

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 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 meeting with Utilities Manager
- Agenda packet review
- Prepared for Financial Trends workshop
- Prepared for upcoming speaking engagements at Aberdeen and Chamber Leadership
- Prepared evaluations for senior staff

Spoke to, attended and/or met with:

- Rotary meeting
- Quarterly FHCP meeting with senior staff and FHCP representatives
- Swearing in ceremony for Police Captain Christopher Roos

Community Development

Planning

- 1535 US1 North (vacant gas station site)
 - Beth Norman, Project Manager for CARDNO, and the Planning Director met with Rene VanSchaack who is representing the owner of 1535 US 1 North (vacant gas station) prior to the Brownfield Advisory Board (BAB) meeting. Chris Butera is the commercial broker for this property. The Department got involved when Chris Butera responded to one of the Department's marketing email brochures discussing our brownfield program which was sent to the Commercial Investment Division of the DB Realtors Association. The property has been on FDEP's list for funding but the scoring indicates it will be many years before funds will be available from FDEP to assist the owner in this cleanup. CARDNO and the City identified an approach that could get this property off of the environmental contamination list and the applicant's owner is quite pleased since the owner will not be out of pocket and there is a franchisee for a retail store interested in the front portion of the land, provided the environmental closing can be accomplished as discussed.
 - The Brownfield Advisory Board met on Tuesday night to discuss with CARDNO 1535 US 1 North. The Brownfield Advisory Board approved and gave direction to the Planning Director to have CARDNO expend funds on this property. The Department received an executed site access agreement from the owner and CARDNO performed a geophysical investigation of the property along with an updated PH1 ESA. The data on FDEP Oculus indicates it is old so staff is required by ASTM standards to redo some of the documentation. Staff will be doing a PH2 ESA and some elements of a cleanup plan for the site. The equipment for the monitoring wells appears to have been turned off around 2007 but recent investigation of the site indicates the plume has not increased nor has it crossed the property's boundary. CARDNO indicated to the owner's representative that they may want to do some monitoring samples along the boundary to reconfirm only. Once all the information that is required is completed, CARDNO will meet with FDEP and EPA to request a Site

Rehabilitation Completion Order (SRCO) that will have some institutional controls (covenants regarding capping and no use of groundwater for landscape watering). While not 100% certain, CARDNO is fairly confident of getting the SRCO with conditions. Once this SRCO is issued, the property will be taken off the environmental list. The City will be paying for all of work and services since it is eligible under the grant.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued
- 489 inspections performed (55 by Private Provider)
- 221 permits valued at \$2,817,867.00

Development Services

- SPRC did not meet during this reporting period.
- Projects under construction and percent completed are provided below. Several new projects have been added as a result of approved Development Orders and they are denoted in **bold** below:

Project	% Complete
146 North Orchard Street	95%
783 North US 1	30%
Antares of Ormond Beach	0%
McDonald's, 1530 North US 1	95%
McDonald's, 105 Interchange Boulevard	95%
Pet Street Vet, 240 South Nova Road	0%
Realty Pros	60%
Specialty Surgery Center	0%
S. R. Perrott Office	98%
Valiant Diners, Phase 2	0%
Huntington Villas, Phase 1B	30%
Chelsea Place, Phase 3	95.5%
Ormond Renaissance Condo	55%
Plantation Oaks Phase 1 Utilities	0%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff continued its work with the OCLS, LLC regarding the development of Tract 18 located within the Commerce Park portion of Ormond Crossings to accommodate a potential development project. This is an ongoing process and staff will provide updates to the Commission.
- Airport Business Park
 - Staff is working with SKYO and the Florida Department of Economic Opportunity in monitoring of the 2016 job creation data.
 - Staff is working with Edgewell and the Florida Department of Economic Opportunity in monitoring of the 2016 job creation data.
 - Staff worked with Prime Global Group with the expansion plans at their new headquarters at 3 Aviator Way. Formal architectural and site plans will be submitted to the City next week.

- Staff assisted the owners of Prime Global Group in their purchase of 6 Aviator Way. In 2016, Prime Global Group purchased 3 Aviator Way and moved their business from New Jersey. An associated business of Prime Global is expected to locate and renovate this vacant building at the Airport Business Park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff continues working with Ormond Beach Chamber Executive Director to implement the 2017 Rediscover US 1 Scavenger Hunt, which will run from April 21-29. A list of Ormond Beach participating businesses will be provided in the next 2 weeks.
 - Staff is reviewing the current Legislative Tracking Report submitted by the City's state lobbyist to determine potential impacts to the City.
 - Staff attended the Tyler Technology training sessions.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- Staff met with representatives of Hoyle, Tanner and Associates regarding the environmental assessment project for the airport. The environmental assessment is the first phase of the project to design and construct the rehabilitation and extension of Runway 8/26.
- Staff completed work to prepare and submit to the Florida Department of Transportation a request for Joint Participation Agreements to fund the state share of two airport improvement projects; the design of new access roads from the Airport Business Park into the southwest quadrant of the airport and the design of improvements for the public use heliport.
- Staff completed work to draft an interlocal agreement between the City and Volusia County regarding construction permitting procedures within the vicinity of the airport. A similar agreement was also drafted for Flagler County, portions of which rest beneath the airspace attributed to the Ormond Beach airport.
- Staff continues working with AVCON, Inc. and the Federal Aviation Administration to coordinate final adjustments to and flight testing of the new Precision Approach Path Indicator (PAPI) lights that were installed on all four runways as part of the Taxiway Golf project.
- Representatives from Zev Cohen continue to work at the airport on the environmental assessment phase of the runway approach area obstacle mitigation project. One of the objectives of the project is to mitigate obstructions without negatively impacting the habitats of protected wildlife.
- Construction work at the Flagler Executive Airport may result in an increase of air traffic at the Ormond Beach Municipal Airport, as well as other airports in the vicinity.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement preparations are in progress
- Completed Projects - Weekly
 - Processed 30 Journal Entry Batches (2389-2498).
 - Approved 15 Purchase Requisitions totaling \$1,176,297.06.
 - Issued 18 Purchase Orders totaling \$114,671.06.
 - Processed 4,768 cash receipts totaling \$874,150.50.
 - Prepared 121 Accounts Payable checks totaling \$114,919.48 and 36 Accounts Payable EFT payments totaling \$465,358.27.
 - Processed 2,219 utility bill payments through ACH totaling \$201,995.00.
 - Prepared 17 Payroll checks totaling \$14,667.73 and 339 Direct Deposits totaling \$459,734.55.
 - Transferred IRS 941 payment of \$176,419.25.
 - Issued 803 past due notices on utility accounts.

