

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 20, 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:

- Staff meeting with senior staff
- General discussion meetings with Planning Director, Risk Manager, and Fire Chief
- Airport Master Plan discussion with staff
- Reviewed Chapter 2, Administration, of the Code of Ordinances
- Code Enforcement discussion with Assistant City Manager and NID Manager

Spoke to, attended and/or met with:

- As requested, agenda review with Commissioner Boehm
- Rotary board meeting
- United Way Executive Committee Meeting
- Commission Meeting
- Suzanne Heddy and Diana Simmons of the Historical Society, discussed MacDonald House
- Tiger Bay Luncheon, speaker State Attorney R. J. Larizza, topic was "War on Drugs"
- Field Day with Neighborhood Improvement Division

Community Development

Planning

- On March 24th, staff will be meeting with the Host License holders at Destination Daytona to discuss the final draft of the Itinerant Merchant License criteria. This item is scheduled for a public hearing before the Planning Board in April.
- The Florida Department of Transportation (FDOT) is moving forward with the Volusia Transit Connector Study to evaluate the potential for providing enhanced transit service in Volusia County within the area encompassed by State Road (SR) 46 in Seminole County to US 1. FDOT will be hosting a public meeting at several community locations. These public meetings are being held to obtain feedback and comments on the initial alternatives developed. These meetings seek to provide enhanced transit service and improve mobility and connectivity within the study area. The initial alternatives were developed to meet the current and future transportation needs for the region. The public meetings will be held at three (3) locations within Volusia County to maximize opportunities for outreach and public feedback. The location closest to Ormond Beach is:

Tuesday, April 14, 2015
6:00 pm to 8:00 pm
Presentation at 6:30 pm

Daytona State College
Daytona Campus
Bergengren Building #110 (Room 112)
1200 W. International Speedway Blvd.
Daytona Beach, FL 32114

Building Inspections, Permitting & Licensing

- 209 inspections performed.

- 9 business tax receipts issued.
- 109 permits issued with a valuation of \$1,909,427.00

NOTE:

- Sixty-six of the inspections were completed by the private provider inspectors (Universal Engineering), which the Department pays for.
- Beginning Monday, March 23rd, the City will have a private provider providing Chief Building Official services in order to issue permits.

Development Services

- The SPRC activities for this week included:
 1. Granada Oaks (trees).
 2. 550 West Granada Boulevard proposed gate locations.
 3. Volusia County – Oceanic Villas major amendment.
 4. Flagler County - Huntington Villas utility connection.
 5. 10 North Nova Road, CVS.
 6. Final inspection of Sarah House (30 Forest Court) at 11:30 am.

Economic Development/Airport

Economic Development

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 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. Staff is expected to present a CRA resolution at the April 21 Commission meeting and in May to the County Council.

Airport Business Park

- Staff is working with a local existing manufacturing firm to assist in their location of additional space to accommodate expansion plans. Additional discussions between the parties continued this week.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers. The parties continued to move forward with their discussions on a purchase and sale of the property.

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

- 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 19. Staff is preparing the flyer that will be distributed throughout the communities in east Volusia County.

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. There was no further discussion this week.

