

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 17, 2017

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with Utilities Manager, Police Chief, and Planning Director

Spoke to, attended and/or met with:

- Rotary meeting
- United Way meeting
- General discussion meeting with Mayor and FL Hospital representatives Ed Noseworthy and Joni Hunt
- Bike share meeting with Julia Truilo, Ormond MainStreet and Peter Martinez, Mobile Share
- Health care meeting with HR Director and Jessica Scott, Brown & Brown
- FCCMA conference call

Community Development

Planning

- A Brownfield Advisory Board meeting was held on February 14 and the Board approved environmental work on 1535 US1 Highway North. Approved work included a Ground Penetrating Radar (GPR) to survey the site's underground and an Environmental Assessment (EA) Phase 1 was completed. An Environmental Assessment Phase 2 will be recommended to the Board for the same site next month depending on the findings from the Phase 1 EA. The board is awaiting another site access agreement for 1561 US 1 North.
- A neighborhood meeting for Tymber Springs was held at the Faith Lutheran Church at 2010 West Granada Boulevard. The meeting was well attended by 50 residents from both Breakaway Trails and Moss Point. The proposed development involves 34 townhomes on a 10 acre site between the back gate of Breakaway Trails and Moss Point. The residents did not support the current proposal at all but some residents did express an opinion that less units, higher priced homes, and a development such as Tuscany on smaller lots would be better than what was proposed.
- The Planning Director attended the Historic Preservation presentation as part of the monthly meeting of the local Chapter of the Florida Planning & Zoning Association.
- The Department conducted interviews for a vacant Building Inspector's position. An employment offer has been extended to a person who has a general contractor's license to build homes. If accepted, the inspector will be able to do, on a provisional basis, structural and 1 & 2 family inspections until licensed. Currently, much of the inspection workload is single family units. The 1 & 2 family assistance will reduce on a daily basis the number of inspections each inspector is currently assigned.

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued
- 500 inspections performed (106 by Private Provider)
- 144 permits valued at \$5,450,143.00

Development Services

- SPRC met with Ed Swartz concerning 100 North Halifax drive (fire access) and Ronnie Bledsoe for Gardens at Addison (Change from Condo to fee simple ownership – no density increase).
- Projects under construction and percent completed:

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

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff is working with the OCLS, LLC to evaluate options for extension of utilities to Tract 18, which is within Phase A Plat, to accommodate a potential development project. This is an ongoing process and staff will provide updates to the Commission.
- Airport Business Park
 - Staff is working with SKYO and the Florida Department of Economic Opportunity in monitoring of the 2016 job creation data.
 - Staff is working with a potential new business to purchase the vacant 6 Aviator Way property.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with economic development practitioners from cities in Volusia County to plan for the Florida Redevelopment Association annual meeting being held on October 16 in Daytona Beach.
 - Staff met with Ormond Beach Chamber Executive Director to discuss future economic development initiatives.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues to work with representatives of an existing Ormond Beach business that is seeking to construct a larger facility. The company has outgrown their current space and needs to build a new structure to accommodate growth.
 - Staff met with representatives of a company interested in relocating to a larger facility in Ormond Beach.
 - Staff met with a real estate investor interested in purchasing the former Wendy's property along North US 1 to redevelop the site for new retail uses.

- Staff met with a representative of a physician's group looking to purchase a property for their new offices. The next step in the process is to prepare a redevelopment conceptual plan for staff review.

Airport Operation and Development

- The first quarterly meeting of the Aviation Advisory Board was held this week on February 13. Mr. Wisniewski was selected as Chair, and Mr. Manne as Vice-Chair. The board agreed to keep the meeting time at 7:00 pm.
- 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.
- Staff completed work on a draft amended and restated lease agreement for Tomlinson Aviation. The new agreement expands the existing leasehold area, which will allow for the construction of new facilities adjacent to the existing hangar and the City's heliport.
- Staff has completed efforts with AVCON, Inc. and the Federal Aviation Administration to coordinate minor obstacle mitigation work needed for the new Precision Approach Path Indicator (PAPI) lights that were installed as an element of the Taxiway Golf project. Staff anticipates that this mitigation work may begin as early as next week.
- Staff has completed the final closeout documents for the federal grant that funded the airport master plan update and the airport stormwater master plan update.
- Representatives from Zev Cohen have begun work at the airport on the environmental assessment phase of the runway approach obstacle mitigation project.
- Staff is working with counterparts in Volusia and Flagler counties on issues pertaining to airport hazards and uses of land in the vicinity of the airport, in order to ensure that the City is in compliance with recent changes to Chapter 333 of the Florida Statutes.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - Enterprise Resource System development is on-going
 - Finalize FEMA project worksheet for reimbursement #1 (Debris removal \$2 million).
 - Prepare documentation for submittal to FEMA of direct labor and equipment costs incurred during the Hurricane Matthew "emergency measures" period.
 - Preparing final damage assessment of City property associated with Hurricane Matthew for submittal to FEMA.
- Completed Projects - Weekly
 - Processed 36 Journal Entry Batches (1938-2020).
 - Approved 18 Purchase Requisitions totaling \$129,146.29.
 - Issued 25 Purchase Orders totaling \$120,087.45.
 - Processed 4,262 cash receipts totaling \$1,041,604.11.
 - Prepared 176 Accounts Payable checks totaling \$387,012.92 and 56 Accounts Payable EFT payments totaling \$907,537.34.
 - Prepared 15 Payroll checks totaling \$14,753.23 and 341 Direct Deposits totaling \$421,151.40.
 - Transferred IRS 941 payment of \$159,203.00.
 - Processed and issued 4,458 utility bills with billed consumption of water of 20,812K.
 - Processed 2,074 utility bill payments through ACH totaling \$156,284.00.
 - Issued 942 past due notices on utility accounts.
 - Auto-called 92 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Power and Light Tree Trimming

