

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 27, 2015

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, IT Manager, Finance Director, and Police Chief
- Weekly staff meeting with directors
- Project Dox update meeting with Assistant City Manager and senior staff from Planning, Finance and Engineering

Spoke to, attended and/or met with:

- Employee of the Quarter selection committee
- County Fire Community Meeting with Fire Chief, Tuesday, 6:00 p.m. at the Riverview United Methodist Church on John Anderson Drive
- City/County Managers meeting
- Budget Advisory Board meeting
- Chamber Board of Directors meeting
- Public art discussion with senior staff, Julia Truilo, MainStreet Executive Director and Judy Stein, MainStreet board member
- Held Walk with the Manager
- Claims Committee meeting
- Bethune-Cookman University radio station 1380 AM debut

Community Development

Planning

- The Planning Director, Finance Director and Building Official met with Mike Navarra, Universal Engineering, to secure third party inspection services to begin next week.
- Chief Building Official Joe Levrault has tendered his resignation effective March 24, 2015. He has accepted the Volusia County Building Official position.
- The Planning Director, City Engineer and Assistant City Manager met to discuss potential future road projects for consideration at the Mayor's Transportation Roundtable.
- The Planning Director, City Manager and Assistant City Manager met with representatives from Main Street regarding the public art initiative.

Building Inspections, Permitting & Licensing

- 217 inspections performed.
- 7 business tax receipts issued.
- 81 permits issued with a valuation of \$2,038,573.00

Development Services

- The SPRC activities for this week included:
 1. Sewer connection at 986 South Nova Road.
 2. Trails shopping center

Economic Development/Airport

Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff met with Tomoka Holdings, prepared conceptual site plans for a 10 acre parcel in the Commerce Park that will be used in marketing for recruitment of an industrial development project. Staff is contacting possible developers to review the site opportunities.
- Staff discussed with Tomoka Holdings the extension of the Community Redevelopment Area agreement for the funding of Crossings Boulevard which will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. The Tomoka Holdings representative has contacted the County officials regarding the support for the extension.

Airport Business Park

- Staff is working with a local business on the expansion of their business and building a new facility on Lot 2 in the Airport Business Park. A meeting to discuss financing options was held on December 17 and the prospective business will be pursuing these options.
- Staff is working with a local existing manufacturing firm to assist in their location of additional space to accommodate expansion plans.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- The City's GIS staff has prepared the inventory forms for the Main Street volunteers to undertake an update land use inventory of properties and uses, which is underway.
- Staff met with economic development practitioners from 8 communities from Oak Hill to Ormond Beach along the US1 corridor to discuss an initiative to improve the business activity along US 1 from Oak Hill to Ormond Beach. The "Rediscover US 1: America's Business Highway" effort will involve local business participation in a scavenger hunt and is expected to be launched on April 11 until April 21.

Prospective Business Attraction/Retention/Expansion

- Staff prepared a preliminary proposal to an out of state aviation related business that is in the process of selecting a 10 acre site.

Airport Operation and Development

- The Florida Department of Transportation's annual airport licensing inspection was conducted on February 25th. The results of the inspection will be forwarded to the City in the coming weeks, included with the renewed airport license.
- The bid opening for the Construct, Mark, & Light Taxiway G & Construct Papi-4s And General Airfield Electrical Rehabilitations Project was conducted on February 25th at 2:00 p.m. Halifax Paving, Inc. is the successful bidder for this project. Staff has begun working with AVCON, Inc. to prepare applications for federal and state grants to fund this project based upon the successful bid.
- Staff participated via teleconference in a meeting of the East Central Florida Metro Area Continuing Florida Aviation System Planning Process Steering Committee on February 26th at the Orlando Sanford International Airport.
- The FDOT has agreed to supplement the Joint Participation Agreement funding the air traffic control tower systems upgrade project. The supplement will provide funds to acquire a new backup power generator for the control tower. FDOT has requested that the City advertise for bids for the generator prior to issuance of the supplement, so that the supplement may be issued for the exact amount needed to acquire the generator. Staff is working with AVCON, Inc. to prepare the necessary bid advertisement.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 40 Journal Entry Batches (#2051-2156).
 - Approved 28 Purchase Requisitions totaling \$112,499.24.
 - Issued 15 Purchase Orders totaling \$49,827.06.
 - Processed 3,476 cash receipts totaling \$679,825.56.
 - Prepared 149 Accounts Payable checks totaling \$355,682.04 and 57 Accounts Payable EFT payments totaling \$854,613.51.
 - Processed 639 utility bill payments through ACH totaling \$53,030.72.
 - Processed and issued 6,990 utility bills with billed consumption of water of 59,661k.
 - Issued 686 past due notices on utility accounts.
 - Auto-called 79 utility customers regarding receipt of a past due notice.

Grants/PIO

- Press Releases
 - Challenger Baseball (Registration Open, Session 3/31-5/5)
 - Florida Power & Light Tree Trimming
 - Meeting with the Manager (3/9)
- 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 ads for Ormond Observer.
 - Set up and launched CodeRED message for Slim Down Your Garage Days and Hazardous Waste Collection Day.
 - Attended weekly staff meeting.
 - Completed Employee Newsletter for March.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 1
- Hazardous: 2
- EMS: 89
- Motor Vehicle Accidents: 9
- Public Assists: 43

TOTAL CALLS: 147

- Aid provided to other agencies: 10 Calls – Daytona Beach (1), Holly Hill (2), Volusia County (7)
- Total staff hours provided to other agencies: 17
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 73

Training Hours

- NFPA 1001: Firefighting 90

- NFPA 1021: Officer 10
- NFPA 1500: Safety/Equipment 12
- NFPA 1620: Preplanning 3
- EMT/Paramedic 14
- TOTAL TRAINING HOURS: 129

Station Activities

- Updated 16 pre-fire plans
- Conducted 4 fire inspections
- Participated in Career Day at Tomoka Elementary.