Airport Operation and Development

- Staff has been advised that the FAA plans to issue a Notice to Airmen (NOTAM) on Monday, March 23rd to restore certain night instrument approach procedures for the airport. These approach procedures have been unavailable due to obstructions that have since been removed.
- Staff requested and received four quotes from qualified firms to conduct an Independent Fee Estimate needed as part of the application for federal funding of the construction phase of the Taxiway "G" project. American Infrastructure Development, Inc. provided the most competitive quote for this service and has been engaged to provide the estimate.
- Gate 9 at the airport has been repaired and is now fully operational. Certain critical components for this gate have been acquired as backups and placed in stock to expedite repairs in the future.
- Staff completed work this week with Hoyle, Tanner and Associates to prepare the draft forecast chapter of the airport master plan update document. The draft forecast has been submitted to the FAA for review and comment. The forecast and other aspects of the master plan update process will be presented at a public meeting tentatively scheduled for late April.
- The advertisement for bids to purchase a new backup power generator for the air traffic control tower was placed on the March 17th City Commission meeting agenda. The advertisement will appear in the Daytona News-Journal on Sunday, March 22nd, and will also be posted on DemandStar. The FDOT has agreed to supplement the Joint Participation Agreement funding the air traffic control tower systems upgrade project to support acquisition of the new generator.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 33 Journal Entry Batches (#2430-2539).
 - Approved 32 Purchase Requisitions totaling \$544,546.58.
 - Issued 31 Purchase Orders totaling \$192,749.99.
 - Processed 4,494 cash receipts totaling \$540,726.81.
 - Prepared 171 Accounts Payable checks totaling \$160,254.47 and 47 Accounts Payable EFT payments totaling \$825,460.30.
 - Prepared 28 Payroll checks totaling \$22,956.87 and 327 Direct Deposits totaling \$393,971.50.
 - Transferred IRS 941 payment of \$154,153.10.
 - Processed 2,164 utility bill payments through ACH totaling \$170,249.98.
 - Processed and issued 7,727 utility bills with billed consumption of water of 18,152k.
 - Issued 742 past due notices on utility accounts.
 - Auto-called 110 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Native American Festival (March 20-22)
 - Earth Day (April 23)
 - Florida Licensing on Wheels (3/24)
 - Andy Romano Beachfront Park Playground Closure (3/23 to 4/3 possibly)
 - Traffic Signal Maintenance (March 23 – April 30)
 - 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.
 - CodeRED notification for hydrant maintenance.
 - Attended weekly staff meeting.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 2
- Hazardous: 3
- EMS: 100
- Motor Vehicle Accidents: 13
- Public Assists: 54

TOTAL CALLS: 174

- Aid provided to other agencies: 20 Calls – Daytona Beach (8), Volusia County (12)
- Total staff hours provided to other agencies: 19
- # of overlapping calls: 57
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 87

Training Hours

- NFPA 1001: Firefighting 45
- NFPA 1002: Driver 5
- NFPA 1500: Safety/Equipment 17
- NFPA 1620: Preplanning 17
- EMT/Paramedic 36
- TOTAL TRAINING HOURS: 120

Station Activities

- Serviced 180 fire hydrants
- Updated 18 pre-fire plans

Significant Incidents

- 3/10/15, 4:53 PM: N. Beach St. / Inglesa Ave. – Motor Vehicle Accident – Responded to a single motorcycle accident – driver lost control, went down in road and motorcycle slid into woods – driver not wearing helmet – patient transported to hospital.
- 3/12/15, 8:02 PM: S. Yonge St. – Motor Vehicle Accident – Responded to car vs. motorcycle accident in front of Sparkle and Shine car wash – motorcyclist was cut off in traffic and hit side of car – motorcyclist treated on-scene.
- 3/12/15, 8:21 PM: N. Yonge St. – Motor Vehicle Accident – Single motorcycle crash in front of Southside Collision – motorcyclist found lying on road with head injury – a trauma alert was called and patient transported to hospital.
- 3/14/15, 1:11 PM: N. I-95, Mile Marker 274 – Motor Vehicle Accident – Provided assistance to Volusia County – motorcycle rolled six times on northbound ramp – two patients transported to hospital with one patient as a trauma alert.
- 3/15/15, 1:29 PM: W. Granada Blvd. / Breakaway Trails – Vehicle Fire – Responded to a motorcycle on fire – driver found sitting on road with burns – patient transported to hospital.

Human Resources

Staffing Update

Approved/Active Recruitment

- Chief Building Official (Planning & Building) was advertised 3-6-15 on the City web site and internally, and will remain open until filled.

- 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.
- Building Inspector (Planning & Building) was advertised 3-6-15 on the City web site and internally, and will remain open until filled.
- Police Officer (Police Department) was advertised 3-5-15 on the City web site, internally, with two local police academies, and will remain open until 3-20-15.
- Firefighter/EMT (Fire Department) was advertised 2-3-15 on the City web site and internally and remains open until 3-28-15. All candidates apply and test via www.NationalTestingNetwork.com.
- Summer Camp Counselors (Leisure Services) was advertised 3-2-15 on the City web site and will remain open until filled.

Applications Under Review

- Utility Sludge Hauling Technician (Public Works). Ten applications were received.