- Auto-called 129 utility customers regarding receipt of a past due notice.
- Processed 311 payments through Interactive Voice Response System totaling \$29,606.16.

Grants/PIO

- Public Information
 - Press Releases
 - Movies on the Halifax (4/7, "Nine Lives," PG)
- 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.
 - Scheduled CodeRED notifications to residences where hydrant flushing will occur.
 - Coordination of VLOC Distinguished Award 2017 nominations.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Completed Neighborhood Improvement Advisory Board (NIAB) packet for transmittal to members in preparation for the March 27 Mandatory Public Hearing.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 5
 - Hazardous: 1
 - EMS: 102
 - Motor Vehicle Accidents: 17
 - Public Assists: 61
 - TOTAL CALLS: 188
 - Aid provided to other agencies: 18 Calls: Daytona Beach (6), Holly Hill (1), Volusia County (11)
 - Total staff hours provided to other agencies: 13
 - # of overlapping calls: 57
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 6
 - Total EMS patients treated: 81
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 362
- Training Hours
 - NFPA 1001: Firefighting 9
 - NFPA 1002: Driver 4
 - NFPA 1021: Officer 9
 - NFPA 1410: Hose Drill 12
 - NFPA 1500: Safety/Equipment 8
 - EMT/Paramedic 26
 - TOTAL TRAINING HOURS: 68
 - Station Activities
 - Updated 7 pre-fire plans
 - Conducted 2 fire inspections

- Significant Incidents
 - 3/12/17, 9:30 PM: 505 S. Atlantic Ave. – Motor Vehicle Accident – Dispatched to a head-on collision – upon arrival found two vehicles with extensive damage causing road blockage of northbound lanes – both drivers were extricated – five patients transported with three determined to be trauma alerts – a firefighter assisted EVAC during transport of one trauma code.

Human Resources

- Staffing Update
 - Requisitions
 - Maintenance Worker II (Water Distribution/Public Works)
 - Approved/Active Recruitment
 - Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, and internally.
 - Engineering Inspector (Engineering) open 3-7-17 until 4-7-17. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker II (Stormwater/Public Works) open 3-14-17 until 3-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works) re-posted 3-9-17 until 3-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Community Events Technician (Leisure Services) re-posted 1-23-17 through 3-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Recreation Leader (Gymnastics) open 2-21-17 through 3-24-17. Advertised on City web site, governmentjobs.com, and internally.
 - Summer Camp Counselors (Leisure Services) open 3-7-16 until 5-19-17. Advertised on City web site, governmentjobs.com, and internally.
 - Applications Under Review
 - Neighborhood Improvement Officer (Police)
 - Part Time Recreation Leader (Nova/Leisure Services)
 - Office Manager (Leisure Services)
 - Background/Reference Checks/Job Offers
 - Police Records Clerk (Police)
 - Police Officer (Police)
 - Landscape Architect (Engineering)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Positions Filled Internally
 - Maintenance Worker IV (Drainage Maintenance/Streets/Public Works)
 - Maintenance Worker III (Stormwater/Public Works)
 - Maintenance Worker II (Water Distribution/Public Works)
 - Separations
 - Engineering Inspector (Engineering)
 - Maintenance Worker II (Streets/Public Works)
 - Office Manager (Leisure Services)
 - Employee Events
 - ICMA representative will be here March 23 to meet with employees
 - Risk Management Projects
 - Attended Leadership planning meeting

- Attended American Cancer Society Relay for Life planning meetings
- Attended Mayor's Health and Fitness Challenge activities
- Attended pre-mediation planning meeting
- Attended PACE Center for Girls function

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations, Tyler Trainers via RemoteAccess.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 14
 - Completed: 35
 - In progress: 34
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,734
 - Inbound E-Mails Blocked: 19,082
 - Delivered Inbound E-Mails: 18,652
 - Quarantined Messages: 2,441
 - Percentage Good Email: 49.4%
 - Virus E-Mails Blocked: 0
 - Notable Events:
 - Held the IT Strategic Plan kick-off meeting with the consultants from Magellan, City Manager, Assistant City Manager, and IT Manager
 - Tyler/Munis training onsite for employees that heavily use the purchasing modules.
 - Tyler/Munis Tyler Content Management (TCM) system familiarization training. This is the module of the system that manages file attachments which will allow us to nearly eliminate the paper shuffle in the future.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 13
 - Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,202
 - Meters GPS Located this week: 0: Total in system = 23,458; 22,715 potable, 732 Irrigation, 11 Effluent