Human Resources

Staffing Update

Staffing Requisitions

- Chief Building Official (Planning & Building)
- Building Inspector (Planning & Building)
- Police Officer (Police Department)
- Summer Camp Counselors (Leisure Services)

Approved/Active Recruitment

- Chief Building Inspector (Planning & Building) was advertised 2-16-15 on the City web site, internally, and on the Building Officials Association of Florida (BOAF) web site and will remain open until filled.
- Utility Sludge Hauling Technician (Public Works) was advertised 2-25-15 on the City web site and internally and will remain open until 3-12-15.
- Mechanic II (Fleet Maintenance) was advertised 2-16-15 on the City web site, internally, and in the Daytona Beach News-Journal and will remain open until filled.
- Firefighter/EMT (Fire Department) was advertised 2-3-15 on the City web site and internally and will remain open until 3-28-15. All candidates apply and test via www.NationalTestingNetwork.com.
- Part Time Recreation Leader at The Casements (Leisure Services) was re-advertised on 2-18-15 on the City web site and will remain open until 3-4-15.
- Part Time Box Office Attendant at the Performing Arts Center (Leisure Services) was advertised 2-12-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader/Theater Technician at the Performing Arts Center (Leisure Services) was advertised 1-27-15 on the City web site and will remain open until filled.

Interviews Scheduled

- Community Events Coordinator (Leisure Services). Interviews held the week of 2/23/15.
- Accreditation Manager (Police Department). Interviews held 2/27/15.
- Office Assistant III (Leisure Services). Interviews held 2/11/15 and 2/13/15. Candidate accepted and then declined offer.

Background/Reference Checks/Job Offers

- Human Resources Director (Human Resources). A candidate was selected and began pre-employment processing.
- Contract Manager for Buildings and Facilities Maintenance (Leisure Services). An internal candidate was selected.

Terminations/Resignations/Retirements

- Mechanic II (Fleet Operations - Public Works) effective 2-9-15
- Maintenance Worker II (Athletic Fields Maintenance - Leisure Services) effective 2-10-15
- Police Officer (Police) effective 2-20-15
- Chief Building Inspector (Planning & Building) effective 2-27-15

- Building Inspector (Planning & Building) effective 2-27-15
- Chief Building Official (Planning & Building) effective 3-20-15

City Events/Employee Relations Update

- New to the City: job seekers may now apply online for openings
- New to the Fire Department: applicants for Firefighter/EMT now apply and test through National Testing
- HR Staff members Quinn and Sandy attended Volusia County HR meeting on 2-17-15.
- Nationwide 457 Deferred Compensation representative Ruth Marquez met with employees on 2-19-15.
- ICMA 457 Deferred Compensation representative Dee Turner met with employees on 2-25-15.
- Sam's Club will be available to assist employees with renewals or new memberships on 3-13-15.
- One Blood - Blood drive City Hall parking lot 3-2-15.

Risk Management Projects

- Attend Claims Committee meeting.
- Mayor's Health & Fitness Challenge: activity planning meetings and activities.
- Review Safety Program.
- Prepare responses to interrogatories and request to produce.
- Attend Wellness Council Executive Board meeting.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working thru the contract review process.
 - Community Development – Electronic Plan Review – New large monitors being tested.
 - WindowsXP to Windows7 implementation – Continue upgrading the remaining systems at Public Works, and Leisure Services.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 12 New work - 41 completed - 39 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,827	Inbound E-Mails Blocked	16,229
Delivered Inbound E-Mails	12,333	Quarantined Messages	265
Percentage Good Email	42.8%	Virus E-Mails Blocked	178

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 15 Changes: 0 Corrections: 0
 - Map/Information Requests: 50
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 22,251 (98.9%) potable 21,652, Irrigation 590, Effluent 9
 - Notable Events: None.

Leisure Services

- **Administration**
 - City Manager's Meeting
 - Public Works Meeting
 - Supervisory Staff Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Nova Park Access Restriction Meeting
 - Sports Complex Maintenance Meeting
 - Salty Church Meeting
 - Budget Meeting
 - Environmental Learning Center Meeting
 - VCRDA Meeting
 - Community Garden Meeting
 - OBYBSA Meeting

- **Athletics**
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Lady Renegades Softball of the OBYBSA continued their spring practices this week, Monday through Friday at 6pm at the Sports Complex on the Softball Quad.
 - FLHS Softball has continued their spring practices at the Sports Complex on the Softball Quad Monday through Wednesday at 4pm. All games this week are on the road.
 - SHS Baseball continued practices this week and had games on Thursday at the Wendelstedt Fields.
 - SHS Softball played games this week on the road.
 - Coed Softball practices for this upcoming spring season are being held this week on Monday, Thursday and Friday.
 - OBYBSA recreational practices continued this week at the Nova Fields as well as the Sports Complex Softball Quad and T-Ball Fields.
 - Flagler Knights Football played host to their first game at the Sports Complex on Wednesday night at 6pm at the Championship Field.