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Completed Radio Show Before and After Commission Meeting Summaries.
 - Attended weekly staff meeting.
 - Attended COPS Quarterly Conference Call regarding SRO mandatory training and related travel reimbursement.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted online application for VOCA FY 2017-2018 funding for the Victim Advocate position within the Police Department. If awarded, this will be the City's 17th consecutive year.
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 7
 - Hazardous: 3
 - EMS: 83
 - Motor Vehicle Accidents: 7
 - Public Assists: 54
 - TOTAL CALLS: 158

 - Aid provided to other agencies: 21 Calls: Daytona Beach (8), Holly Hill (1), Volusia County (12)
 - Total staff hours provided to other agencies: 44
 - # of overlapping calls: 39
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 65
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 421
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- Training Hours
 - NFPA 1001: Firefighting: 16
 - NFPA 1002: Driver: 7
 - NFPA 1021: Officer: 3
 - NFPA 1410: Hose Drill: 39
 - NFPA 1500: Safety/Equipment: 14
 - EMT/Paramedic: 7
 - TOTAL TRAINING HOURS: 86
-
- Station Activities
 - Updated 11 pre-fire plans
 - Conducted 5 fire hydrant inspections
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- Significant Incidents
 - 2/11/17, 5:13 PM: Taylor St., Daytona Beach – Structure Fire – Assisted Volusia County with fire of a single family residence – provided a water shuttle with Tender 94 – also provided protection to additional structure in close proximity – crews cleared scene at 10:23 PM.

Human Resources

- Staffing Update
 - Requisitions
 - Summer Camp Counselors (Leisure Services)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)
 - Approved/Active Recruitment
 - Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, and internally.
 - Building Inspector (Planning) re-advertised 1-5-17 through 2-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Neighborhood Improvement Officer (Police) re-advertised 1-12-17 through 2-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Community Events Technician (Leisure Services) re-advertised 1-23-17 through 2-17-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Box Office Attendant (Leisure Services) re-advertised 1-23-17 through 2-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Recreation Leader (Nova/Leisure Services) open 2-10-17 through 2-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - MW IV (Drainage Maintenance/Streets/Public Works) open 2-10-17 through 2-20-17. Advertised internally.
 - Applications Under Review
 - Maintenance Worker II (Water Distribution/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)
 - Interviews Scheduled
 - Police Records Clerk (Police)
 - Office Manager (Leisure Services)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Background/Reference Checks/Job Offers
 - Police Captain (Police)
 - Police Officer (Police)
 - Firefighter/EMT (Fire)
 - Landscape Architect (Engineering)
 - Separations
 - Police Captain (Police)
 - Office Manager (Leisure Services)
 - Employee Events
 - Personal Health Assessments for employees scheduled for February 15, 16, and 21
 - Risk Management Projects
 - Mayor's Health and Fitness Challenge activities and planning
 - Attended Leadership planning meetings
 - Attended American Cancer Society meeting
 - General liability insurance coverage review
 - Finalizing property damage (Hurricane Matthew) claim

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects

- Finance/Community Development – CRM system replacement – IT and Finance staff working on system administration setup including Dashboard, User, and Role configurations, Tyler Trainers onsite.
- Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.

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

- Work Orders
 - New: 15
 - Completed: 34
 - In progress: 23

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 41,171
 - Inbound E-Mails Blocked: 21,642
 - Delivered Inbound E-Mails: 19,529
 - Quarantined Messages: 3,602
 - Percentage Good Email: 47.4%
 - Virus E-Mails Blocked: 2

- Notable Events:
 - None

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 2
 - Corrections: 0
 - Map/Information Requests: 45
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,180
 - Meters GPS located this week 100, total in system 23,428; 22,685 potable, 732 irrigation, 11 effluent
 - Notable Events: None

Leisure Services

Administration

- City Manager's Meeting
- Supervisory Staff Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- One-on-One Meetings
- Garden Club of the Halifax Country Meeting
- VCRDA Meeting
- Facility Tours with Commissioner Selby

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
- Conducted over-site of enhancement, trimming, installation 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
- Gold Medal Award Application
- Playful City USA Application Preparation
- Follow up for Community Garden Plots
- Field Trip at EDC – Pine Trail Elementary School 2/17
- EDC Weekly Attendance 2/4 to 2/10: 58