Leisure Services

Administration

- City Manager's Meeting/Tyler Training
- Public Works Meeting

- Park Visits
- Shining STARS Pageant
- Archaeology Works Shell Program
- East Central Florida Recreation Directors Association Summit Meeting
- Set up E-trak training

Environmental Discovery Center

- Social Media Updates
- City Website Updates
- Archaeology Works Shell Program
- Eagle Scout Community Garden Project Meeting
- East Central Florida Recreation Directors Association Summit Meeting
- EDC Weekly Attendance 2/25 to 3/3: 106

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 rec and competitive teams are practicing nightly Monday through Friday at the Soccer Fields. The Rec Program has opening day games this weekend.
- Lady Renegades are holding practices for their two teams on Tuesday and Thursday nights at 6 pm at the Sports Complex on the Softball Quads.
- Golden Spikes are practicing Tuesday and Thursday nights at both the Nova Fields and Wendelstedt/Kiwanis Fields.
- SHS Softball continued practicing this week on Monday and Thursday at Softball Quad 1 at the Sports Complex at 3:30 daily. They played home games this week on Tuesday and Wednesday at 5 pm and 6:30 pm.
- SHS Baseball will be practicing this week Monday through Thursday at 3:30 pm on Wendelstedt Fields 2 and 3. They also have a JV game on Wednesday and a varsity game on Thursday.
- Tee Ball practices continued this week on the Tee Ball Fields at the Sports Complex, with games each Saturday morning.
- OBYBSA will hold recreational games this week at the Nova Fields.
- City Adult Spring Volleyball has been brought back for this season with an "open play" program, designed for both the novice and experienced player Tuesday nights at 6:15 pm.

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
- Painted Multi-Purpose Field for Football Clinic
- Prepped fields at Softball Quad for Lady Renegades and SHS practices
- Prepped Wendelstedt 2 and 3 for SHS Baseball Practices
- Prepped Wendelstedt 1 and 2 for SHS Baseball Games
- Dragged infields at Osceola Elementary and South Ormond
- Cleaned 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 and marked daily for games
- Painted 22 Soccer Fields for OBSC Spring Program
- Put out sand bags, toters, corner flags and benches for soccer games
- Painted bases at all fields
- Prepped T-Ball, and Championship Field 7 for weekend activities
- Finished painting Kiwanis Field batter's eye
- Assembled four more foul poles and installed at Nova Fields 1 and 3
- Transported bleacher to Central Park II for event

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday
 - Follies held on stage rehearsal Monday through Thursday
 - Ormond Church Sunday from 8:30am to 12:30pm

South Ormond Neighborhood Center

- Splash pad opens March 15
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Jazzercise Monday
- YMCA Soccer Monday/Wednesday/Friday
- Youth baseball practice Tuesday/Thursday
- Youth basketball practice Tuesday/Thursday/Saturday
- Staff working on spring cleaning of facility

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Training of new Community Events Leader
- Attended Senior Games Committee Meeting
- Attended Memorial Day Remembrance Committee Meeting
- Planning of 2017 events March through May
 - Art in the Park May 6 and 7 – application tracking and input as well as sponsorship tracking, mailing of food vendor applications and entertainment contracts
 - Memorial Day Remembrance Service, May 29

Gymnastics

- March session in progress
- Trial classes are being offered to attract potential students
- Working with area schools to attract potential students
- Open Gym this evening, 6:00-8:00 pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open Play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- Shining STARS Pageant and Fashion Show took place on Saturday from 1:30 pm-3:30 pm at the Performing Arts Center.
- Interviews were conducted for an open part-time Recreation Leader position.

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.
- Walk MS: Volusia County at Ormond Beach hosted their annual family fun walk in Rockefeller Gardens from 8:00 am to 11:00 am.

- A wedding was held at Ormond Memorial Gardens on Saturday from 2:00 p.m. to 3:00 p.m.
- Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 11:30 a.m.
- A wedding was held at Bailey Riverbridge on Saturday from 3:00 p.m. to 5:00 p.m.
- Pilates classes met Monday through Friday at The Casements.
- The Casements Guild executive board met on Monday from 9:30 a.m. to 10:00 a.m. in the Preservation Room.
- The Casements Guild administrative board met on Monday from 10:00 a.m. to 12:00 p.m. in the Preservation Room.
- The Casements Guild Crafters met on Monday from 11:30 p.m. to 3:30 p.m. in Room 203.
- Yoga class met on Tuesday morning at The Casements.
- The Memorial Day Remembrance board met on Wednesday from 11:00 a.m. to 1:00 p.m. in the Preservation Room.
- Healthy Cooking with Chef Nader met on Wednesday in The Casements' kitchen from 4:00 p.m. to 7:00 p.m.
- Zumba class met on Thursday at Bailey Riverbridge.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Nova Park - installed new strap on tennis court
- Nova Park - removed old foul poles and installed new sleeves
- Central Park III - installed new park bench that was engraved
- South Ormond Neighborhood Center - removed plaque and rock - cleaned up and reinstalled
- Ames Park - installed engraved park bench
- South Ormond Neighborhood Center - removed broken sidewalk from irrigation leak – prepped to form for concrete pour (with assistance from Streets and Stormwater crews)
- The Casements - removed four picnic tables and bike rack for future new design