- **Athletic Field Maintenance**
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continued mowing of baseball fields, three times a week
 - Continued mowing of the soccer fields, two times a week
 - Continued mowing of the softball fields, two times a week
 - Continued mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowed fields at Ormond Beach Middle School weekly
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks of debris/trash from the events during the week

- Fixed drainage issue at the softball quad. Holding water in the common area between fields 2 and 3.
- Sprayed new turf products - Power, Largo and Turgor.
- Two employees attended chemical spill class in Jacksonville, FL.
- Added clay to softball bull pen area for the softball association to make repairs.
- Laid out the last two fields needed for the competitive soccer.

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
 - Granada Squares Dance was held on Tuesday from 6:30 to 9:00pm
 - Big Band America was held on Thursday from 7:00pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, CMT and Kopy Kats held regular classes.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club held on stage rehearsal and regular classes. CMT held regular classes.
 - Thursday: Show Club, CMT and Kopy Kats held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Shining STARS Pageant and Fashion Show, Saturday, Feb. 28th, 1:30 to 3:30pm.

- South Ormond Neighborhood Center
 - Splash Pad closed for the season through March 14
 - Open park and playground sunrise to 11pm daily
 - Fitness room open Center hours
 - Open gym Center hours
 - Activity room rental Saturday/Sunday
 - Jazzercise Monday
 - PAL tutoring takes place Monday through Thursday afternoons

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended weekly staff meetings
 - Attended event meeting.
 - Attended weekly Austin Outdoor meeting
 - Attended Memorial Day Committee meeting and assisting with event planning tasks - finding guest speaker, flyover, bands, marching groups (on-going).
 - Updated sponsor letters and prepared for mail out for 2015 Art in the Park show – researching potential new sponsors to solicit (on-going).
 - Tracking participant applications for 2015 show and sending confirmation letters (on-going). Currently 41 applicants.
 - Tracking participants for upcoming Kids Fishing Tournament. The fishing tournament has the maximum amount of participants consisting of 40 teams with 60 children.
 - Creating name badges, participation certificates and purchasing prizes and supplies for Fishing Tournament.
 - July 4th - Preparing bids for event infrastructure: Sound/stage /lighting, inflatable rides and port-a-lets.
 - Conducting interviews for Community Events Coordinator position
 - Various/ongoing inspections of landscape/maintenance work sites.
 - Various site visits with landscape contractor.

- Gymnastics
 - Registration is open for the March Gymnastics session.
 - Continuing to promote the program via social media and face-to-face interaction with the community.
 - Open Gym night taking place this evening, February 27th.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes continued to meet at various times throughout the week.
 - Challenger Sports of All Sorts met on Tuesday. They will meet for six weeks and play volleyball, pickleball, and other favorite sports
 - Explore the Arts continues to meet on Wednesday from 3:30-4:30pm.
 - Staff is preparing for the Shining STARS Pageant and Fashion Show taking place on Saturday 2/28 from 1:30-3:00pm at the Performing Arts Center.
 - Pickleball continues their schedule of Monday through Friday from 9:00am-12:30pm.
 - Open Play will be offered at various times.
- The Casements
 - Classes met this week including Pilates, Yoga, and Chair Yoga.
 - Tours were given this week from 10am to 3:30pm on Monday through Friday and Saturday from 10 to 11:30am.
 - The Ormond Beach Art Guild's Exhibit continues through the end of this week.
 - The Seaside Herb Society met at Bailey Riverbridge on Saturday morning.
 - The Mayor's Health and Fitness group held a talk on vitamins following the Seaside Herb Society at Bailey Riverbridge early Saturday afternoon.
 - The Casements Guild held their monthly meeting in the Gallery on Wednesday.
 - The second floor rotunda was spruced up this week with a new coat of paint on all the doors, door jambs and baseboards.
 - The Coordinator met with the Jewish Federation on Thursday to begin the contract for their 2016 festival.
 - The Casements Coordinator assisted with interviews for the Community Events Coordinator on Tuesday, Thursday and Friday.
 - Casements staff set up for Saturday's rental on Friday.

Parks Maintenance

- Repaired roof on tree house at the Magic Forest
 - Took two bench slats to engraver for memorial benches
 - Installed new flag pole cap and pulley at Riviera Park
 - Replaced vandalized soap dispenser at Sanchez Park
 - Installed new batteries and misters in park restrooms Citywide
 - Removed fallen tree on walking path at Central Park III
 - Repaired men's room toilet at Central Park II
 - Installed new soap dispenser in ladies room at Central Park II
 - Applied ant bait at Rockefeller Gardens
 - Installed new soap dispenser at Fortunato Park men's room
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = 0
- Building Maintenance
 - Weekly inspection of airfield runway, taxiways and directional signage