Interviews Scheduled

- Office Assistant III (Leisure Services). Interviews were 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.
- Accreditation Manager (Police Department). A candidate was selected and began pre-employment processing.
- Community Events Coordinator (Leisure Services). A candidate was selected and began pre-employment processing.
- Mechanic II (Fleet Maintenance). A candidate was selected and began pre-employment processing.
- Part Time Recreation Leader at the Casements (Leisure Services). A candidate was selected and began pre-employment processing.
- Part Time Box Office Attendant at the Performing Arts Center (Leisure Services). A candidate was selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Police Officer (Police) – effective 3-10-15
- Chief Building Official (Planning & Building) – effective 3-20-15

City Events/Employee Relations Update

- Sam's Club was available to assist employees with renewals or new memberships on 3-13-15.
- Employee orientation for new employees will be held 3-23-15 in the HR Training Room.
- Take Our Daughters and Sons to Work Day will be held on 4-23-15.

Risk Management Projects

- Leadership - Government Day planning.
- Mayor's Health & Fitness Challenge: wrap-up planning meetings.
- Send subrogation demands; received subrogation payments.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – contract received from Tyler, currently working through 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 - 28 completed - 52 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	27,687	Inbound E-Mails Blocked	14,697
Delivered Inbound E-Mails	12,730	Quarantined Messages	260
Percentage Good Email	46.0%	Virus E-Mails Blocked	131
 - Notable Events:
 - IT Director attended the Enterprise Connect conference in Orlando. The conference focused on connectivity and security.
- Geographical Information Systems (GIS)
 - Addressing Additions: 8 Changes: 0 Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 22,738 (101.1%) potable 22,138, Irrigation 591, Effluent 9
 - Notable Events: The initial water meter GPS location collection project has been completed. The GIS team located and recorded the GPS location of over 22,500 potable/irrigation water meters. The GIS team will now concentrate on collecting recent additions to keep the location database current and complete.

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
 - Gymnastics Parent Showcase
 - Environmental Learning Center Meeting
 - Nova Construction Citizen Meeting
 - Q&A General Meeting Ormond Memorial Art Museum
 - Skate Court Bid Evaluation Meeting
 - City Commission Meeting
 - VCRDA Luncheon
 - Can-Do Presentation
 - Skate Court Negotiation 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, Tuesday and Thursday at 6pm at the Sports Complex on the Softball Quad.
 - FLHS Softball continued their spring practices at the Sports Complex on the Softball Quad and had a home game this week on Monday at 6pm.

- SHS Baseball continued practices this week and have games on Tuesday and Wednesday at the Wendelstedt Fields at 6pm.
- Coed Softball continued their games for this spring season this week with games Monday through Thursday night at 6:20 and 7:30pm.
- OBYBSA recreational games continued this week at the Nova fields, as well as the Sports Complex on the Softball Quad and T-Ball fields.
- The City's Youth Volleyball Program continued training this week on Monday and Thursday nights at 6pm. Currently 60 participants are signed up.
- OBSC continued its game season Saturday with games starting at 8:30am. Practices are held during the week.
- USSSA Baseball hosted another tournament at the Sports Complex on the Wendelstedt Fields, as well as the five fields at the Nova Community Park on Saturday and Sunday. This is a rental.
- Freedom Sports Adult Softball Association hosted one of their many tournaments throughout the year this Saturday and Sunday at the Sports Complex on the Softball Quad. These were Coed Men's Qualifiers. This is also a rental.
- SHS Girls' Flag Football played their first home game of the season on Thursday at the Sports Complex on Championship Field #7 at 6pm.

- 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
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue 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
 - Seabreeeze Flag Football field is complete.
 - Fence line project is still being worked on. T-ball is done; now working on soccer fences.

- 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 held on stage rehearsal and regular classes. CMT held regular classes.
 - Wednesday: Show Club held on stage rehearsal and regular classes. CMT held regular classes

- Thursday: Show Club held on stage rehearsal and regular classes. Kopy Kats and CMT held regular classes
- Friday: CMT held regular classes.
- The Performing Arts Center is preparing to host the following events:
 - "It Was a Very Good Year" – Sinatra Tribute, Friday 3/20, 7:30 to 9:30pm
- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Fitness room open Center hours
 - Open gym Center hours
 - Activity room rental Sunday
 - Jazzercise Monday
 - Making final preparations for Splash Pad opening
 - PAL tutoring takes place Monday through Thursday afternoons
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - 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 55 applicants.
 - Securing food vendors and bands for Art in the Park.
 - Creating and placing ads for Art in the Park.
 - July 4th – Contacting bands and entertainment (on-going).
 - Various/ongoing inspections of landscape/maintenance work sites.
 - Various site visits with landscape contractor.
- Gymnastics
 - Classes are going well and growing
 - Preparing for AAU Competition in Perry, FL this weekend 3/20-3/22
 - Planning for Open Gym 3/27 6-8pm
- 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.
 - Open play took place various times during the week for those who participated in 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.
 - Youth Coed Volleyball met on Monday and Tuesday for practice from 5:30pm-8:30pm and will continue to meet twice a week until May.
- The Casements
 - Tours were given this week from 10am to 3:30pm Monday through Thursday and on Saturday from 10 to 11:30am.
 - The Casements Camera Club photography exhibit continues in The Gallery.
 - The Memorial Day Committee met this week on Wednesday in the Preservation Room.
 - Guild Crafters met on Thursday afternoon in the Art Room to prepare for this year's gala.
 - Staff preparing for this weekend's Native American Festival.

