendor to review documentation submitted so far.
    - iSeries replacement – Sungard Naviline host system – preparing Project Management documentation to organize the transition to the new hardware. The new iSeries computer arrived. It has been setup at the HDC for the vendor to remotely access and prepare it for the data conversion from the existing iSeries.
  
- Enterprise Infrastructure
  - iSeries system (HTE Sungard Naviline): None
  - Windows Servers: None
  - Networking System: None
  
- Work Orders
  - New: 13
  - Completed: 42
  - In progress: 30
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 58,910
  - Inbound E-Mails Blocked: 39,529
  - Delivered Inbound E-Mails: 19,381

- Quarantined Messages: 3,671
- Percentage Good Email: 32.9%
- Virus E-Mails Blocked: 1
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 7
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 13
  - 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**

- Public Works Meeting
- Park Visits
- Tomoka Marathon
- Tour of facilities with Heather Post
- Supervisory Staff Meeting
- Public Works Meeting
- Interview for Office Manager Position
- FRPA Conference Meeting

#### **Environmental Discovery Center**

- Social Media Updates
- City Website Updates
- Completed Playful City USA Application
- Guest Speaker at Riverbend Park (Rick Howell) 3/28 (importance of park cleanup)
- Park Cleanup at Riviera Park, Riverbend School 3/31
- April Calendar
- Updated Garden Kiosks
- EDC Weekly Attendance 3/18 to 3/24: 67

#### **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 on Softball Quad 1 at the Sports Complex at 3:30 daily. Have a home game this week on Tuesday again at 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/V games on Tuesday and Wednesday at 4 & 7 pm.
- 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 enters Week 4 on Tuesday nights at 6:15pm. Last week brought 14 players.
- CCA Softball hosted games at the Quad on Monday and Friday at 4 pm.
- Dewitt High School out of Michigan are down for spring break with their first baseball practice being held Friday night at 7 pm on Kiwanis Field 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 LR and SHS practices
- Prepped Wendelstedt 2 and 3 for SHS baseball practices
- Prepped Wendelstedt 1 & 2 for SHS baseball games
- Dragged infields at Osceola Elementary & South Ormond
- Blew out batting cages & dugouts at Wendelstedt, Kiwanis, & Softball Quad Fields
- Raked and dragged crimson stone at Wendelstedt in front of dugouts & 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 38 fields for weekend activities
- Finished painting Kiwanis Field batter's eye
- Installed final foul poles at Nova Fields 1 and 3
- Added wood to Shuffleboard fence line to hold in crimson stone
- Sprayed intruding grasses and picked up rocks/glass on Nova Fields

#### Senior Center

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

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - CMT held regular classes Monday through Friday
  - Kopy Kats held regular classes Monday and Thursday
  - Ormond Church Sunday from 8:30 am to 12:30 pm
- The Performing Arts Center is preparing to host the following:
  - The Letterman, Friday, 7:30 pm to 9:30 pm
  - Dueling Pianos – Fats Domino and Jerry Lee Lewis Tribute, Sunday, 2:30 pm to 4:30 pm

#### South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Repast Saturday

- 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 Senior Games tasks
- Planning of 2017 events through July
  - Art in the Park May 6 and 7 – flyer distribution
  - Memorial Day Remembrance Service, May 29
  - Reel in the Fun Fishing Tournament, June 17
  - Independence Day Celebration, July 4 – began solicitation for sound, stage, and lighting, rides and inflatables, entertainment and music selections
  - Summer Sounds Concert Series, July 14, 21 & 28

#### Gymnastics

- March session in progress
- Registration is open for April session
- Trial classes are being offered to attract potential students
- Working with area schools to attract potential students
- Team girls attend third AAU Qualifier in Orange City
- Team girls preparing for state competition in May

#### 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 on Tuesday.
- Wednesday Drop-in Club met on Wednesday.
- Adult Volleyball meets on Wednesday.