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 the second floor freezer at the PAC
- Made new keys for SONC
- Replaced the gate wheel at the WWTP
- Repaired the thermostat at WWTP
- Replaced the battery in the PWOM remote transmitter at Public Works
- Replaced the mailbox and post at the Senior Center
- Repaired the gate key pad at the WWTP
- Repaired the porch and railing at Emmons Cottage
- Repaired the AC unit in Streets
- Rekeyed the door lock to the small classroom at Nova Gym
- Met the plumbing contractor for water line repair at Fire Station 92
- Repaired the first floor women's toilet at The Casements
- Repaired the loose toilet base women's room at The PAC
- Replaced the men's room soap dispenser at Central Park I
- Adjusted the fountain timer at the PAC
- Repaired the taxiway light at the Airport
- Changed the burned out bulb in Nova Gym
- Unclogged the women's restroom at SONC
- Repaired decorative street lights on Mound and Division

- Cleaned all restroom stainless steel fixtures at Andy Romano Park
- Met the tile contractor for women restroom at WWTP
- Refurbished the breezeway lights at Andy Romano Park
- Repaired a broken sprinkler line at the Tennis Center
- Replaced the men's soap dispenser at the Quad at Sports Complex

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey attended the Florida Police Chief's Association "New Chiefs Seminar."
- Staff attended the City Manager's Staff Meeting.
- Staff met with a college student, Walter Jackson, who is assisting the department with photos for the City website for his photography class.
- Staff met to discuss budget goals.
- Captain Rosenthal attended the Homeless Task Force meeting in Daytona Beach.
- Staff attended the recruitment job fair at St. Johns River State College.
- Staff attended the Strategic Planning Update workshop.

Community Outreach

- Nine (9) members of the Youth Director's Council attended a meeting at the Ormond Beach Police Athletic League House. The youths discussed upcoming community service projects.
- The Tutors R Us and R.E.A.D. programs were closed this week due to Spring Break.
- Members of the boys 10U, 12U and 14U teams continue practices at the South Ormond Neighborhood Center on Saturdays. The first scheduled tournament is the State of Florida Association of Police Athletic Leagues in Jacksonville, Florida, from March 31 to April 2, 2017. Currently, 31 youths and 3 alternates are registered for the tournament. Our amazing basketball program parents are assisting in finding sponsors who are interested in specifically helping the OBPAL basketball program for the season. So far they have raised approximately \$1,800 to help with lodging and travel for the tournaments.

Community Services & Animal Control

- Animal Calls responded to: 62
- Animal Reports: 7
- Trap Neuter Release: 1
- Animals to Human Society: 4
- Animal Bites: 1

Criminal Investigations

- Cases Assigned: 37
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 8
- Inactive: 12
- Fraud: 6
- Burglary Residential: 2
- Larceny Car break: 10
- Grand Theft: 7
- Auto Theft: 1
- Death Undetermined: 3
- Missing Persons: 2
- Robbery: 2
- Police Information: 2
- Vandalism: 2

Records

- Walk - Ins / Window: 89
- Phone Calls: 112

- Arrest / NTA'S: 25
- Citations Issued: 280
- Citations Entered: 95
- Reports Generated: 171
- Reports Entered: 125
- Mail / Faxes / Request: 28

Patrol

- Total Calls: 1,518
- Total Traffic Stops: 360

Operations

Crime Opportunity Report Forms: 252

- 03/08/17
 - Grand Theft, 1641 West Granada Boulevard (Collazo Auto Repair). Patron left her wallet on the counter upon leaving and it was missing when she returned for it. The wallet contained \$500 cash and miscellaneous credit cards.
 - Aggravated Battery, 110 Williamson Boulevard (Denny's.) Two subjects were involved in a physical fight where one hit the other with a part off of a vehicle.
- 03/09/17
 - Battery Domestic Violence Arrest, 175 Williamson Boulevard (Discount Tire). Subject pulled a knife on her boyfriend, and threatened him with it.
 - Battery, Domestic Violence, Tampering with Witness Arrest, 415 North Halifax Drive. Subject called 911 in reference to her live in boyfriend attacking her. Her phone had been taken away from her and she had been held down. Subject fled prior to police arrival but was located and arrested.
 - Carbreak, 170 North Center Street (Coquina Center). The victim said that her window was smashed out and her purse was taken off of the floorboard.
 - Warrant Arrest, 460 South Atlantic Avenue. Subject was stopped and found to have an open felony narcotics warrant from Alachua County.
 - Carbreak, 867 South Atlantic Avenue (Beach Bucket). Subject reported that a ring valued at \$700 was taken from his vehicle.
 - Theft, 376 West Granada Boulevard. Victim reported that his blue Trek mountain bike was removed from the bench in front of the Pizza Hut.
- 03/10/17
 - Warrant Arrest, 404 Flormond Avenue. Subject was contacted at this location and found to have an open violation of probation warrant.
 - Carbreak, 241 South Halifax Drive. A check and \$50 was taken from the vehicle.
 - Domestic Battery Arrest, 800 Block South Nova Road. Subject was arrested for grabbing his significant other by her arm.
 - Trespasser Arrest, 100 South Nova Road (McDonalds). Subject was arrested for trespass after warning.
 - Carbreak, 83 Sandcastle Drive. Dell laptop taken from an unlocked vehicle.
 - Driving Under the Influence Arrest, 400 Block South Atlantic Avenue. Subject was stopped for a traffic violation and arrested after field sobriety exercises were completed.
 - Warrant Arrest, 1000 Block North United States Highway One. Contact was made with suspicious person in the median of the roadway. He was identified and found to have four open warrants.
- 03/11/17
 - Warrant Arrest, 136 Heritage Circle. Subject was contacted at this location and found to have an open Volusia County warrant.
 - Carbreak, 821 North United States Highway One. Multiple tools were taken from a vehicle that had the window smashed out.
 - Theft, 7 Pine Hollow Way. Unknown subject withdrew a large amount of cash from the victim's bank account.