- Staff worked on planning the annual Appreciation Luncheon for the Guild which will be held next month.
- Staff organized and developed an intergenerational art workshop in conjunction with Art in the Park. Two Saturday workshops are being planned. We already have 18 children registered.
- Regular classes took place including Pilates, Yoga, Chair Yoga and the History of Rock' n Roll.
- The Native American Festival began today; hours are 12pm-9pm.

Parks Maintenance

- Assisted with construction at the Ormond Beach Community Garden
 - Restroom inspections Citywide
 - Blew away storm debris from walking paths at Riverbend Nature Park
 - Installed new tennis net at SONC
 - Started installation of memorial plaque on coquina rock for Ormond Memorial Gardens
 - Removed graffiti from men's restroom at Fortunato Park
 - Repaired broken pickets on Joyce Ebbets Pier
 - Cleaned up broken glass under bridge at Riverbridge Gardens
 - Pressure cleaned both entrance signs at Nova Rec.
 - Repaired toilet in ladies restroom at Cassen Park
 - 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
 - Replaced four existing weather stations at various locations
 - Repaired A/C compressor at Andy Romano Beachfront Park
 - Determined and repaired lack of suction on exhaust system WWTP Laboratory
 - Facilitated replacement of rusted uni-strut clamps on Airport Tower equipment
 - Remove old fence by the tennis courts at SONC
 - Adjust French doors in the portico at The Casements
 - Assist volunteers with garden boxes at Central Park III
 - Pickup equipment at the Airport Tower
 - Adjust the west gate sensor in the Sally Port at the Police Department
 - Install new ceiling fan in the ballroom at the Senior Center
 - Inspect uni-strut straps for the weather station grounding rods at the Airport Tower
 - Repair men's outside restroom toilet at Nova
 - Repair men's toilet in the Tennis Center at MacDonald House
 - Check startup on the Splash Pad at SONC

Police Department

Administrative Services

- Staff completed/passed the Florida Department of Highway Safety and Motor Vehicles audit of our Driver and Vehicle Information Database (DAVID).
- Command staff swore in two new Police officers, Austin Graves and Rafael Medina.
- Command staff attended a check presentation ceremony by Congregation B'nai Tora held at Mango Sun restaurant for the members of the Police Unity Tour.
- Command staff attended an Emergency Management meeting at the Police Department.

Community Outreach

- The READ (Reading, Exploration, Adventure and Discovery) program continued at Ormond Beach Elementary School last week. On March 10 and 12 the popular annual campfire skits writing project was held.
- Tutors R Us continued at the South Ormond Neighborhood Center. Twenty youths are registered for the program which is held in partnership with the Department of Leisure Services. The program is offered Monday through Thursday from 3:00 PM – 6:00 PM.
- The 14U team has registered for play in the State of Florida Association of Police Athletic Leagues Annual Tournament on March 28 and 29 in Jacksonville, Florida.
- All PAL education programs are on break from March 16 until March 30 due to Volusia County School' s spring break.
- Instructed TASER (CEW) and subject control spray (OC) for new officers.
- Met with San Marco Apartments management regarding a crime prevention presentation.
- Set up a "Coffee with a Cop" at Aberdeen Community Center for their coffee club and community members who are unable to attend scheduled events.

Community Services & Animal Control

- Animal Calls: 55
- Animal Bites: 1
- Animal Reports: 4
- Animals to Halifax Humane: 1
- Trap Neuter Release: 2
- Injured Wildlife: 2
- CSO Champion & Owen assisted in the R.E.A.D. program with McGruff.