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
- SHS boys' soccer team continued practicing this for the State Championship to be held in DeLand this evening.
- OBSC continued practicing for upcoming tournaments on Soccer Field 8.
- Lady Renegades are holding practices for their two teams on Tuesday and Thursday nights at 6 pm at the Sports Complex on the Softball Quads.
- Golden Spikes are practicing Tuesday and Thursday nights at both Nova Fields and Wendelstedt/Kiwanis Fields.
- SHS Softball continued practicing this week Monday through Friday at the Softball Quad at the Sports Complex at 3:30 pm daily.
- SHS Baseball will be practicing this week on Monday, Tuesday and Friday at 3:30 pm on Wendelstedt Fields 2 and 3. They are also hosting their Preseason Classic Tournament on Wednesday and Thursday on Wendelstedt Field 1 and 2 at 5:30 pm.
- Tee Ball practices continued this week on the Tee Ball Fields at the Sports Complex
- OBYBSA started recreational practices this week at the Softball Quad and Nova Fields.
- Flagler Knights Football hosted their second home game on Saturday night at 6 pm at the Sports Complex on Championship Field 7.
- Florida Travel Ball hosted a Youth Baseball Tournament at the Nova Fields and Wendelstedt Fields on Saturday and Sunday starting at 8 am.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Continued dragging infields
- Painted Championship Field 7 for Flagler Knights football game
- Painted multi-purpose field for O-D Football Clinic
- Prepped fields at Softball Quad for Lady Renegades and SHS practices
- Prepped Wendelstedt 2 and 3 for SHS baseball practices
- Prepped Wendelstedt 1 and 2 for SHS Preseason Classic Tournament
- Dragged infields at Osceola Elementary and South Ormond
- Blew out batting cages and dugouts at Wendelstedt, Kiwanis and Softball Quad Fields
- Raked and dragged crimson stone at Wendelstedt in front of dugouts and on warning track
- Dragged all 20 fields daily

- Put together new soccer goals
- Put up windscreen at Nova tennis

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday
 - Follies held regular classes Monday through Thursday
- The Performing Arts Center hosted the following events:
 - Platters, Coasters, Drifters, Temptations Salute, Tuesday, 7 pm to 9 pm
- The Performing Arts Center is preparing to host the following:
 - Ms. Jackie's Bus, Saturday 2:30 pm to 4:30 pm and 7 pm to 9 pm

South Ormond Neighborhood Center

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

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Training of new Community Events Leader
- Attended Senior Games Committee Meeting
- Attended Memorial Day Committee Meeting
- Planning of 2017 events in the months of February through May
 - Reel in the Fun Fishing Tournament February 18 – applications, goody bags, nametags
 - Art in the Park May 6 and 7 – application tracking and input as well as sponsorship mailing
 - Memorial Day Remembrance Service, May 29
- Preliminary planning of one-year anniversary event for the EDC

Gymnastics

- February session in progress
- Trial classes are being offered to attract potential students
- Working with area high schools to attract potential students
- Team girls are preparing for next competition

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open Play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- Challenger ABC of Indoor Sports continues on Tuesday from 5pm to 6pm.
- Youth Basketball League continues with their playoffs this week.
- SPARC Valentine's Dance will take place on Friday evening.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- A wedding ceremony and reception were held at Bailey Riverbridge on Saturday from 1:00 p.m. to 7:00 p.m.
- Pilates classes met Monday through Friday at The Casements.
- The Casements Guild Executive Board held a meeting on Monday from 9:30 a.m. to 10:00 in the Preservation Room.
- The Casements Guild Administrative Board held a meeting on Monday from 10:00 a.m. to noon in the Preservation Room.
- Yoga class met on Tuesday morning at The Casements.
- The Memorial Day Remembrance Board held a meeting on Wednesday from 11:00 a.m. to 1:00 p.m. in the Preservation Room.
- Lohman's Healing Path Workshop met on Wednesday from 2:00 p.m. to 5:00 p.m. in Room 205.
- Zumba class met on Thursday at The Casements.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Measured canopies at ballfields
- Removed and replaced rock wall at Andy Romano to have brackets painted
- Fixed handrail at Bailey Riverbridge
- Fixed swing at South Ormond Neighborhood Center
- Secured playground for poured in place job at Andy Romano Beachfront Park
- Worked on top caps for block wall at Andy Romano Beachfront Park
- Replaced deteriorated bench seats at Andy Romano Beachfront Park
- Repaired telescope on playground at Andy Romano Beachfront Park
- Replaced deteriorated wooden boards on boardwalk trail

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Quarterly preventative maintenance inspection of air conditioning systems citywide
- Programmed ten remotes for WW Utilities
- Repaired the men's room toilet at Cassen Park
- Checked the gate at Public Works
- Assisted with awning repair at Fleet
- Repaired the thermostat at WW Utilities
- Restarted the chiller at the Police Department
- Checked the bay doors remote transmitters at Fire Station 94
- Checked water leak from the commercial refrigerator at The Casements
- Repaired the breakroom sink drain at the Police Department
- Rekeyed the Office Assistant's door in HR
- Checked the maintenance office roof leak at Airport Sports
- Replaced the soap dispenser at Central Park 1
- Repaired the women's toilet at the PAC
- Repaired the rooftop flashing at the Airport Tower
- Replaced rusted toilet bolts at Andy Romano
- Replaced the second floor ladies' room flushing diaphragm at City Hall
- Cut three plywood covers for ground grates at The Casements
- Checked the roof leak at Ames House