#### 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.
- The Tomoka Marathon used Rockefeller Gardens as their start and finish line on Saturday from 4:00 a.m. to 4:00 p.m.
- Seaside Herb Society held their annual Herb Faire at Bailey Riverbridge Church and Gardens on Saturday from 7:00 a.m. to 3:00 p.m.
- A special group took a tour of The Casements' Hungarian Room on Saturday from 10:00 a.m. to noon.
- Sophie's Circle held a dog walk fundraiser in Fortunato Park on Saturday from 4:30 p.m. to 9:30 p.m.
- Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 11:30 a.m.
- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Pilates classes met Monday through Friday at The Casements.
- Docents gave Silver Sands Civic Group a special tour of The Casements on Monday from 11:00 a.m. to noon.
- 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.
- Local Boy Scouts took a special tour of The Casements' Boy Scout Exhibit on Monday from 6:00 p.m. to 7:00 p.m.
- A party was held at Bailey Riverbridge on Wednesday from 11:00 a.m. to 7:00 p.m.
- Zumba class met on Thursday at Bailey Riverbridge.
- Docents gave Hagarty High School a special tour of The Casements on Friday from 10:30 a.m. to 11:30 a.m.
- The Casements Camera Club took down their photography exhibit in the gallery on Friday at noon.
- A wedding rehearsal was held in Rockefeller Gardens on Friday from 4:30 p.m. to 5:30 p.m.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Ted Porter Park – repaired fence that leads to the water
- Central Park II – repaired toe kickboard on dock
- The Casements – delivered three park benches
- Nova Skate Park – installed orange fencing on hill
- Andy Romano Beachfront Park – installed new signs “No Dogs Allowed”
- City Hall – picked up boxes and delivered to Fleet

#### 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
- Repaired VAV in Planning at City Hall
- Distributed new air filters to City facilities
- Replaced blown fuse on the air handler unit at City Hall
- Replaced toilet tank lids at Fortunato Park
- Assisted with walkway repair at Bailey Riverbridge
- Checked vendor ice machine cleaning at City locations
- Moved file cabinets in Engineering at City Hall
- Repaired torn screen and small opening at the bottom of the back door at Ames House
- Repaired the broken chains on the gym divider at Nova
- Replaced burned out bulb in the men's shower at Fire Station 92
- Removed shelves from the exercise room at Nova
- Repaired the pipe by the bay wash sink at Fire Station 94
- Repaired the timer on the waterfall Memorial Gardens
- Repaired the decorative street light at 180 S. Washington
- Installed a new power switch for ball field receptacle at SONC
- Replaced the men's room motion sensor at Fire Station 92
- Replaced the office door lock at Wendelstedt at Airport Sports
- Repaired kitchen faucet at the Fire Station 91
- Repaired bathroom door hinges at Fire Station 92
- Met contractors for access equipment proposal at the Police Department
- Checked water heater for leaks at Nova concessions

#### Police Department

##### Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended “Coffee with a Cop” at Panera Bread.

- Staff attended an Outreach Meeting at Ormond Beach Middle School to discuss the “5-0” program.
- Staff attended “First Responder’s Day” at McDonald’s.
- Chief Godfrey hosted a tour for Councilmember Heather Post.
- Staff attended a demonstration for Power Document Management Simplified Software.
- Staff conducted an interview panel for police officer recruits.
- Staff attended the “Shifters” bicycle ride with Ormond Beach Elementary.

#### Community Outreach

- Ten (10) Members of the Youth Director Council met last week to review upcoming community service projects. Eleven (11) members of the YDC wrote letters to their state senator and legislative representatives to share the important work that the State of Florida Association of Police Athletic Leagues (SFAPAL) does for the YDC program and the Ormond Beach YDC chapter.
- The Tutors R Us program continues at the South Ormond Neighborhood Center. Currently 27 youths are registered for the program.
- The R.E.A.D., Reading, Exploration, Adventure and Discover program for 2nd, 3rd, 4th and 5th grade continues. Forty-seven (47) youths are registered for the program. R.E.A.D. is offered in partnership with Ormond Beach Elementary School.
- Members of the boys’ 10U, 12U and 14U teams held practices at the South Ormond Neighborhood Center on Tuesday, Wednesday and Saturday last week. Thirty-three (33) youths attended the practices each day.
- The Donut Dash 5K family event will be held Saturday, May 13, at the Ormond Beach Sports 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>.
- Ormond Beach PAL 12U and 10U teams participated in a scrimmage with BA Athletics 12U Basketball Team of Daytona Beach on Thursday, March 23, at the South Ormond Neighborhood Center. Both teams are preparing for their upcoming tournaments at the end of the month. The first scheduled tournament for OBPAL is the State of Florida Association of Police Athletic Leagues Annual in Jacksonville, Florida, from March 31 to April 2, 2017.