- 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
- Weekly inspection of DOT and facility lighting at various City locations
- Perform preventative maintenance on 14 City owned A/C systems
- Washer in need of repair at Fire Station 92
- Ordered, programmed and delivered gate remote transmitters to Captain at Police Department
- Changed water filters on three City-owned ice machines
- Assisted with replacement of two A/C units at SONC
- Toilet clogged with full rolls of paper at Sanchez Park
- Constructed surfboard shower at Andy Romano Beachfront Park
- Picked up and install new t-stat for SONC
- Ordered batteries for citywide use (auto flushers)
- Ordered padlocks for Airport perimeter fence
- Purchased, configured, installed and tested new t-stat at SONC multi-purpose room
- Received and delivered to facilities air filter order at Building Maintenance
- Replaced photo sensor and lamps on entry sign at Nova Park
- Installed a door stop on SW restroom at Andy Romano
- Repaired lights in men's room at Police Department
- Added water spigot in the men's room at Ames Park
- Repaired outside lighting at Police Department
- Installed new batteries in auto flushing units at Nova Park
- Troubleshoot and installed new breaker at Waste Water facility
- Installed new water line for repair at Rainbow Park
- Repaired water supply to maintenance shed at Nova Baseball
- Installed two-inch pipe for phone line at Nova Baseball Park
- Repaired light pole with a new light head on Washington Street
- Installed new receptacle for power at Senior Center
- Repaired entrance light at Ormond Airport
- Repaired drain on drinking fountain at racquetball court
- Moved restroom override lock at Central Park II
- Traced broken water lines at handball court at Nova
- Picked up parts for spigot install at Ames Park
- Repaired 2" water main for Gymnastics
- Repaired Sally Port light at the Police Department
- Repaired brass spray heads in the splash pad at SONC
- Checked water leak in the restroom at Sanchez Park
- Strapped the toilet tanks at Osceola Elementary

Police Department

Administrative Services

- Command Staff presented recognition awards for another "Do the Right Thing" event hosted by members of our Outreach Unit.
- Command Staff held a quarterly Support Services Division meeting.
- Command Staff held a quarterly Sergeant's meeting at the Police Department.
- Chief Osterkamp promoted Detective Larsen to Corporal and Corporal Elkins to Sergeant at the weekly staff meeting.
- Command Staff met with Corporals regarding work performance goals and objectives.

Community Outreach

- The R.E.A.D., program continued at Ormond Beach Elementary School last week.
- Tutors R Us continues at the South Ormond Neighborhood Center.

- Basketball practice was held on Thursday and Saturday for the OBPAL basketball teams. Tournaments are being reviewed and a schedule of tournaments to attend is being completed. The 14U team has registered for play in the State of Florida Association of Police Athletic Leagues Annual Tournament in March.
- Applications for USSSA tournaments for OBPAL basketball teams were processed. Tournaments will be held in March and April.
- The Youth Director's Council met on Monday, February 23 to review upcoming community service projects and discuss the March 7th leadership training to be held in Melbourne, Florida
- Assisted with READ Theatre assistance at Ormond Beach Elementary.
- Conducted a tour of the Police Department for the "Do the Right Thing" recipients.
- Attended the Special Magistrate Hearing.
- Confirmed Motor Cycle gang presentation for JP Cycles.
- Continued with mentoring at Pine Trail Elementary School.
- Participated in "Career Day" at Tomoka Elementary.
- Continued with mentoring at Tomoka Elementary School.
- Continued DARE instruction at Tomoka Elementary and Riverbend schools.
- Organizing and recruiting for the next Citizen Police Academy.

Community Services & Animal Control

- Animal Calls: 37
- Animal Bites: 1
- Animal Reports: 7
- Animals to Halifax Humane: 5 (Dogs: 2 Cats: 3)
- LCO Owen & CSO Champion spoke to the three newly hired officers about Community Service Officer responsibilities.
- CSO Malick & Soard fit bicycle helmets at the YMCA for the after school children.

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 10
- Cases Exceptionally Cleared: 4
- Inactive: 5
- Fraud: 8
- Burglary Business: 1
- Burglary Residential: 6
- Larceny Car break: 4
- Grand Theft: 2
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 5
- Suspicious Incident: 4

Records

- Walk - Ins / Window 116
- Phone Calls 101
- Arrest / NTA'S 29
- Citations Issued 72
- Citations Entered 129

- Reports Generated 110
- Reports Entered 101
- Mail / Faxes / Request 31

Patrol

- Total Calls 1,723
- Total Traffic Stops 218

Operations

Crime Opportunity Report Forms 124

- 2/19/2015
 - Shoplifting Arrest (X2), 1521 West Granada Boulevard (Wal-Mart). Two suspects were arrested for shoplifting at Wal-Mart. One was issued a notice to appear and one was transported to the Volusia Branch Jail.
 - Armed Robbery Arrest, 160 North Nova Road (SunTrust Bank). Suspect entered the SunTrust Bank armed with a large pocket knife and gave the teller a hand written note indicating he had a gun. The note indicated that he wanted money and he was robbing the bank. The teller took her time getting the money and the suspect fled the bank empty handed. The suspect was observed by a deputy running from the area and gave out a description of the truck he was driving. Units converged on the suspect as he approached North Orchard Street and West Granada Boulevard. The suspect was taken into custody and had the robbery note balled up in his hand at the time of his arrest.
 - Grand Theft, 1345 West Granada Boulevard (Wok N Roll). The victim was at the establishment and left her brown Coach wallet sitting on the counter. When she realized she left her wallet she returned to find it missing. The wallet contained \$3,000 in cash and several checks.
 - Warrant Arrest, North Yonge Street / Dix Avenue. Officers stopped a vehicle for a traffic violation and contacted a passenger out of Daytona, who was wanted on a no bond warrant for violation of parole in reference to burglary.
 - Traffic Arrest, South Nova Road/Division Ave. Suspect was arrested for Driving While License Revoked/Habitual Traffic Offender.
- 2/20/2015
 - Warrant Arrest, 1502 Poplar Drive. A teletype check revealed that suspect had an open warrant for failure to appear reference to resisting arrest with violence with no bond allowed.
 - Misuse of 911 Arrest, 142½ South Halifax Drive. Central Communications had received numerous 911 calls from the subject at this residence over the last several days. She called 911 because she was upset over a civil order involving her neighbors and threatened to use/set off an explosive device.
- 2/21/2015
 - Shoplifting Arrest (X2), 1521 West Granada Boulevard (Wal-Mart). Two suspects were taken into custody by Loss Prevention.
 - Battery-Domestic Violence Arrest, 1 Silver Lake Way. Argument between husband and wife over the husband being intoxicated. Husband was arrested for DV battery after it was confirmed he had physically battered his wife during the argument.
 - Warrant Arrest, 3 North Yonge Street. Suspect was a passenger in a vehicle that was stopped for a traffic violation. Teletype check revealed that the subject had an open felony warrant for child neglect.
- 2/22/2015
 - Battery-Domestic Violence Arrest, 284 Military Boulevard. Suspect was arrested for DV battery for striking their spouse during an argument.
 - Narcotics Arrest, 900 Block North Beach Street. Suspect was arrested during a traffic stop for possession of a controlled/illegal substance when an investigation located marijuana in his vehicle.