Criminal Investigations

- Cases Assigned: 40
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 16
- Inactive: 5
- Fraud: 7
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Carbreak: 14
- Grand Theft: 3
- Auto Theft: 5
- Offense Against Family/DCF Reports: 0
- Missing Persons: 3
- Recovered Missing Persons: 2
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1
- Weapons Complaint: 0
- Death Undetermined: 0

Records

- Walk - Ins / Window 119
- Phone Calls 124
- Arrest / NTA'S 22
- Citations Issued 312

- Citations Entered 292
- Reports Generated 166
- Reports Entered 150
- Mail / Faxes / Request 32

Patrol

- Total Calls 1,894
- Total Traffic Stops 423

Operations

Crime Opportunity Report Forms 165

- 3/12/2015
 - Carbreak, 24 Fair Oaks Drive. Vehicle was unsecure and wheel locks were taken.
 - Carbreak, 5 Fisherman's Circle. Two skate boards taken from an unlocked vehicle.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by Loss Prevention for shoplifting.
 - Warrant Arrest, 460 South Atlantic Avenue. Suspect was arrested on an outstanding arrest warrant. During the search incident to arrest, narcotics were found in her purse and she was charged with possession of a controlled substance.
 - Grand Theft Arrest, 358 North Beach Street. Suspect was arrested for stealing his mother's golf clubs and computer. He sold them at a local pawn shop.
- 3/13/2015
 - Battery-Domestic Violence Arrest, 570 Sterthaus Drive #424. Suspect was arrested for domestic violence battery on his ex-wife during an argument.
- 3/14/2015
 - Carbreak, 281 Oak Drive. Someone entered the victim's unlocked vehicle some time overnight and removed a Garmin GPS.
 - Warrant Arrest, South Atlantic Avenue and Osceola Avenue. Suspect was arrested on an outstanding arrest warrant (violation of probation reference a battery).
 - Burglary-Residence, 1050 Southern Parkway. Suspect entered the victim's residence and removed a large flat screen television and check books. Suspect is known to victim.
 - Warrant Arrest, 700 Block South Nova Road. Suspect was arrested on an outstanding Volusia County arrest warrant for robbery.
 - Battery-Domestic Violence Arrest, Olive Grove Apartments, suspect was arrested for domestic violence battery on his wife during an argument. The victim was taken into protective custody under a Baker Act.
 - Battery-Domestic Violence, 220 Ponce Deleon Drive. Suspect was arrested for domestic violence battery after striking his son during an argument.
- 3/15/2015
 - Carbreak, 175 Interchange Boulevard (Baymont Inn and Suites). Sometime during the night suspect entered the victim's truck and damaged the ignition switch in an apparent attempt to steal the vehicle. The vehicle could not be started and a Dell Latitude E5500 Laptop was stolen.
 - Stolen Vehicle, 155 Interchange Boulevard (Hampton Inn). Sometime overnight a Suzuki motorcycle was stolen from the parking lot
 - Stolen Vehicle, 170 Williamson Boulevard (Sleep Inn). Sometime overnight a Suzuki motorcycle was stolen from the parking lot
 - Warrant Arrest, 31-B Cypress Circle. Suspect with an outstanding warrant for their arrest was contacted at their residence and arrested.
 - Narcotics Arrest, Virginia Terrace / Arroyo Parkway. Driver stopped for an equipment violation after which a K-9 alerted to narcotics in the vehicle. A subsequent search of the vehicle discovered 3.5 grams of cannabis.
- 3/16/2015