#### Community Services & Animal Control

- Animal Calls responded to: 33
- Animal Reports: 4
- Animal Bites: 1
- Trap Neuter Release: 4
- Wildlife Sick/Injured: 5

#### Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 21
- Inactive: 16
- Fraud: 6
- Burglary Residential: 1
- Burglary Business: 1
- Larceny Car break: 4
- Grand Theft: 7
- Auto Theft: 1
- Death Undetermined: 1
- Recovered Missing Persons: 1
- Police Information: 1
- Suspicious Incident: 1
- Vandalism: 1

#### Records

- Walk - Ins / Window: 68
- Phone Calls: 94
- Arrest / NTA'S: 32
- Citations Issued: 110
- Citations Entered: 20
- Reports Generated: 153
- Reports Entered: 110
- Mail / Faxes / Request: 30

#### Patrol

- Total Calls: 1,256
- Total Traffic Stops: 152

#### Operations

##### Crime Opportunity Report Forms: 154

- 03/22/17
  - Shoplifting Arrests, 1521 West Granada Boulevard (Walmart). Two subjects worked together to conceal \$31.87 worth of merchandise. One was arrested and the other was issued a Notice to Appear.
  - Strong Arm Robbery Arrest, 100 Corbin Avenue (Ormond Beach Elementary). A juvenile subject slapped the car keys out of the victim's hand at this address and then stole her vehicle. Volusia County Air One assisted in locating the vehicle and the juvenile was arrested.
  - Warrant Arrest, 391 South Halifax Drive #A. Subject was contacted regarding an outstanding warrant for Aggravated Battery from a stabbing incident.
  - Crash and Warrant Arrest, 50 Pine Trail. A traffic stop was initiated on a vehicle leaving the residence for a traffic violation. The vehicle fled and failed to negotiate a turn and subsequently crashed, the driver then fled on foot. The passenger of the vehicle and other occupants of the home were cooperative with officers and the driver was identified and located. The driver was arrested and one other warrant arrest was also made.
- 03/23/17
  - Theft, 12 Butternut Circle. Victim left his bicycle locked up in his driveway and found lock to be cut in the morning and his bicycle stolen.
  - Fraud Arrest, 1454 West Granada Boulevard (Bank of America). Subject attempted to cash a fake business check for \$4,550 at this location using a fake Illinois Identification Card and a fake American Express Credit Card.
  - Burglary Business, 99 Portland Street (Store It Boat and RV Center). Entry was gained through a back gate by cutting the pad lock off of the walk-thru gate. Five outboard motors were stolen.
  - Fleeing and Eluding Arrest, 100-Block of Ocean Shore Boulevard. A subject was operating his motorcycle in a reckless manner, running red lights and speeding. A traffic stop was attempted, whereby the vehicle took off at a high rate of speed. The subject was then stopped after being caught in other traffic and arrested.
  - Aggravated Battery Domestic Violence, Battery to Law Enforcement Officer(s) Arrest, 955 South Nova Road #23. Officers responded to a 911 call with a woman screaming for help who had been battered. The person that did the battering had self-inflicted wounds and began kicking officers.
  - Warrant Arrest, 955 South Nova Road #23. Subject was contacted during another incident and found to have an outstanding warrant.
- 03/24/17
  - Battery Domestic Violence Arrest, 193 Kimberly Drive. Subject burned another subject with a cigarette and was arrested.