- Battery-Domestic Violence Arrest, 1504 San Marco Boulevard #106. Suspect resides with his girlfriend and both parties were drinking and became involved in a physical confrontation. The suspect was arrested for DV battery.
- 2/23/2015
 - Burglary-Residence, 500 Shadow Lakes Boulevard #84. The victim reports that someone entered his locked apartment and stole \$2,500 in cash, an Android tablet charger and his identification.
 - Narcotics Arrest, 600 block of Riverside Drive. After an investigation and K-9 sniff, a trace amount of crack cocaine was located. Driver was the sole occupant of the vehicle and was arrested.
 - Warrant Arrest, Riverside Drive/East Granada Blvd, suspect was arrested on a Pasco County warrant for Failure to Appear on traffic charges.
 - Carbreak X2, 867 South Atlantic Avenue, (Ocean East Resort) the victims' cars were burglarized by a suspect driving a dark SUV. The suspect was later located in Daytona Beach Shores and arrested.
- 2/24/2015
 - Burglary-Residence, 110 Fiesta Drive. The suspect was observed inside the victim's home by a witness and fled when he was observed. The victim states that she knows the suspect but had not talked to him in over a year.
 - Domestic Violence Assault, 144 South Ridgewood Avenue. Suspect was arrested after he threatened to hang his girlfriend from a tree during a heated argument (The suspect had a rope tied to a tree and was breaking things in the residence).
 - Panhandling Arrest, SR 40 / I-95. Known transient was spotted soliciting in traffic. He was arrested, then claimed to have a seizure. He was transported to Florida Hospital where he was medically cleared shortly later and transported to the branch jail.
 - Warrant Arrest, Primrose Lane / Wright Street (Holly Hill). While searching for a burglary suspect, another subject matching his description fled on a bicycle from officers but was apprehended after a short chase. He was arrested on three outstanding arrest warrants.
- 2/25/2015
 - Warrant Arrest, 133 South Halifax Drive. Officers attempted to contact the suspect at his home. He was not home but was located on Bosarvey Drive and arrested on an open warrant.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by Loss Prevention.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 41
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 42
 - Number of Written Warnings Issued: 7
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 0
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
- Traffic Complaints Received:
 - North Tymber Creek Road at Tymber Run/River Chase Way: Subject reported being forced into oncoming traffic two days in a row by vehicles failing to yield - Assigned as an Extra Patrol.

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: All Public Schools in Ormond Beach
 - Reason for this STEP: School Zone
 - Number of times worked: 0; Total Hours Spent: 0
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: No school zones worked this week
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 400 Clyde Morris Boulevard
 - Reason for this STEP: Self-initiated
 - Number of times worked: 4; Total Hours Spent: 1
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: None
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 200 N Orchard Street
 - Reason for this STEP: Self-initiated
 - Number of times worked: 2; Total Hours Spent: 1
 - Citations Issued: 3; Written Warnings Issued: 1
 - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100 John Anderson Drive
 - Reason for this STEP: Self-initiated
 - Number of times worked: 4; Total Hours Spent: 1
 - Citations Issued: 4; Written Warnings Issued: 1
 - Comments: None
- General Comments:
 - Handled an ongoing parking complaint on East River oak Drive and issued several tow warnings.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Cases initiated
- 13 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and seventy-eight (78) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – FDOT will not permit lane closures during the upcoming special events (Race Week and Bike Week). A start date is now established for the intersection of Nova Road and Wilmette Blvd/Main Trail for March 16, with a kick off meeting set for the week of March 9.
- OBSC Wayfinding Signs – The signs are currently being fabricated and are scheduled for installation later this month.
- Nova Community Park Skate Park Expansion – Grading of the stormwater system is complete, the skatepark contractor is finishing pours of the final skate elements this week, painting of the building and flooring installation on the building is occurring this week.