- Carbreak, 226 Royal Dunes Circle. Unlocked vehicle was entered. Two pairs of sunglasses and a Volusia County School ID were taken.
- Stolen Vehicle, 1505 San Marco Apartments #203. Red and White 70 cc dirt bike was taken from the Victims patio area.
- Carbreak, 308 Selden Avenue. Window to the vehicle was broken out to gain entry. Vehicle registration, title and insurance card were taken.
- Burglary-Residence, 4 Fern Meadow Lane. Victim advised her niece has been entering her home without her knowledge and stealing from her for awhile. .
- 3/17/2015
 - Traffic Arrest, 100 Block of North Orchard Street. Suspect was arrested for driving with a revoked/habitual offender license situation.
 - Carbreak, 1 La Jolla Court. A CD player was taken from the center console.
 - Traffic Homicide Investigation, South Nova Road and Moreland Boulevard. Adult male pedestrian (all in black) was trying to cross the road when he was struck by a northbound vehicle.
 - Stolen Vehicle, 790 West Granada Boulevard, suspect took victim's vehicle without permission. The two are supposedly friends or acquaintances.
- 3/18/2015
 - Carbreak (X2), 542 South Ridgewood Avenue. Sometime during the night someone entered two unlocked vehicles and removed several miscellaneous items.
 - Carbreak, 60 Reynolds Avenue. Someone entered the victim's unlocked vehicle and removed an S&W Shield magazine with .40 caliber ammunition.
 - Burglary-Residence, 710 South Beach Street. The victims covered carport was entered and a skateboard was stolen.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for retail theft and issued a Notice to Appear.
 - Warrant Arrest, 25 Marjorie Trail, suspect arrested on an outstanding arrest warrant out of Volusia County for Failure to Appear reference Petty Theft.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 227
 - Number of Uniform Traffic Citations Issued: 244
 - Number of Written Warnings Issued: 33
 - Number of Parking Citations Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 21
 - Number of Crashes with Injuries: 10
 - Number of Crashes with Fatal Injuries: 1
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Public Schools
 - Reason for this STEP: School Zone
 - Number of times worked: 4; Total Hours Spent: 2
 - Citations Issued: 4; Written Warnings Issued: 1
 - Comments: None
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: North United States Highway 1/Hernandez Avenue
 - Reason for this STEP: Bike Week
 - Number of times worked: 3; Total Hours Spent: 3
 - Citations Issued: 5; Written Warnings Issued: 5

- 3. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 201 West Granada Boulevard
 - Reason for this STEP: Motorcycles riding down sidewalk and passing vehicles in the bicycle lane.
 - Number of times worked: 2; Total Hours Spent: 4
 - Citations Issued: 20; Written Warnings Issued: 4
 - Comments: None

- 4. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 800-Block North United States Highway 1
 - Reason for this STEP: Bike Week
 - Number of times worked: 5; Total Hours Spent: 15
 - Citations Issued: 0 Written Warnings Issued: 0
 - Comments: None

- 5. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 900-Block John Anderson Drive
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1 Total Hours Spent: 0.75
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: None

- 6. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 200-Block North Orchard Street
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.75
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: None

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 10 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 2 Cases initiated
- 36 signs have either been removed or sign cases created.
- 25 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and seventy-six (76) telephonic inquiries.

Public Works

• Engineering

Project Summary

Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – A pre-construction meeting was held on March 18; FDOT has been notified that work will commence the week of March 23.
- OBSC Wayfinding Signs – All (10) signs have been installed. Low flowering groundcover and mulch will be installed late next week.
- Nova Community Park Skate Park Expansion – Irrigation and sod have been installed. Final building items are being addressed, the fence will be installed March 19 – 23. As-built drawings are being finalized. An SPRC final inspection is anticipated the week of March 23.
- Nova Community Park Paving Improvements - Phase 2 site preparation continues with removal of existing ground and replacement with compacted crushed concrete base for the parking areas. Phase 3 has been rough graded and crushed concrete base has been installed, and sidewalk section was constructed. An electronic message board has been posted along Main Trail,

informing the public that the entrance to the park at that location is closed and to use the Nova Road entrance.

- Downtown Streetscape Planting (Orchard to A1A) – The contractor is working to remove existing plant material in conflict with the proposed planting plant between US1 and Beach Street.
- Riverside Drive Drainage Improvements - Construction commenced on March 16 beginning with the work south of Willis Drive and then continuing to the work north of Willis Drive. Full project completion is expected to take no longer than 5–6 weeks.
- South Peninsula Reclaimed Water Extension – A preconstruction meeting was held on March 13, and the contractor anticipates work beginning the week of March 30.
- A1A North Peninsula Forcemain Extension – Approximately 1,500 feet of sanitary sewer forcemain has been installed and is progressing under this Volusia County project, which will eventually connect to the City's sewer system near Spanish Waters.
- Sports Complex Restrooms Utilities Extension - Approximately 800 ft of sanitary sewer service line has been installed. The watermain has been constructed, chlorinated, and pressure tested. Clearance package has been prepared for the new watermain.
- Laurel Oaks Stormdrain Extension - Contracts are out for execution.
- I-95 & SR40 Slope Irrigation – The project is complete.