- Theft, 763 Riverside Drive. Female stole a package from the door step and left in a dark green vehicle.
- Warrant Arrest, 4 Old McDuffie Circle. Subject was contacted and arrested without incident.
- Carbreak, 300 North Nova Road (Trails Shopping Center.) Purse stolen from an unlocked vehicle.
- Stolen Vehicle Recovery Arrest, 1425 West Granada Boulevard. On-star Company reported that a stolen vehicle was at this location according to the vehicle's global positioning system. Officers located the vehicle and three subjects were arrested.
- Narcotics Arrest, 120 Williamson Boulevard (Steak & Shake). Officers received a call of a suspicious vehicle behind the restaurant with no tag on it that was occupied by two people. Narcotics and paraphernalia were located inside the vehicle.
- 03/25/17
  - Battery Domestic Violence Strangulation Arrest, 832 Lucerne Circle. Subject was found strangling his girlfriend and another relative hit him in the side of the head with a hammer to stop him. The subject fled the area on foot and was located the in a wooded area north of the subdivision.
  - Warrant Arrest, 454 South Yonge Street (Pennysaver). Subject was contacted and found to have an open warrant for failure to appear.
  - Carbreak, 541 Hand Avenue. Victim called in to report that some fishing poles were stolen from a boat at this location.
  - Narcotics Arrest, 200 Block South Atlantic Avenue. Subject was issued a Notice to Appear for being in possession of less than 20 grams of cannabis.
  - Grand Theft, 436 North Ridgewood Avenue. Victim reported that an unknown subject(s) removed her son's skate ramp from the roadway in front of her residence.
  - Warrant Arrest, Northside Drive and Brookside Drive. During a traffic stop, a subject was discovered to have an open warrant for Failure to Appear.
  - Warrant Arrest, 801 South Nova Road (Rockin' Ranch). A traffic stop was conducted where the driver fled from the vehicle on foot after being identified by officers. Subject was located and arrested for an open warrant and additionally charged with driving on a Suspended License, Habitual Offender and Resisting officers without violence.
  - Driving Under the Influence Crash Arrest, 800 Block South Nova Road. Officers witnessed a vehicle drive into a northbound turn lane and crash into the street signs in the median, coming to a stop on top of the signs. Contact was made with the driver who refused to take a breath test or participate in any field sobriety exercises. The driver was arrested for Driving Under the Influence with Property Damage and additionally charged with possession of prescription medication.
- 03/26/17
  - Warrant Arrest, 10 Arrowhead Circle. Subject was contacted at the residence and arrested without incident.
  - Carbreak, 120 Windward Lane. Unknown suspects entered an unsecure vehicle. The only item missing is an insurance card.
  - Warrant Arrest, 465 Bryant Street. Subject was identified and contacted as a subject with an open warrant from Liberty County.
  - Narcotics Arrest, 274 West Granada Boulevard (Dollar Tree Store). Business called advising that there was a suspicious male possibly under the influence of an unknown substance walking back and forth between his vehicle and the store and possibly trying to leave in a vehicle. Contact was made with the subject and narcotics were located during the on-scene investigation.
  - Traffic Arrest, 200 Block North Yonge Street. Subject was stopped for a traffic violation and found to have multiple suspensions on his driver's license.
- 03/27/17
  - Bicycle Theft, 86 North Ridgewood Avenue. The victim said that he left his bicycle on the side of the house momentarily while he went inside. He soon returned outside to find the bicycle missing.

- Battery Domestic Violence Arrest, 640 North Nova Road #318. Victim was in a verbal argument with his live-in girlfriend. Subject punched the victim with a closed fist and was arrested.
- Burglary Residence, 253 John Anderson Drive. Victim advised her rear gate was kicked in and a television was taken from her pool/kitchen area.
- 03/28/17
  - Carbreak, 151 Sage Brush Trail (Kinder Care Learning Center). The victim said that she left her vehicle for only a few minutes and returned to find her window smashed and her purse was taken.
  - Carbreak, 1687 West Granada Boulevard (Calvary Christian Church). The victim said that she left her vehicle for only a few minutes and returned to find her window smashed and her purse was taken.
  - Theft, 27 Meadow Ridge View. The victim suspects that his Pest Control Inspector took his wallet out of his bedroom.
  - Theft, 420 Lake Bridge Plaza #401. The victim's boat motor was taken sometime overnight.
  - Burglary Residence, 421 North Yonge Street. Victim advised someone broke into her home from the rear door and took jewelry and cash from her residence.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 60
  - Number of Uniform Traffic Citations Issued: 65
  - Number of Written Warnings Issued: 12
- Traffic Crash Reports
  - Number of Crashes without Injuries: 17
  - Number of Crashes with Injuries: 3
  - Number of Fatal Crashes: 1

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 2 Cases initiated
- 6 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and eighty-six (86) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Water Treatment Plant Controls and Pump Upgrade – The contractor has poured the remaining three high speed pump bases. Start up for the lime sludge pumps is scheduled for this week.
    - 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. The project is complete.
    - SONC Surveillance and Lighting – The contractor has completed 65% of the lighting installation and 40% of the security system installation.
    - Police Department Sally Port –The Contractor has completed 70% of the proposed work.
    - ARBFP Ramp Repairs due to Hurricane Matthew Repairs – The contractor is working to rebuild the support framing.
    - 2017 Storm Drain Pipe Lining – Contracts are being signed and staff is working to arrange a Pre-construction meeting.