- Traffic Arrest, 700 North United States Highway One, Subject was arrested for knowingly driving on a revoked license.
- Grand Theft, 71 Putnam Avenue. The victim advised she discovered her firearm missing after asking her boyfriend to move out of the residence.
- Burglary Residential, 34 Byron Ellinor Drive #A. Victim discovered a rear kitchen window broken, nothing missing at this time.
- Stolen Vehicle, 1090 North United States Highway One (Wild Bills). Motorcycle stolen from the parking lot.
- Battery Arrest, 1058 North United States Highway One (Kangaroo Gas Station). Physical altercation between several subjects over issues related to the crowded parking lot.
- 03/12/17
 - Trespass Arrest, 110 South Nova Road (Rivergate Plaza), Subject was arrested for trespassing after warning.
 - Warrant Arrest, 621 South Nova Road (Dr. Robbins office). Subject was contacted at this location and found to have an open/active Flagler County warrant for failure to appear.
 - Theft, 890 South Atlantic Avenue (Black Sheep Pub). An employee is suspected of stealing \$228.28 from the bar and leaving before the end of his shift. Charging affidavit completed.
 - Driving Under the Influence Arrest, 488 South Yonge Street. Subject was stopped for multiple traffic violations on his motorcycle. He was arrested after field sobriety exercises completed.
 - Battery Domestic Violence Arrest, 17 Oak Avenue. Subject was arrested for battering her live in boyfriend.
 - Armed Robbery, 1521 West Granada Boulevard (Walmart). Subject was contacted after shoplifting items from the store and pushed one of the store managers and then threatened to harm him with the one of the stolen items.
 - Battery Domestic Violence Arrest, 610 Santa Ana Avenue. Subject battered her live-in boyfriend during an altercation and she was arrested.
 - Vehicle Crash, 500 Block South Atlantic Avenue. Officers responded to the 500 block of South Atlantic Ave in reference to a serious three vehicle crash. Along with a complete road closure, the crash included multiple entrapments, serious bodily injuries to multiple persons and one fatality. Due to multiple trauma patients and serious bodily injuries, Volusia County Sheriff's Office Air-One landed the helicopter on South Atlantic Avenue.
 - Warrant Arrest, 45 Reynolds Avenue. Subject was contacted and found to have open warrants for his arrest.
- 03/13/17
 - Burglary Residential, 34 Byron Ellinor Drive. The victim said that her purse was missing that contained cash and medication.
 - Theft, 601 Fleming Avenue (Central Park). Two separate victims left their cell phones in their back packs in the pavilion while they were out on the dock. When they came back they found their cell phones had been taken.
 - Theft, 281 South Atlantic Avenue. Subject reported that an acquaintance had taken the contents of her wallet and then soaked the wallet in water.
 - Driving Under the Influence Arrest, 1301 West Granada Boulevard. Subject was placed under arrest for driving under the influence after a crash took place.
 - Driving Under the Influence Arrest, Destination Daytona Lane. Subject was stopped for reckless driving and placed under arrest for driving under the influence.
- 03/14/17
 - Fraud, 1521 West Granada Boulevard (Walmart). Credit cards that were stolen from Golds Gym were used at Walmart (\$264.12).
 - Narcotics Arrest, 800 Block of South Nova Road. A vehicle was stopped for a traffic violation where methamphetamine and paraphernalia were recovered.
 - Aggravated Assault, 570 Collins Street. Subject was arrested for threatening to strike another with a hammer over a disagreement concerning not contributing to household bills.
 - Warrant Arrest, 500 Block of North Nova Road. A vehicle was stopped a traffic violation where the passenger in the vehicle was evasive about his identity. He was found to have a warrant for his arrest from the FBI.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 157
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 169
 - Number of Written Warnings Issued: 15
 - Number of Parking Tickets Issued: 2
- Traffic Crash Reports
 - Number of Crashes without Injuries: 18
 - Number of Crashes with Injuries: 7
 - Number of Fatal Crashes: 1