- Repaired the first and second stall toilets in the ladies restroom at The Casements
- Replaced the ceiling tile in the vault at City Hall
- Replaced the men's room toilet handle Building D at the Senior Center
- Repaired the west side ladies room toilet at SONC
- Delivered 40 chairs to the Police Department
- Replaced the lights in stall 2 in the pistol range at Police Department
- Repaired the parking lot light pole at Nova
- Repaired the sink backsplash at Fire Station 94

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey attended the Police Athletic League's Board of Directors meeting.
- Chief Godfrey met with Paul MacDonald, City's Landscape Architect, to discuss the sally port at the Police Department.
- Staff hosted a meeting with Salvatore Gintoli of Stewart-Marchman-Act Behavioral Healthcare to discuss admission procedures and guidelines.
- Chief Godfrey attended the Line Supervision Staff panel at the Daytona State College Advanced Technology Center.
- Staff attended the Ormond Beach Elementary Shifters bicycle ride.
- Staff participated in the "Cannonballs for Kayne" fundraising event at the YMCA.
- Staff attended the graduation ceremony for Academy students from Daytona State College.
- Captain Rosenthal attended the Southern Police Institute Command Officers Development Course.
- Captain Crimins hosted an Awards Committee meeting.

Community Outreach

- "Cannonballs for Kayne" event was held February 11th at 3 pm where around 300-350 people participated.
- DARE at St. Brendan's Academy, Ormond Elementary and Calvary Christian Academy.
- Citizen Police Academy for both Bear Creek and Aberdeen recruitment is ongoing.
- SLAP registration for February 23rd is two-thirds full.
- Self-defense class for ERAU ROTC is full.
- Purchase order completed for Defensive Tactics mats.
- Responded to Crime Opportunity Report Form inquiries.
- Coordinated Outside Details.
- The Police Athletic League's "Youth Director's Council" delivered a van full of donated blankets and clothing to the Halifax Urban Ministries Star Center.
- *Tutors R Us* program continues at the South Ormond Neighborhood Center. Currently 27 youths are registered for the 9 week tutoring program.
- The *R.E.A.D., Reading, Exploration, Adventure and Discover* program for 3rd, 4th and 5th grade has become a very popular. Currently, we have 19 youths registered for the Tuesday class and 18 youths registered for the Thursday class. This represents an increase of 12 students from the average of 25 youths in previous years.
- The second grade *R.E.A.D.* program began Wednesday, February 15. We anticipate 10-12 youth to participate in this 8 week reader's theater program.
- Currently, boys' teams for 10U, 12U and 14U and a girls 8/9th grade team are completing applications. The teams will participate in local and state basketball tournaments throughout Florida.

Community Services & Animal Control

- Animal Calls responded to: 46
- Animal Reports: 2
- Animal Bite: 1
- Animals to Human Society: 4
- Wildlife: 1

Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 7
- Inactive: 9
- Fraud: 6
- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 2
- Auto Theft: 1
- Vandalism: 6
- Missing Persons: 1
- Assaults: 1
- Police Information: 3
- Suspicious Incident: 1
- Threatening Phone Calls: 1
- Civil Complaint: 1
- Disturbance: 1
- Well Being Check: 1

Records

- Walk - Ins / Window: 80
- Phone Calls: 78
- Arrest / NTA'S: 12
- Citations Issued: 102
- Citations Entered: 160
- Reports Generated: 125
- Reports Entered: 118
- Mail / Faxes / Request: 35

Patrol

- Total Calls: 1,331
- Total Traffic Stops: 123

Operations

Crime Opportunity Report Forms: 196

- 02/08/17
 - Theft, 1340 West Granada Boulevard (Lowes). The victim put her cell phone down on the register and left the store. When the victim left returned to the store, the phone was gone.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was arrested for taking items from the store without paying from them.
 - Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). While investigating a shoplifting, a subject was found to have an open warrant for Grand Theft/Dealing in Stolen Property.
 - Burglary Residential, 368 Wilmette Circle. Samsung flat screen television and a pressure washer were taken.
 - Aggravated Battery Domestic Violence Arrest, 152 Dix Avenue. Victim came to the lobby of the police department to report a battery. The victim was kicked and struck in the face. A charging affidavit was completed and the subject was later taken into custody.
- 02/09/17
 - Battery Domestic Violence Arrest, 771 West Granada Boulevard #2302 (Olive Grove Apartments). A victim was pushed into a table and hit. A charging affidavit was completed at the time of the incident and the subject was later taken into custody.
- 02/10/17
 - Theft, 910 North United States Highway One (AT&T). Apple iPad Air 2 stolen.