- Nova Community Park Paving Improvements - New sidewalks were constructed for the parking area behind the gymnastics center. Grading work and installation of road base continues to be performed in the area near the maintenance facility and roadway in the Phase 1 construction.
- Downtown Streetscape Planting (Orchard to A1A) – Contracts are fully executed and the project is scheduled to begin on March 16th.
- Riverside Drive Drainage Improvements – The contracts have been fully executed, a pre-construction meeting is being scheduled. Shop drawings are being prepared for submittal to the Engineer of Record.
- South Peninsula Reclaimed Water Extension – Contracts have been returned from the contractor for final execution by the City.
- A1A North Peninsula Forcemain Extension – Volusia County has begun construction on a project to install a new forcemain along A1A from Ocean Grove Drive to Spanish Waters Drive. The new forcemain will be connected to the City sewer system and the City will perform maintenance of the line once the project has been completed.
- Sports Complex Restrooms Utilities Extension - Contractor is mobilizing to begin work on the watermain extension, which will be followed by the installation of sanitary sewer service extension.
- Laurel Oaks Stormdrain Extension - Project was awarded by City Commission, and contracts are out for execution.

Design Projects:

- City Welcome Sign – Staff is submitting a staff action item on the March 3rd City Commission agenda for approval to proceed with final permitting and design.
- Nova Community Park Trail – Staff is finalizing the drawings and preparing the bid documents.
- Fleming Avenue Drainage – A survey was completed of the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming Avenue. Upon review, excessive siltation has occurred within the ditch and in several locations trees had fallen across the ditch. Temporary drainage maintenance easements are being reviewed by Legal which once finalized will be sent to the property owners indicating that maintenance of the ditch will be performed by the City should they grant the City the temporary easement. If not, they will be directed to clean the ditch in accordance with City Ordinance requirements. Staff has received notice from legal counsel for two of the three property owners indicating their objection to the ordinance requirements. Zev Cohen was authorized to perform a drainage study of the area to analyze the system and see if any improvements can be made to minimize flooding frequency to Fleming Avenue.
- Water and Wastewater Master Plan Update – A Final Draft was presented to the Public Works Advisory Board on February 26th, and will be presented at a City Commission workshop on April 7th.
- North US1 Landscaping (Airport Road to I95) – Staff has submitted plans for FDOT review.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and requesting installation proposals for the proposed shelter.
- OBSC ADA Parking and Sidewalks (CDBG) - Bids were opened on January 11th and is scheduled for award March 17th.
- Downtown Stormwater – The consultant is completing design of the New Britain stormwater system.
- 2-Inch Watermain Replacement Phase 2 - The project Pre-Bid meeting was held on February 25.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Bid opening is scheduled for March 5.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Bid opening was held on February 26.
- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted for FAA compliance review.
- Environmental Learning Center – The construction manager has reviewed the initial design plans and offered several value engineering changes that will be incorporated into the design and offer

savings to the project cost. A pre-submittal meeting was held with SJRWMD to discuss the permitting aspects and the consultant should be submitting for permit in a couple of weeks. The construction manager is compiling some rough costs to confirm we remain within budget. The second volunteer meeting was held to further refine programs for the facility when it opens.

- FPL North Substation Drainage Culvert Replacement - Prepared a proposed culvert replacement design for the Laurel Creek crossing on FPL's property, which is currently under sized. The proposed design will replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL for their review. FPL is seeking funding for the culvert replacement.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Project has been advertised for competitive bidding. Bid opening is scheduled for March 12.
- 2015 Roadway Resurfacing - Project has been prepared for bidding and will be presented to Commission for disposition on March 3. The project also includes the proposed sidewalk construction along Bermuda Estates Drive from West Granada Blvd to the Bermuda Estates development entrance.
- Water Treatment Plant Limo Silo Dust Arrestor – A proposal for design services is scheduled for City Commission approval at the March 3 meeting.
- Water Treatment Plant Controls and Pump Upgrade – A proposal for design services is anticipated for Commission approval at the March 17 meeting.
- Granada Bridge Lighting Feasibility Report – An initial draft report was submitted that identified four lighting options and was presented to the Mainstreet Board on Monday February 16th. The Engineer will proceed with further development of the options and preparation of the final draft for presentation to the City Commission.
- FEMA Phase 2 Central Park Flood Mitigation Project – Staff has submitted the Phase 2 HMGP grant to FEMA and will await their review comments.
- WWTP Sludge Thickener Improvements – Staff is negotiating the scope of work for the project with the design consultant.

Department Activities

Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS and old engineering drawings (on-going).
- FPL - Lane closures continue along South Beach Street for the installation of new power poles.
- Reviewed the SWMP As-Built plans provided for 587 North Beach Street and submitted comments for final approval.
- Completed the sketch and legal description for the Microflex (1800 North US1) property per Planning Department request.
- Researched and provided additional construction plan sets for the utilities connection at the proposed OBSC Restroom addition site to surveyor (Sliger) per request.
- Completed the multiple sketch and legal descriptions for the following North US1 Interlocal Service Boundary rezoning parcels: Destination Daytona Phases 1 and 2, 1405 North US1, and 1851 North US 1 per Planning Department request.
- Continued updating the North US1 Landscaping plans per project manager's comments.
- Created permit drawing set for the 35 Kathy Drive water service replacement per Utilities Division request.
- Created construction plan set for the Oak Drive watermain replacement project.
- Completed stakeout of the right-of-way/property corner locations at the North US1 & Lowdnes Avenue intersection, per Neighborhood Improvement Division request.
- Completed property corner stakeout at 456 Tomoka Avenue per Neighborhood Improvement Division request.