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases initiated
 - Zone 2: 5 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 1 Case initiated
 - 23 signs have either been removed or sign cases created.
 - 18 tree removal permit requests.
 - Administrative staff assisted with eleven (11) walk-ins and eighty-eight (88) 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.
 - Water Treatment Plant Controls and Pump Upgrade – The Contractor has begun work on high service pump #5, the third pump of five to be repaired with this project. Work has begun on the construction of the canopy for the VFDs.
 - Laurel Creek Stormwater Pump Station Improvements – Contractor has completed start-up and training. The new Opti weather forecasting controller is installed and will now continuously monitor NOAA weather forecasts to draw down the lakes in advance of a forecasted weather event.
 - SONC Surveillance and Lighting – Utility locates are complete and the Contractor is working to install the path lights.
 - Police Department Sally Port – The Contractor has completed 50% of the proposed work.
 - ARBFP Hurricane Matthew Repairs – The Contractor has removed all the damaged section and is working to rebuild the support framing.
 - 2017 Storm Drain Pipe Lining - Bids were opened on Tuesday, February 7. Bid award is tentatively scheduled for the March 20 commission meeting.
 - Seawall Repair at Ames and Riviera Parks - Bid award is tentatively scheduled for the March 20 City Commission meeting.
 - Sanitary Sewer Inflow/Infiltration – A Pre-Construction meeting was held March 1 with an anticipated Notice to Proceed of March 27.
 - 2017 Roadway Resurfacing – A Preconstruction meeting is scheduled with an anticipated start date of March 20.
 - Design Projects:
 - South Peninsula Reclaimed Expansion – Consultant has recommended awarding this contract to General Underground from Groveland, Florida in the amount of \$2,199,918.42.

- West Ormond Community Center – Met with the police and fire chiefs to discuss EOC needs for including an EOC at the proposed community center. A joint meeting with the LSAB and QLB Boards was held on March 8th to present and discuss the project.
- Ormond Sports Complex Field 9/10 Lighting – Staff is looking to coordinate this project with other lighting work that is now required due to Hurricane Matthew. Staff spoke with a lighting supplier to discuss current LED lighting options.
- WTP Sludge Residuals Facility Improvements – Met with Consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and is being reviewed. Staff has asked the engineer to look into the screw press design technology for sludge dewatering. Screw presses could save the City up to \$60,000 per year in operating costs in comparison with the continued use of centrifuges. Andritz has agreed to come on site to perform a pilot test of their screw pump to confirm its ability to dewater the lime sludge.
- Cassen Park Public Dock –The Army Corps of Engineers has issued the public notice for the permit and all comments should have been received. The consultant submitted the response to FDEP for the RAI received and expect that permit processing will follow shortly. Staff is having its consultant prepare the grant application for resubmittal to FIND and FFWC for grant funding for construction costs.
- WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant is proceeding with design.
- Effluent Outfall Replacement – Two Bids for the project were received. The bids were above the engineer's estimate and the budgeted amount. Staff and its consultant are reviewing the bids and determining if any modifications can be made to lower the project cost. A meeting is set with the City Manager for next week to discuss the consultant's recommendation.
- 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 – Project was advertised for bid on March 12; a pre-bid meeting is scheduled on March 29.
- Ph III 2-Inch Water Main Replacement – Peninsula – Project was advertised for bid on March 12; a pre-bid meeting is scheduled on March 30.
- Downtown Stormwater Phase 2 – Staff met with the Consultant on Friday, March 3 to discuss the scope of services required to complete bid documents for the Phase 2 work.
- Fleming Ave Stormdrain Improvements – Consultant has completed the preliminary Engineering and cost estimate. Staff is considering applying for HMGP funding for this project available through Hurricane Matthew. The project estimated cost is \$500,000 and if an HMGP grant is approved it would fund 75% of the project's cost.
- Wilmette Avenue Pumping – Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Coquina Court Drainage – The Final report was received and is being reviewed by staff. Recommended project is being added to the FY 17/18 CIP.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen - Conceptual design was submitted and is under review.

- Hurricane Matthew Damage Repairs at the WTP and WWTP – Roof repair Work Authorizations issued; scheduling is still several months out.
 - CDBG 2017 Trail & Sidewalk – The project was advertised on March 12th.
 - OBSC Improvements – Field 3 Lighting – A Work Authorization for design is scheduled for approval at the March 20 City Commission meeting.
 - OBSC Improvements – Championship Field 7 – A Work Authorization for design is scheduled for approval at the March 20 City Commission meeting.
 - PD Security Fencing – Design is complete and is out for written installation proposals.
 - North US1 Landscaping Ph II – Design plans were submitted to FDOT for review and permit.
 - Sandpipe Lane Drainage Improvements – Staff received geotechnical evaluations for the area, design is in progress.
- Departmental Activities
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for 60-70 Woodbourne Lane, and 84-92 South St. Andrews, per Bighthouse request.
 - Created exhibit map of available utilities along Nova Road between Fleming Avenue and Division Avenue, per Consultant's request.
 - Completed additional topographic survey for Sandpiper Lane stormwater piping project.
 - Continued updating the construction plan set for the US1 Median Landscaping project.
 - Modified plan set for 2903 John Anderson water service installation, per Utilities Division comments.
 - Completed Tree-in-the-Right-of-Way locate at 484 North Ridgewood Avenue, per Streets Division request.
 - Set a permanent North/South reference point for AWOS wind calibration at OBMA, per Airport Manager's request.
 - Researched right-of-way widths and property line locations along Ocean Shore Blvd. and Sandcastle Drive intersection, per Planning Department request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Dug out base patch, utility cut in roadway on Mayfield Cir
- Prepped poured concrete sidewalk at South Ormond Neighborhood Center
- Checked forms at Division Ave & S Center St; poured 14 yds of sidewalk
- Dug out base, patched utility cut in roadway on Chrysanthemum Dr
- Cut out remainder of driveway, formed up for concrete on N Halifax Dr at Golfview Ln

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed dead oak tree on Brookwood Dr; tree on River Bluff Dr & Forest Oak Dr; (3) trees on Ormond Lakes Blvd; fallen pine in Chelsea Place; deceased maple on Broadmoor Cir; tree on Hidden Hills Blvd; tree from storm damage on Division Ave at Old Kings Rd
- Trimming over roof at The Casements; 300 block of Greenwood Ave; trimmed for street lights on Nova Rd at Life Village