- Seawall Repair at Ames and Riviera Parks - Contracts are being signed and staff is working to arrange a Pre-construction meeting.
- Sanitary Sewer Inspection – The Contractor began work on Royal Dunes Circle Monday (3/27), work is expected to move north toward Ormwood Drive.
- 2017 Roadway Resurfacing – Milling and paving operations are expected to begin this week in the Salvador Place & Flormond Avenue Neighborhood.
- 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 8 to present and discuss the project. A community meeting is planned for April 6 at 6:00 pm at Pathways Elementary School.
  - 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 investigating the possibility of slip-lining the existing outfall in order to determine if this is a viable alternative repair option.
  - Forest Hills Connector Trail – Staff received comments from FDOT this week, and is working on responses.
  - 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 was held on March 29.
  - Ph III 2-Inch Water Main Replacement – Peninsula – Project was advertised for bid on March 12; a pre-bid meeting was held on March 30.
  - Downtown Stormwater Phase 2 – Consultant 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.

- 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 for bids on March 12.
- OBSC Improvements – Field 3 Lighting – A Work Authorization for design was approval 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 – Design is in progress.
- Water Plant Upgrades – Staff is meeting with a Consultant to prepare a scope for the Sodium Hypochlorite 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 is finalizing application submittal for two pedestrian safety projects and one traffic operations project for this year's call for projects from the River-to-Sea TPO.
  - Updated Sandpiper Piping Project drawing as requested by Project Manager.
  - Researched historical documents regarding the Reflections Village Subdivision and possible old landfill location per Consultant's (Madrid Engineering) request.
  - Researched SPRC documents to locate stormwater master plan lot grading requirements for Chelsford Heights Subdivision.
  - On-site visit to 170 John Anderson Drive to verify code violation of homeowner removing and filling in required SWMP, per Neighborhood Improvement Division request.
  - Reviewed old building plans for 85 North St. Andrews and verified homeowner filled in their existing SWMP, as requested by Neighborhood Improvement Division for code violation.
  - Researched old files and drawings to locate any information relating to right-of-way for Old Tomoka Road (between Booth Road and SR 40), per Surveyor's (ATS) request.
  - Created Utility Drawing plans for OBSC Field 3 & 7 design.
  - Created exhibit Maps for Pedestrian Safety.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Dug out, formed up 15' x 4' concrete for Water Dept. on Laurel Oaks Cir; mixed & poured
- Concrete patch at edge of driveway on 400 block of Bryant St
- Grind asphalt edge at roadway on 900 block of Northbrook Dr
- Mixed and poured sidewalk on Scottsdale Dr
- Cut roots, prepped area for forming, formed gutter and basin on River Bluff Dr
- Asphalt patch for Water Dept. on Royal Dunes Cir, S Halifax Dr, 100 block Pinion Cir
- Patched pot holes in road in Ashton Look

### 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 dead maples on Broadmoor Cir; holly tree at The Casements; (2) trees on Ormond Lakes Blvd; (1) tree on S Center St & Tomoka Ave
- Dug out stumps (1) on Fleming Ave, (3) at pond at Old Kings Rd, (1) at Airport Sports Complex
- Trimming at Airport Sports Complex Field #7; low limbs at 300 block of N Yonge St, 200 block of Melrose Ave; Nova Rec
- Training on Bucket Truck

#### 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
- Straightened signs in various areas
- Trimmed sharp branches on Pineland Trl.; cut branches in ROW

#### 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
- Replaced (2) Stop signs at Collins St & Fleming Ave; (2) Stop signs at S Washington St & Live Oak Ave
- Installed (2) new HIP Stop signs on Central 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
- Cleaned Shop
- Basin repair on 100 block of River Bluff Dr
- Pond maintenance at ABC pond/Main Sail/South Division
- Ditch maintenance on Division Ave

#### Reach-out

- Pineland Trl./US 1; US 1

#### Street Sweeping/Streetsweeper

- 131 miles of road cleaned
- 35 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 27,329
- PM Services completed for the week