- Environment Management
Street Maintenance
Asphalt / Concrete

- Reset pavers for Water Dept. on Lynnhurst Dr.
- Stress cut the sidewalk on US1 at Howards
- Built wooden lockers at Public Works Complex
- Asphalted driveway at the Pump Station on Riverbluff Dr.
- Repaired areas with asphalt on Marvin Rd., and on John Anderson Dr.
- Removed a broken sidewalk and formed for a pour at N. Nova Rd. & US1
- Formed sidewalks at Nova Recreation and on Ann Rustin
- Cut, removed broken sidewalk & formed at 840 Buena Vista Ave.
- Filled in sidewalk with dirt at 1300 block of N. Beach St.

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Maintenance of trucks and equipment at the Public Works Yard
- Removed stumps on Old Kings Rd., on Trina St., on Tanglewood Dr.
- Trimmed trees on Melrose, from US1 to N. Ridgewood Ave., on north side of street on Sterthaus Dr., and off of roof at Public Works Bldg. in preparation for painting
- Removed trees at City Hall, at the Public Works Shop, (2) at tennis courts by The Casements, and (2) on Seton Trl.

Maintenance Crew

- 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.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed trees at various DOT Right-of-Way locations on US1, A1A and N. Halifax between Dianne & Dawn
- Reorganized banners and tools at the Public Works Sign Shop
- Learned sign marking software at the Public Works Complex
- Assisted asphalt crew with flagging on John Anderson Dr.
- Picked up downed trees in ROW on Pineland Trl. and at Airport Business Park

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop, speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, and put away stock that was received
- Nova Recreation, installed "Do Not Enter" sign
- Business Park, repaired broken sign
- Sign Shop, trained new person assigned to crew
- Arroyo Pkwy and E. Ridgewood, installed stop signs on east & west sides

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Citywide Locations – Lift Station maintenance
- Harmony Rd. – repaired pipe
- Northbrook – Removed a fallen tree with chainsaw
- Central Park III – checked on 6-inch pipe to make sure flowing property when Fire Department performs testing

Vactor

- S. Halifax – assisted Water Department
- Fortunato Park – cleaned out pipes full of dirt
- Zones 1 & 2 – cleaned basins

Mowing

- Reachout Mower – on Hull Rd., and at Northbrook Dr. ditch

Street Sweeping/Streetsweeper

- 168.0 miles of road cleaned (5 days)
- 42.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

26,026

PM Services completed for the week:

Emergency—Vehicles and Equipment

2

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 9,765 gallons of unleaded and 6,628 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,503 gallons of unleaded and 1,081 gallons of diesel.
- Fleet completed 53 work orders this week.

- Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
- Backflow Prevention Device Testing, Certification and Repair Services – Bid award action is pending additional consideration.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is recommended for longevity purposes. A work authorization is being prepared for Quentin L. Hampton & Associates to perform design services.
- Division Avenue Well Field Raw Water Piping – Addendum 2 was issued. Bids are due this week.
- Fire Hydrant Replacement Program – Preparing bid documents.
- Lift Station 8M1 – Work authorization was sent to the consultant for execution.
- 17 Briggs Drive – Volusia County Use Permit was received.
- 35 Kathy Drive – Prepared plans and permit applications for Volusia County Use permit.

- Ormond Beach Wastewater Treatment Plant Rehabilitation Project - A requisition was prepared for the motor repair on Pump #3 by TAW. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. Bids are required to clean the influent pump station wet well.
- Pressure Main Cleaning Services – A signed contract was sent to the vendor.
- Rima Wells Auxiliary Power Generator – Additional design services are being performed.
- Saddler's Run Lift Station Rehabilitation – Prepared responses to bidder questions.
- Sanitary Sewer Pipeline Repair – The project is advertised for bids.
- Storage Tank Repairs and Maintenance – A revised schedule was requested from the design consultant.
- Utility Master Plan – Revised copy under review.
- Wastewater Sludge Thickener Upgrades (CIP) – Reviewed information provided by the design engineer for a fixed, low speed bottom aerator mixer assembly in place of the blowers, piping and diffusers presently utilized in the sludge thickeners.
- Water Plant Aerator Housing Rehabilitation (CIP) – A design-build project delivery method is being considered. A design-build project was sent to the engineer for their use in preparing a proposal.
- Wells 18SR – Pump and riser piping is lodged inside casing prohibiting removal for pump replacement. Well Driller proposal forthcoming.
- Well 20SR – As-built drawings were received from the Engineering Division so an evaluation can be performed to determine the best method to proceed with the broken concrete vault top.
- SPRC – Ameritech Die and Mold – Received revised plans for review. Deer Creek – The punch list for water distribution items is being addressed. Kingston Shores – Revised plans were received for review. River Oaks – Operation and Maintenance manuals were requested from the contractor. Valiant Diners Expansion – Reviewed construction plan modifications to allow for future expansion. YMCA Parking Lot Expansion - Reviewed revised plans. Zaxby's – Reviewed revised lift station calculations. 407 Airport Road – Sent as-built drawings in the vicinity of the project to the design engineer. A water distribution system permit is required for the 4-inch service line extension. 1182 Oceanshore Boulevard – A letter was requested from the owner indicating that service was not available in order for him to proceed with the drain field repairs.
- 2008 Lift Station Improvement Program – Reviewed Legal Department's response to interrogatories from the contractor's attorney.
- Attended Public Works Advisory Board Meeting – Water & Wastewater Master Plan Update was presented.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 36.724 million gallons for the week ending Feb. 22, 2015 (5.246 MGD)
 - Backwashed 5 filters for a total of 212,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had one (1) Precautionary Boil Water notice this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.66 Million Gallons.
 - Produced 13.62 Million Gallons of Reuse.
 - Produced 18.04 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.52 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 161.17 (14%-18% Solids).
- Water Distribution
 - Exchanged 22 water meters per Finance Department work orders.
 - Responded to or repaired 16 water service leaks.