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 from reach out mower on Pineland Trl
- ROW trash pick-up on Orchard St, Wilmette Ave, & US1
- Assisted Concrete crew on Division Ave & S Center St

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
- Straightened signs on Beachside – South
- Call out for accident on A1A
- Reinstalled No Parking sign in The Trails

Stormwater Maintenance

- Pond maintenance on Timberlake Ln, Airport
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Ditch maintenance – Pineland Trl; US1
- Back filled spillway on Hidden Hills Blvd
- Set up light bars to Airport Rd; fueled

Reach-out

- Pineland Trl

Street Sweeping/Streetsweeper

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

Fleet

- Mileage traveled by all departments for the week: 23,613
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 5
 - Non-Emergency Vehicles and Equipment: 16
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 13,344 gallons unleaded, 4,465 gallons diesel
 - Fuel used in one week: 2,129 gallons of unleaded and 741 gallons of diesel.
 - Fleet completed 40 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – FPL visited the site 3/9/17 to determine optimal route for replacing aboveground power lines with underground power. Drawings will be provided in ACAD format by FPL to the consultant for incorporation into the project plans. Met with sub consultant to review pump control panel and irrigation main panel requirements for monitoring and control.
 - Deer Creek Reuse – Received 90% design plans for review.

- Fire Hydrant Replacement Program – Received a list of hydrants that remain to be completed in the final phase of the project. Sent updated fire hydrant replacement information to GIS.
- Lift Station 8M1 – Awaiting receipt of as-built drawings. A request for clearance form was executed and sent to the consultant for processing.
- Lift Station 10M & 12M Rehabilitation – Consulting engineer is addressing comments.
- Sanitary Sewer Piping Video Investigation & Engineering Report Project – The notice to proceed is tentatively scheduled for 3/27/17.
- Shadow Crossings Force Main Improvements – Contractor adjusted yard grading condition per customer concern at 16 Huntsman Look. Preliminary as-built drawings under review.
- Sodium Bisulfite Tank Replacement – Preliminary plans review underway.
- Elevated Storage Tank Repairs & Maintenance – Request for Bids was advertised 3/12/17.
- South Peninsula Reclaimed Expansion – Consultant recommends that the bid be awarded to General Underground in the amount of \$2,199,918.42.
- Water Plant Aerator Housing Rehabilitation (CIP) – The first aerator structure was refurbished and is scheduled for delivery at the water plant next week.
- Water Plant Pump & Control Upgrades – Contractor began working on pump #5 and is installing the canopy for the VFDs.
- Water Plant Lime Sludge Dewatering Improvements – Andritz's schedule has opening in the middle of June to set up screw pump equipment pilot tests to determine capabilities of their equipment to appropriately dewater lime and wastewater sludge for water and wastewater plant purposes. Samples will be collected by manufacturer's representative prior to testing.
- WWTP Outfall Pipe Replacement – Engineers evaluating alternatives to replacing the pipe.
- WWTP Sludge Dewatering Improvements – Awaiting consultant scheduling of plant visits for nearby screw press dewatering applications. Pilot testing can't be performed until the middle of June by Andritz.
- Utilities SCADA Upgrades – Work authorization for an additional radio survey to determine the feasibility of using the Leeway Tank to enhance radio transmission capabilities was prepared.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – The project was advertised for bids on March 12. A pre-bid meeting is scheduled on March 29th.
- 2016 2-inch Water Main Replacement Phase 3 Peninsula – The project was advertised for bids on March 12. A pre-bid meeting is scheduled on March 30th.
- 2903 John Anderson – Prepared Application for Use Permit for a Volusia County Right of Way utilization to install a new water service connection.
- SPRC Projects (Utilities Review)
 - Celedine Subdivision – Chelsea Place Phase III – Hydrant flow test is scheduled for 3/15/17. As-built drawings were received.
 - Hulls Outside Seating – Reviewed plans and provided comments.
 - Huntington Villas – Received water, sewer & irrigation system shop drawings for review.
 - Ormond Renaissance – Partial FDEP clearance requested for portion of the sanitary sewer line. Pricing information was provided to contractor for various meter sizes.
 - Commercial Sampling Manhole – Distributed sampling manhole details for review.
 - 407 Airport Road – As-built plans comments were provided to the design engineer.
 - 1368 N. Ocean Shore – Final inspection - awaiting completion.
- Water Treatment
 - Delivered 37.32 million gallons for the week ending March 10, 2017 (5.33 MGD).
 - Backwashed 12 filters for a total of 576,000 gallons backwash water.
 - Raw water average daily withdrawal rate from all wells through February 28, 2017 @ 6.047 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
 - Produced & hauled 54 wet tons of dewatered sludge (65 - 70% solids).
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.89 Million Gallons.
 - Produced 28.02 Million Gallons of Reuse.

- Produced 1.87 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.27 MGD, plant designed for 8 MGD.
- Hauled 155.68 tons of dewatered residual solids (14%-18% Solids).
- FDEP granted request to terminate Whole Effluent Correction Plan Phase I.