- Emergency Vehicles and Equipment: 2
- Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 9,425 gallons unleaded, 9,686 gallons diesel
  - Fuel used in one week: 1,750 gallons of unleaded and 479 gallons of diesel.
  - Fleet completed 30 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Utilities Yard Electrical & Pump Upgrades – Electric service is capable of operating all four irrigation pumps. Pumps will be set up so all four pumps alternate.
  - Biosolids Hauling and Disposal 2017 – A piggy back contract with Daytona Beach is being investigated since bids were recently received for this item from qualified hauling and disposal companies.
  - Deer Creek Reuse – Reviewed 90% design plans.
  - Fire Hydrant Replacement Program – Construction is on-going.
  - Lift Station 8M1 – Contractor indicated as-built drawings will be available at the end of the week. A request for clearance form is being processed.
  - Lift Station 10M & 12M Rehabilitation – Draft disposition memo to bid the project for the April 5 City Commission meeting is being processed.
  - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Televising started in sanitary sewer system 7P and will continue to system 8P.
  - Shadow Crossings Force Main Improvements – Preliminary as-built drawings were reviewed and sent to the contractor with comments.
  - Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
  - Elevated Storage Tank Repairs & Maintenance – Sent questions concerning primer and coating to the consultant to prepare a reply. Pre-bid meeting is April 5, 2017.
  - 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 installed. A start-up will be scheduled.
  - 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 an 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 was held on March 29.
  - 2016 2-inch Water Main Replacement Phase 3 Peninsula – The project was advertised for bids on March 12. A pre-bid meeting was held on March 30.
  - 2903 John Anderson – Received Use Permit from Volusia County for Right of Way utilization to install a new water service connection.
  - SPRC Projects (Utilities Review)
    - Celedine Subdivision – Revised plans were reviewed and comments provided.

- Chelsea Place Phase III – Received FDEP clearance for wastewater collection system.
- Huntington Green Roadway Connection – Reviewed plans.
- Huntington Villas – Received water, sewer & irrigation system shop drawings for review.
- Ormond Renaissance – Partial FDEP clearance requested for sanitary sewer line.
- Security First – Provided fire hydrant test data to the design engineer.
- Commercial Sampling Manhole – Distributed sampling manhole details for review.
- Valiant Diner – Received revised easement vacation and proposed easement plans for the water main relocation on the north side of the property for review.
- 589 South Yonge Street – Reviewed plans and provided comments.
- 1368 N. Ocean Shore – Project completed.

#### Water Treatment

- Delivered 39.41 million gallons for the week ending March 24, 2017 (5.63 MGD).
- Backwashed 11 filters for a total of 524,000 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 30.52 Million Gallons.
- Produced 29.34 Million Gallons of Reuse.
- Produced 1.18 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.36 MGD, plant designed for 8 MGD.
- Hauled 138.09 tons of dewatered residual solids (14%-18% Solids).
- Completed and Submitted FDEP Annual Water Quality Summary and Correlation Report.

#### Water Distribution

- Responded to and/or repaired 10 water leaks.
- Performed meter testing on a 3" commercial water meter, rebuild 2 each - 2" commercial water meters due to low test accuracy.
- Installed 9 new residential water meters.
- Replaced or repaired 10 water meter boxes.
- Replaced 4 water services due to low flow or leaks. Contractor installed 3 each - 2" casings for water services under roads.
- Repaired water main breaks- 2" GSP on Palmetto Dr and 6" AC on Fiesta Drive
- Performed pressure testing of 9, repaired 1 City owned backflow preventers.
- Responded to 10 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Exercised 9 valves for scheduled maintenance and/or outages.
- Completed maintenance on 9 fire hydrants in Aberdeen subdivision.
- Performed flushing in areas affected by water outages.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 125 regular and 3 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. There were 0 reuse trouble calls.
- Responded to 1 Request for Utility Verifications for residential and commercial properties.
- Located manholes in 6P, 7P, and 8P to assist contractor in cleaning & televising project.
- Repaired broken pipe at 65 Carriage Creek.
- Made temporary repair to leaking tank at WWTP.
- Continued flushing reuse system blow-offs on peninsula.
- Flushed 12 reuse system blow-offs in Breakaway Trails.