- Performed accuracy testing on a 3" commercial water meter. Device tested accurate. Scheduled 2 commercial water meters for testing.
- Assisted 11 customers with misc. concerns.
- Replaced 4 water meter boxes.
- Replaced 3 water services due to low pressure.
- Responded to 5 water pressure and/or water quality concerns.
- Completed maintenance activities on 12 fire hydrants as part of the fire hydrant maintenance program.
- Repaired 2 each 2" GSP water main leaks at the corner of Marvin Rd/ Riverside Dr and on Collins St.
- Located and exercised 12 water distribution system main line valves.
- Performed flushing activities in the Falls Subdivision.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 85 regular and 2 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 13 trouble calls Breakaway/Hunters Ridge PEP System service area and 10 in town.
 - Located reuse service and fielded customer inquiries - 187 Diane Dr.
 - Replaced old cast iron cleanout/ wye with plastic device - 81 Cardinal Dr.
 - Installed new cleanout on sewer lateral - 298 Military Blvd.
 - Repaired broken clean out - 6 Pueblo Trail.
 - Removed stump - replaced broken clean out & tie in - 614 N Halifax Dr.
 - Removed old collapsed PEP tank and installed new "Infiltrator" PEP tank at 25 Laurel Ridge Break
 - Installed 2 new "Infiltrator" PEP tanks on Tomoka Ridge Way.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 9 psi.
 - Replaced 240 Volt E-One w/ new 120 Volt re-wired unit and controls at Ormond Beach Municipal Airport with Utilities Maintenance crew assistance.
 - Located sewer and reuse services at 166 Windward Lane.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 25/12 psi, Foxhunters Flat (2 inch) 18/10 psi & Shadow Crossings Blvd. (4 inch) 04/04 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Reaeration Blower #1, #2 – worn belts noted during monthly PM – replaced drive belts – ok.
 - Arroyo Parkway – follow up from call-out – pull both pumps to inspect volute and clear impellers – pull both check valves to deragg – ok.
 - Removed and replaced 4 D/O meters.
 - Influent Room – deragged pumps as needed.
 - SCADA/WIN911 monitor/response: Il Villagio – high run hours – deragged check valves – ok; Arroyo Parkway - high level – found both pumps tripped – reset motor starters – amp draws normal – found debris stuck to bottom of probe causing pumps to stay on possibly overheating motor starter overloads – all running at this time – monitoring.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Monthly PM's: Grit Snail; Poly Blend #1, #2; Carousel Surface Aerators – #1S, #2S, #1N, #2N; Sand Filters #1, #2, #3; Decant Pump.
 - Quarterly PM's: Influent Odor Control Unit.
 - Semiannual PM's: Decant Pump.
 - Annual PM's: Post anoxic Submersible Mixer # 2-2, # 2-1.
 - Lift Station PM's: 20 monthly and 3 annual performed.
 - Plant wide oil & grease route.

- 60 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Shop – began fabrication of non-metallic liquid pipe rack for use in corrosive areas.
- Below ground equipment vaults – inspected for standing water after heavy rains.
- All wells – performed pre-inspection for operation and housekeeping.
- Sample ports – replaced as necessary all areas.
- Hypochlorite tanks #1 – replaced non-operational valves.
- Lime Slaker #2 – unit faulted – shaft indicators not functioning – contacted Water Treatment & Controls for warranty repair.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation: As part of the WWTP permit renewal, the Utility is required to evaluate the Local Limits. Staff collecting the data necessary to calculate the limits. Also establishing a sampling regiment to obtain background levels of analytes prescribed by the FDEP in the sewer collections system.
 - Industrial Pretreatment Program: Staff inspected a permitted industrial pretreatment facility to ensure the quality of a newly installed pretreatment system.
 - Florida's Emergency Planning and Community Right-to-Know Act (EPCRA): Staff submitted the inventory of chemicals report to the Florida Division of Emergency Management for the City facilities. The report is also given to local fire departments in assisting in the response requirements should an emergency occur at a facility with chemical.
 - Contract Laboratory Review: Staff reviewed the quality of the data being received by the contract laboratory in order to finalize the contract renewal.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation - Rebuild Project: The contractor accomplished installation of 54 new and 15 rebuild kits for recent weekly period. Staff continues to field calls from the residents with project related inquiries.
 - Consumer Confidence Report: Staff began gathering the information for 2014 calendar year CCR. The report is available to potable water customers as required by the U.S. EPA to disclose pertinent water quality results.

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, handling phone requests/repairs, providing research projects for citizens and staff; the following projects 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 and provided support for February 25, 2015, Budget Advisory Board Meeting
- Staff attended and provided support for February 26, 2015, Public Works Advisory Board
- Agenda packet preparation, creation and distribution for March 3, 2015, City Commission Workshop (Financial Trends and Ball Field Maintenance) and City Commission Meeting
- Agenda packet preparation and creation for March 5, 2015, Quality of Life Advisory Board Meeting

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal department.