- Carbreak, 99 South Halifax Drive. Victim reported her massage table taken from the bed of her pickup truck.
- Stolen Vehicle Recovery Arrest, 1521 West Granada Boulevard (Walmart). While investigating a domestic disturbance, officers discovered a tag and vehicle that was reported stolen out of two other states. The subject was identified and arrested.
- Driving Under the Influence Crash Arrest, Main Trail and Stonehaven Trail. Officers located a vehicle partially lodged upon a coquina rock after a report of a crash.
- 02/11/17
 - Warrant Arrest, 299 North Orchard Street (Lucky's Towing). Subject was contacted at this location and arrested.
 - Theft, 801 South Nova Road (Rockin' Ranch). A patron's wallet and phone were stolen.
 - Narcotics Arrest, 22 South Beach Street (City Hall / Library parking lot). Officers received a call of a subject possibly breaking into a vehicle in the parking lot. Subject was located inside his own vehicle and was in possession of narcotics.
- 02/12/17
 - Stolen Vehicle, 700 Ocean Shore Boulevard. The Victim's vehicle was stolen overnight; the vehicle was left unlocked with the keys inside.
 - Battery Domestic Violence Arrest, 910 South Atlantic Avenue (Planet Fitness). Multiple witnesses reported seeing a male and female in a physical altercation as they were leaving the gym. Contact was made with both parties in the parking lot.
 - Shoplifting, 690 South Nova Road (7-11 Convenience Store). Unknown male entered the business and stole beer.
- 02/13/17
 - Theft, 49 South Yonge Street (Sparkle N Shine). The business reported that an employee possibly took \$450.00 in cash out of a vehicle.
 - Warrant Arrest, 182 Arroyo Parkway. Subject was intoxicated and found to have an open warrant.
 - Warrant Arrest, 189 Ann Rustin Drive. Subject was contacted at his mother's residence where he was taken into custody.
- 02/14/17
 - Theft, 330 South Atlantic Avenue (Burger King). The Manager of the business reported that the safe was \$704.24 short today.
 - Theft, 100 Business Center Drive #23 (Clearing Excavation). The business owner reported that there were some tools taken from inside the business.
 - Theft, 85 Rogers Park Dr. The victim stated that her roommate took some of her prescription medications while she was out.
 - Aggravated Battery Arrest, 601 West Granada Boulevard. Two transients were involved in an altercation where one hit the other with a large flashlight.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 61
 - Number of Uniform Traffic Citations Issued: 80
 - Number of Written Warnings Issued: 3
- Traffic Crash Reports
 - Number of Crashes without Injuries: 17
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 2 Cases initiated
- 17 signs have either been removed or sign cases created.
- 11 tree removal permit requests.

- Administrative staff assisted with four (4) walk-ins and seventy-six (76) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - 2-Inch Watermain Replacement Phase 2 – Mainland – Construction is complete. First/Final Change Order for additional contract time scheduled for the Commission meeting on March 20.
 - 2016 Roadway Resurfacing – Milling and paving on Fernway and Biltmore was completed this week.
 - Water Treatment Plant Lime Silo Dust Arrestor – The Contractor has completed construction of the project; a startup of the equipment was held on February 2. The Contractor is addressing final items with a final inspection anticipated next week.
 - Water Treatment Plant Controls and Pump Upgrade – The Contractor has formed the bases for pumps 4 & 6, and is preparing the lime sludge pump area for construction/modification of the two lime sludge pump bases; it is anticipated that the four pump bases will be poured at the same time.
 - Laurel Creek Stormwater Pump Station Improvements – The generator was installed and start-up and testing is scheduled for next week.
 - SONC Surveillance and Lighting – Purchase Orders have been issued for installation and materials. The Contractor is preparing a construction schedule for staff review.
 - CDBG – Hospital Garden Landscaping – The project is complete.
 - Police Department Sally Port – A pre-construction meeting was held, the Contractor is preparing a construction schedule for staff review.
 - Nova Community Park Speed Tables – The project is complete.
 - ARBFP Hurricane Matthew Repairs - A work authorization has been issued for repairs to the damaged pedestrian beach access ramp.
 - 2017 Storm Drain Pipe Lining - Bids were opened on Tuesday February 7. Bid award is tentatively scheduled for the March 21 commission meeting.
 - Seawall Repair at Ames and Riviera Parks - Bid award is tentatively scheduled for the March 20 City Commission meeting.
 - Fluhart Guardrail Repair - Work is complete on the reconstruction of the guardrail at Fluhart Drive and Riverside Drive.
 - Design Projects:
 - South Peninsula Reclaimed Expansion – A community meeting was held February 1 at The Casements, a pre-bid meeting for this project was held on February 8.
 - West Ormond Community Center – Met with the police and fire chiefs to discuss EOC needs for including an EOC at the proposed community center. A joint meeting with the LSAB and QLB Boards is scheduled for March 8 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.
 - Cassen Park Public Dock – Staff was notified by FIND that the City has made the cut for award of the Grant for the Phase 1 funding. The grant amount approved was for \$53,299. The Army Corps of Engineers has issued the public notice for the permit and all comments should have been received. The consultant submitted the response to FDEP for the RAI received and expect that permit processing will follow shortly. Staff is having its consultant prepare the grant application for resubmittal to FIND and FFWC for grant funding for construction costs.