- Installed data recorders on 16"/10" reuse transmission line.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 38/38 psi, Ocean Mist Hotel @ 38/37 psi, Ormond Mall @ 11/10 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 20/16 psi, Westland Run 24/21 psi & Shadow Crossings Blvd. (4 inch) 10/8 psi.
- Televised 32 laterals from our PM list, 13 needed to be cleaned. Removed roots from 12.

#### Wastewater Plant – Lift Stations

- Spanish Waters, Static pressure = 42 psi, increased SCADA monitoring of pump run times.
- Breakaway Trails continued increased monitoring of lift station control cabinet, installed new 250 amp pump breaker, identified/removed un-utilized wiring not affecting station operation.
- River Oaks, replaced breakers & thermal overloads for new pump compatibility.
- Effluent Transfer Pump #1, Soft start faulted, reset unit to clear fault, ok.
- Digester Blower #2, Carrousel Blower #1, VFD fault, reset & adjusted parameters at VFD, ok.
- Dewatering Pump #3 Inboard, not functioning, reset at VFD, ok.
- Internal Recycle Plant Flow Meter, difficult to read, replaced worn display unit, ok.
- 3M – follow up from previous call, pulled pump #1 to clear blockages at volute, pulled pump #2 to change impeller & wear ring, ok.
- Decant Room; repaired sump pump discharge line as needed, ok.
- Equalization Basin, connected 4-20 milliamp signal wires to flow meter
- Influent Room, oversaw transfer of pump positioning, ok.
- McDonalds, Saddlers Run weekly odor control and wet well cleaning.
- WIN911 monitor/response: Halifax Medical Center, phase loss, vehicular accident – power pole, power restored upon arrival, ok; 3M, high level, #2 breaker tripped, #1 motor starter tripped, reset both, amp draw normal, will monitor.
- 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. Breakaway Trails, no starts #2, reset breaker, ok; Harley Davidson, Chelsea Place #1, 10M, no starts #1, reset motor starter, ok; McDonalds, uneven starts, reset motor starter, ok; 12M, high run hours #1, reset motor starter, ok; Chelsea Place #1, no starts #1, uneven & high run hours reset motor starter, ok, deragged both check valves, ok; 10M, high run hours, deragged both check valves, 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. Screw Pumps, #1, #2, #3; Sand Filters, #1, #2, #3;
- Quarterly Plant PM's: Reaeration Blowers, #1, #2; Decant Pump.
- Semiannual Plant PM's: Decant Pump. Carrousel Blowers, #1, #2.
- Lift Station PM's: 25 monthly and 1 annual performed.
- 72 work orders completed and closed for this section for this week.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- High Service Pump Bldg.: staged material for pump #2 plug valve replacement, adjusted packing, painted bolts from recent contracted painting requires pump shut to accomplish, will revisit after project is completed so pump can be removed from service.
- WELL 41- replace faulty 480/277 volt surge arrestor on B-phase, ok.
- Sodium hypochlorite pumps, pump #6 shutting off, VFD faulting, installed temporary VFD and ordered replacement unit, pump #5 replaced O-rings and inserted tube sleeves.
- Aerator Housing Refurbishment Project, assisted contractor with aerator tray installation.
- WTP Pump and Control Upgrades, assisted vendor with programming and testing of clear well VFD control panels.
- RO Clear well #1, Began draining clear well #1.
- Standish Booster Station, removed failed electric actuator - manually operating station fill valve.
- PM's: Sodium hypochlorite pumps 5, 6, 7; Clari-cones #1, #2, lime injection ports; all Division Wells

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program – Staff received a response from both industries the Utility deemed as possible contributors of excessive amounts of copper discharge to the sewer collection system. Staff has begun composite sampling of the facilities to ensure consistent compliance with the Local limits. Staff is reviewing the response to ensure completeness and compliance.
- Local Limits Evaluation – Staff completed the sampling required to evaluate the Utility's current local limits. Once the Utility receives the analytical report from the contract laboratory, staff will review the results and compare to current 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 for 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.
- Cross Connection Control Annual Report – Staff is compiling the data for the first annual CCC annual report required by the FDEP. The report highlights the backflow prevention device certification rate in the City.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- Staff attended and provided support for March 27, 2017, Neighborhood Improvement Advisory Board Mandatory Public Hearing Meeting
- Agenda packet preparation, creation, and distribution for April 5, 2017, City Commission Meeting
- Agenda packet preparation and creation for April 3, 2017, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation for April 18, 2017, City Commission Meeting