- Water Distribution
 - Responded to and/or repaired 9 water leaks.
 - Installed 9 new residential water meters.
 - Replaced 10 malfunctioning residential water meters.
 - Replaced or repaired 11 water meter boxes.
 - Replaced 4 water services due to low flow or leaks. One 2" casing was installed under a road to replace a water service.
 - Performed water meter testing at 4 commercial properties.
 - Disconnect 2 water services due to property demolition.
 - Performed pressure testing of 8 City owned backflow preventers.
 - Responded to 19 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Performed maintenance on 30 fire hydrants on Hand Ave, Coquina Point & Aberdeen subdivision.
 - Exercised 11 valves for scheduled maintenance and/or outages.
 - Initiated location of valves and potable water main in Hudson Well Field.
 - Rescinded all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 123 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 6 in the conventional system service area. Responded to 1 reuse trouble call.
 - Responded to 6 Request for Utility Verifications for residential and commercial properties.
 - Continuing to get daily pressure readings on Hunters Ridge LPFM after tie-in.
 - Pulled multiple loads off of A1A force main to reduce pressure. 4 loads were pulled between morning pressures reading and afternoon pressure readings on Tuesday.
 - Main Stoppage 231 Royal Dunes – cleared – No Damage
 - Cleaned 963 feet of sewer main on Royal Dunes (multiple passes) – fair amount of septic dirt
 - Used lateral camera to inspect Royal Dunes main. No apparent damage
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 40/7 psi, Ocean Mist Hotel @ 35/22 psi, Ormond Mall @ 12/11 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 11/16 psi, Westland Run 11/21 psi & Shadow Crossing Blvd. (4 inch) 5/5 psi.
 - Televised 15 laterals from our PM list, found 6 that needed to be cleaned. Removed roots from 5.

- Wastewater Plant – Lift Stations
 - Spanish Waters, monthly force main pressure readings as follows; Static = 38 psi, 1 pump running = 38 psi, 2 pumps running = 40 psi.
 - Centrifuge #2, continue daily gearbox grease inspections, grease as needed.
 - Centrifuge #1 & #2, vendor arrived 3/6/17 to begin depot level repairs and overhaul on both units. Unit #1 completed and returned to service 3/9/17 to include replacement of primary and secondary gear drives. Unit #2 completed and returned to service 3/10/17, equipment beyond original quote was required, city maintenance staff assisted to maintain dewatering schedule.
 - Effluent Transfer Pumps, pumps shutting down on check valve alarms, inspected and monitored complete electrical/mechanical system, SCADA control parameters suspected, reset effluent controls and primed pumping system, returned to operation and will continue to monitor.
 - Influent Room, oversaw transfer of pump positioning, ok.
 - McDonalds, Saddlers Run weekly odor control and wet well cleaning.

- WIN911 monitor/response: Effluent Transfer Pumps – call out after hours, pumps not priming and tripping out - Check Valve Alarm. Bled air from system - primed pump #3, continue repairs during daylight hours.
- SCADA monitor/response: Spring Meadows, high run hours #2, deragged check valve, ok; 13M, #1 pump not operational, pulled pump, replaced wear ring & impeller, ok; Walmart, high starts, cleaned probe, ok.
- SCADA technician activities: Ordered PID loop programing manual for RS Logix 500.
- 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: Poly Blend Units, #1, #2; Swing Zone Blowers, #1, #2; Influent Odor Control Unit;
- Quarterly Plant PM's: Influent Odor Control Unit.
- Lift Station PM's: 3 monthly and 1 annual performed.
- 44 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System
 - Ammonia Storage Tank, assisted with pressure regulator adjustments.
 - Lime slurry, assisted operations with pump transfer.
 - Paste Lime Slaker #1, water control solenoid not-operational, made repairs and returned to service, ok.
 - Paste Lime Slaker #2, torque box, tightened shaft locking nuts after break in period of new torque box, repaired seal on back up gear box, ok.
 - H.S.P. #5, installed new 10" gate valve in support of pump base replacement project.
 - Well 41R, replaced worn motor starter with shelf stock, will rebuild worn unit for future use.
 - Polyphosphate day tanks, fabricated adapter valve fitting for fluid transfer from shipping tote.
 - Salt delivery fill line, modified for improved performance.
 - Clear Well 2 control panel project, assisted Rocha controls with testing, created VFD backup program for pumps 4, 5, and 6, identify communications cabling for LPRO and RIO 1-3.
 - LPRO PLC, made programming changes to enhance efficiency.
 - PM's: all Hudson 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 is conducting sampling to evaluate the effectiveness of the City's current local limits. The limits are a part of the Industrial Pretreatment Program to ensure the safety and sustainability of the waste water treatment facility.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Wetland Monitoring Report – Staff is procuring a biologist to perform the wetlands health assessment for the report. The report is submitted to the SJRWMD as part of the City's consumptive use permit.
 - Earth Day Event – Staff has begun organizing over 100 students from Ormond Beach Elementary to attend the City's Earth Day Celebration. The students will participate in several activities. Students from Pathways Elementary are designing the t-shirts to be used by City staff.
 - Consumer Confidence Report – Staff is compiling the data included in the annual CCR. The CCR provides the City's potable water customers information.
 - Backflow Prevention Program – The compliance rate for the City's commercial backflow devices stands at 83 percent. The program is always striving for better compliance.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended Tyler Enterprise Resource Management System Training on Monday, March 13, 2017
- Agenda packet preparation, creation, and distribution for March 20, 2017, City Commission Workshop (Financial Trends and Healthcare Update) and City Commission Meeting
- Agenda packet preparation for April 5, 2017