- Sanitary Sewer Inflow/Infiltration – Bid was awarded at the February 7 City Commission meeting. The contracts are being executed by the Contractor, with an anticipated Pre-Construction meeting/NTP the week of March 6.
- WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant is proceeding with design.
- Effluent Outfall Replacement – Two bids for the project were received. The bids were above the engineer's estimate and the budgeted amount. Staff and its consultant are reviewing the bids and determining if any modifications can be made to lower the project cost.
- Forest Hills Connector Trail – 60% plans were transmitted to FDOT on January 30 for review. City staff has completed FDOT LAP (Local Agency Program) training to meet certification requirements for LAP funding. FDOT LAP Certification tool and certificates of completion have been uploaded for FDOT review.
- CDBG (canoe kayak launches) – Staff is addressing FDEP comments in advance of their issuing a permit for the kayak launch that will be located at Cassen Park.
- Ph III 2-Inch Water Main Replacement – Mainland – Scheduled for disposition to advertise for bids at the March 7 City Commission meeting.
- Ph III 2-Inch Water Main Replacement – Peninsula – A Public meeting was held on February 1 for this project and the South Peninsula Reclaimed Water Main Extension project. The project will be presented for disposition at the March 7 City Commission meeting.
- Downtown Stormwater Phase 2 – Staff met with New Britain Avenue property owners to discuss right-of-way issues and project schedule.
- Fleming Ave Stormdrain Improvements – The consultant provided some design options based on the computer model and will be finalizing his recommendations and cost estimates in a summary report. Staff is considering applying for HMGP funding for this project available through Hurricane Matthew.
- Wilmette Avenue Pumping – Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Coquina Court Drainage – Consultant has prepared a nodal diagram and will run the model to see what improvements should be made.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- 2017 Roadway Resurfacing – Bid award scheduled for February 21 City Commission meeting.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen – Conceptual design was submitted and is under review.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – A Purchase Order was issued to AAT Roofing for roof repairs at the water plant and wastewater plant. A purchase order for replacing the damaged maintenance bay doors at the WWTP was issued, work is expected to begin in 2-4 weeks. A mold assessment was performed February 2, test results are expected next week, and a final report the following week.
- Administration/Meetings/Customer Service/Other:
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Setting Sun Trail, per Bright House Networks request.
 - Completed Right-of-Way survey at the Fluhart Drive/Riverside Drive intersection to aid in determining location of proposed roundabout.
 - Completed topographic survey of the drainage area between 50 and 60 Sandpiper Lane and created construction site plan drawing for proposed storm water piping project.

- Created a concept plan of 88 South Atlantic Avenue as a proposed beach parking lot.
- Updated construction plan set for the Lakebridge Median Improvements, per Project Manager's comments.
- Continued to update concept drawing plan for proposed Riverside Drive & Fluhart Drive Roundabout, per Project Manager's comments.
- Began the sketch and legal descriptions for 2908 John Anderson Drive and 32 Sand Dollar Drive Annexations, per Planning Department request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Asphalt utility cut in road on Warwick Ave at Yonge St
- Asphalt patch in roadway on 200 block of S Halifax Ave
- Cut broken sidewalk on 700 block of Granada Blvd; removed, formed and poured
- Overlay depression on Stonehaven Trl at Fox Run, Harvard Ave – A1A - Riverside
- Assisted Parks Dept with foul poles, mixed concrete at Sports Complex
- Removed forms, cleaned job in Ormond Lakes
- Patched section of driveway on Sycamore Cir
- Cut out and removed section of driveway on N Halifax at Golfview Ln
- Asphalt patch in front of driveway on Kimberly Dr
- Patched pothole on Hidden Hills Dr, and Pineland Trl

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
- Cut and removed downed tree on Timberlake Ln
- Picked up trees on Arroyo Parkway & S Ridgewood Ave
- Removed tree & stump grind on 100 block of Kenilworth Ave
- Removed trees from R/W on Ormond Lakes Blvd
- Removed pine tree on South Forty at Sage Brush Trl; (2) trees on 1100 block of Sherbourne Way; sycamore tree on 200 block of Melrose Ave
- Trimmed tree on 300 block of Greenwood 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
- Picked up debris & old furniture on Railroad St, Arroyo Pkwy, & S Ridgewood Ave
- Assisted Sign Shop in installing posts at Sports Complex
- Cut branches & trimmed bushes at South Ormond Neighborhood Center

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Checked for installation of 15mph Speed Limit sign at Granada & Casements Dr
- Ordered Sign Shop materials

- Installed (2) new Do Not Enter signs on Riverside Dr
- Installed Family Park sign on Rosewood Ave
- Removed 15 mph Speed Limit signs at Sports Complex (back road)
- Installed thermos-plastic Stop bars & crosswalks at Riverside Dr/Casements Dr
- Straightened signs/posts in various locations citywide

Stormwater Maintenance

- Pond maintenance on Timberlake Ln, and at the airport
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Lift station maintenance on Bennett Ln
- De-littered ponds citywide
- Pipe repair on Dormont Dr
- Basins inspected/cleaned on Beachside & Zone II

Reach-out

- S Center St, Fleming Ave

Vactor

- Basin cleaning – The Trails, Hotel St
- Baffle box inspections on 100 block of River Bluff Dr

Street Sweeping/Streetsweeper

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

Fleet

- Mileage traveled by all departments for the week: 22,892
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 11
- Road Calls for the week: 2
- Quick Fleet Facts:
 - Fuel on hand: 15,294 gallons unleaded, 7,738 gallons diesel
 - Fuel used in one week: 1,896 gallons of unleaded and 1,157 gallons of diesel.
 - Fleet completed 40 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – A meeting was held to discuss coordination of scope of work on plans. Fleet will install the automatic transfer switch, generator and wiring between the generator and the transfer switch.
 - Deer Creek Reuse – Reviewed model drawings depicting reuse pressure results. Received 90% design plans for review.
 - Fire Hydrant Replacement Program – Completed the second year of the contract. Fire hydrant replacement in the near future will require 2 each temporary lane closures and detours on Riverside Drive for ½ day or so duration. Replaced fire hydrants at 18 Heather Lane, 1515 Poplar Drive and 50 Sycamore Circle.
 - Lift Station 8M1 – A proposal for additional cost is forthcoming to address unforeseen sewer main repair needs based upon field findings. Wetwell and sewer manhole were coated. Pump station start up is scheduled on Thursday.

- Lift Station 10M & 12M Rehabilitation – Plans are revised to utilize the existing wetwell during bypass activities during upgrades. A bid estimate was received from the design engineer for \$313,110.00. A bid request approval form will be prepared.
- Sanitary Sewer Piping Video Investigation & Engineering Report Project – Contracts are being executed and a preconstruction meeting is tentatively scheduled for the first week in March.
- Shadow Crossings Force Main Improvements – Connections were made to the new sanitary force main and the new force main is in service. Restoration work is in progress.
- Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
- Elevated Storage Tank Repairs & Maintenance – Final plans and specifications were received for final review. Logo concepts are being evaluated. The bid date was revised to April 19, 2017.
- South Peninsula Reclaimed Expansion – The advertisement for bid date is February 23, 2017.
- Water Plant Aerator Housing Rehabilitation (CIP) – Aerator No. 2 is being rehabilitated by the vendor. Additional costs to repair deterioration and cracking of the inlet and outlet flanges were received. The additional cost is \$3,558.
- Water Plant Lime Silo Dust Arrestor Project – Punch list items for the ladder and the fill line remain to be addressed.
- Water Plant Pump & Control Upgrades – The Contractor has poured the concrete bases for pumps 4 & 6 and the lime sludge pumps. A shut down is being scheduled to modify the plant controls to activate these pumps.
- Water Plant Lime Sludge Dewatering Improvements – Additional references for lime sludge dewatering equipment applications are being investigated for determining feasible design alternatives/technologies.
- WWTP Outfall Pipe Replacement – The bids were over the budgeted amount. Bids are being reviewed to determine if any modifications to the scope are available to lower the project cost.
- WWTP Sludge Dewatering Improvements – Awaiting consultant scheduling of plant visits for nearby screw press dewatering applications.
- Utilities SCADA Upgrades – An additional radio survey to determine the feasibility of using the Leeway Tank to enhance radio transmission capabilities is being considered.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – Bid documents are scheduled for consideration at February 21 City Commission meeting.
- 2016 2-inch Water Main Replacement Phase 3 Peninsula – Bid documents are scheduled for consideration at February 21 City Commission meeting.
- SPRC Projects (Utilities Review)
 - Celedine Subdivision – Plans were reviewed. Comments were sent to the design engineer for resolution. Legal Department was contacted concerning the preparation of a development agreement for project. A will serve letter was prepared in response to Flagler County's request.
 - Chelsea Place Phase III – As-built drawings are pending. The punch list items were reviewed and a final inspection will be scheduled.
 - Huntington Villas – Received water, sewer and reclaimed water shop drawings for review.
 - Ormond Renaissance – Partial clearance from FDEP for a portion of the sanitary sewer line was applied for.
 - Plantation Oaks – Volusia County Health Department water system permit was received for Phase 2A, Plantation Oaks Blvd. and the clubhouse.
 - Ocean Green Village – Met with owner and developer to discuss various options for connecting to the City water and wastewater system to obtain service.
 - Pet Street Veterinary Care Center – Reviewed revised plans. Utility Division comments were addressed.
 - Valiant Diner Phase 2 – Reviewed resubmitted plans. Utility Division comments were addressed.

- Commercial Sampling Manhole – Distributed proposed sampling manhole details for review.
- 407 Airport Road – Construction completed.
- 1245 W. Granada – Utilities information was provided to a potential property purchaser.
- 1368 N. Ocean Shore – Construction is completed. Final inspection needs to be performed.

- Water Treatment
 - Delivered 37.45 million gallons for the week ending February 10, 2017 (5.35 MGD).
 - Backwashed 10 filters for a total of 540,000 gallons backwash water.
 - Raw water average daily withdrawal rate from all wells through January 31, 2017 @ 6.143 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
 - Produced & hauled 54 wet tons of dewatered sludge (65 - 70% solids).
 - Operated north & south plant generators for routine PM.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.46 Million Gallons.
 - Produced 23.48 Million Gallons of Reuse.
 - Produced 3.98 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.92 MGD, plant designed for 8 MGD.
 - Hauled 154.12 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to and/or repaired 12 water leaks.
 - Installed 5 new residential water meters.
 - Replaced or repaired 10 water meter boxes.
 - Replaced 6 water services due to low flow or leaks.
 - Performed pressure testing of 3 City owned backflow preventers, 1 needing repairs.
 - Responded to 7 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Performed scheduled water main outages to replace aged fire hydrants located at 1515 Poplar Dr, 1418 N. Beach St, 50 Sycamore Cir, 18 Heather Lane, 74 & 92 S. St. Andrew Dr.
 - Replaced a leaking 2" irrigation water service valve at 281 S. Atlantic Ave.
 - Exercised 20 valves for scheduled maintenance and/or outages.
 - Rescinded all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 146 regular and 1 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 0 in the conventional system service area.
 - Responded to 8 Request for Utility Verifications for residential and commercial properties.
 - Exercising main line forcemain valves in Phase [1] of Hunters Ridge to bleed off air and to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Attempted to rehab 23 Lake Vista and discovered that tank was broken - replaced tank.
 - Assisted contractor with conversion of new main tie in to existing main at Shadow Crossing.
 - Installed new force main valve at the intersection of Foxhunter Flat & Huntsman Look on the south line in conjunction with the force main work.
 - Installed pressure recorders on the reuse system at 134 Forest Quest and just west of Leeway and Airport Rd.
 - Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 35/30 psi, Ocean Mist Hotel @ 27/25 psi, Ormond Mall @ 10/10 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (2 inch) 22/0 psi, Westland Run (2 inch) 19/0 psi & Shadow Crossing Blvd. (4 inch) 4/0 psi.

- Televised 23 laterals from our PM list, Found 9 that needed to be cleaned, and 14 that were clean and clear, and 0 that need to be repaired. Removed roots from 8.
- Wastewater Plant – Lift Stations
 - SCADA Server for WWTP - IT contacted for replacement UPS unit, replaced, ok.
 - Centrifuge #1, continued reassembly and troubleshooting.
 - Centrifuge #2, shaft bearing noise noted at main bowl motor, replaced with new inventory, ok.
 - Influent Room, oversaw transfer of pump positioning status, ok.
 - Micro C, sump pump not working, floats stuck, adjusted as needed, ok.
 - Chelsea Place #2, met contractors on site to review riser pipe repair.
 - 8M1, February 6, Contractor began rehab of station – work in progress.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: none to report.
 - SCADA monitor/response: 7M1, no starts #2, reboot VFD, ok; Camelot, high run hours #1, pulled pump and deragged impeller, ok; 3M, high run hours, deragged both check valves, ok.
 - SCADA technician activities: ordered 2 new SCADA antennas; running remote connection test with the SCADA Lift station server, server has not failed while remote connections were limited; client workstation @ WWTP influent PLC will not boot up, troubleshooting.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Lift Station PM's: 22 monthly performed.
 - 57 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - Lime sludge feed pumps, began wire pull from new pump VFD cabinet to high service pump building PLC to support pump upgrade project.
 - Polymer Building, replaced timer at mixing tank, ok.
 - Fluoride injection pump, rebuilt, tested and returned to service.
 - Claricone #1, assisted operations with cleaning.
 - Bird Centrifuge, unit shutting down for out of balance condition, manually flushed bowl assembly to remove build up, returned to service, ok.
 - LPRO clear well, isolated electric power to panel TPCP to support VFD project.
 - Housekeeping: re-use stations inspected and cleaned as necessary.
 - Preventative Maintenance (PM's): Division Wells; Riverview, Granada, Tomoka State Park and Standish Booster stations
- Wastewater Collection/Treatment/Disposal Regulatory Activities
 - Industrial Pretreatment Program – Staff received a response from one of the two industries the Utility deemed as possible contributors of excessive amounts of copper discharge to the sewer collection system. Staff is reviewing the response to ensure completeness and compliance.
 - Industrial Pretreatment Annual Report – Staff is compiling data to complete the IPP annual report. The report highlights the programs activities for the 2016 calendar year to the FDEP.
 - Annual Reuse Report – Staff prepared and submitted the City's 2016 FDEP Annual Reuse Report which summarizes the quantity of reuse utilized by unique users, i.e. golf courses, residential, and commercial.
- Water Supply/Treatment and Distribution System Regulatory Activities
 - Breakaway Trails Annual Irrigation Report – Annually the City reports to the SJRWMD the amounts of groundwater and surface water utilized solely for irrigation purposes in the West Ormond Utilities Area. The 2016 report quantifies and describes the use of groundwater for irrigation purposes. Data illustrates groundwater use continues to decrease as reuse water is available as the primary source for irrigation in this area.
 - 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.

- Volusia County Health Department Inquiry – Staff assisted the VCHD in obtaining a timeline of the Utility's activities during and immediately following Hurricane Matthew.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Agenda packet preparation, creation, and distribution for February 21, 2017, City Commission Workshop (MacDonald House Update) and City Commission Meeting
- Agenda packet preparation and creation for February 22, 2017, Budget Advisory Board Meeting