Design Projects:

- City Welcome Sign – Staff is currently in the process of finalizing construction plans to submit to the FDOT for Community Aesthetic Features (CAF) review and approval.
- 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 drafting changes presented at the recent meeting with City staff, and St. Johns River Water Management District permit applications are being finalized for City signature.
- Ph II 2-Inch Water Main Replacement - Mainland - Bids were received March 11 and are being reviewed by staff.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Bid opening was held on March 5. Bids are under review, the apparent low bidder is General Underground, LLC.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The consultant has submitted their Letter of Recommendation to award the construction contract to the low bidder, Young's Communication.

- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted to FAA for 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 - Bids are being reviewed by staff. Prepared pricing matrix of the nine bidders and fourteen alternate bid items to determine lowest cost combination.
- 2015 Roadway Resurfacing - Project has been advertised for bidding. 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 Lime Silo Dust Arrestor – The proposal for design services was approved by the City Commission at the March 3 meeting.
- Water Treatment Plant Controls and Pump Upgrade – A proposal for design services has been submitted by the City's consultant. The City is negotiating the terms of this proposal and will schedule the project for Commission approval at a forthcoming 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 – The work authorization is scheduled for City Commission approval on April 7th.
- Fiber Optic Network Expansion - Phase 3 – A kickoff meeting was held on March 11 to begin final design and construction of Phase 3.

Department Activities

Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going), and old engineering drawings.
- Sidewalk Improvements - Prepared cost estimates for proposed sidewalk improvements for the Ormond Beach Housing Authority.
- FPL - New poles are being installed on Seminole Avenue between A1A and South Halifax Drive, and along Sanchez Avenue.
- Researched and provided AutoCAD construction plan sets of the OBSC restroom forcemain to Sliger surveyors per request.
- Researched and provided information regarding minimum scour elevations for foundation pilings in the Coastal Construction. Clear Line to developer of the 697 Ocean Shore residence per request.
- Researched and provided plans sets via our FTP site for the Division Avenue transmission main upgrade project to consultant (Mark Dowst) per request.
- Signal Avenue Right-of-Way acquisition meeting with Airport Manager and Economic Development Director.
- Completed elevation survey and set new finished pavement elevation grade stakes along the Phase 3 section of Nova Community Park Paving project, as requested by project manager.

- Created construction plan sets for 817 and 2891 Riverside Drive water service replacement.
 - Completed Tree-in-the-Right-of-Way locate at 2 Cameo Circle per Streets Division request.
 - Created As-Built drawing sets for the completed Street Tree Planting and Cardinal Beach Approach Improvements projects.
 - Began creating conceptual construction plan drawings of the proposed recreation area near Pathways Elementary.
 - Completed property corner stakeout at 137 South Washington Avenue per Neighborhood Improvement Division request.
 - Researched and provided as-built copies of Breakaway Trails Ph 3 Unit 2 sanitary and reuse plans to Wastewater Division per request.
 - Completed the sketch and legal descriptions of 1800-1810 North US1 (MicroFlex) properties and provided PDF copies to Planning Department per request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Repaired asphalt after pipe installation on Lynwood in Hidden Hills
 - Cleaned trucks and tools at the Public Works Yard
 - Concrete repair on Hernandez Ave
 - Performed stress cuts on Ann Rustin Dr.
 - Repaired depressions in the road with asphalt on Lincoln Ave. & on New Britain Ave.
 - 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
 - Trimmed trees at the Performing Arts Center, on Oakmont Cir., and on Palm Ave.
 - Removed trees on Cameo Cir.
 - Assisted Building Maintenance with installing a weather station at the Police Department
 - 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
 - Performed DOT (Department of Transportation) weed control on Granada Blvd, on Nova Rd., on all State roads, and various City bad spots
 - Trimmed around the fence area on Wildwood Trl.
 - Repaired bricks sticking up on southeast corner of S. Ridgewood & SR40
 - Removed litter on US1, north and on A1A
 - Performed ROW (Right-of-Way) trimming at various State roads
 - 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, checked for signs that might need attention
 - Pine Valley, replaced stop signs, both sides and replaced posts

- St. Andrews Dr., replaced stop sign, “Stop Ahead” sign, and 25 mph speed limit sign
- 333 S. Halifax Dr., removed (2) “No Parking” signs
- Corbin Ave. & Ridgewood Ave., replaced stop sign post & anchor
- South Ormond Recreation, installed (2) more “No Dogs” signs
- Wilmette Ave., installed “Curve Ahead” sign & post
- 200 block of N. Halifax Dr., installed new stop & speed limit signs

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds
- Oakbrook Cir., ditch maintenance
- 1300 block Overbrook Dr. – repaired basin

Vactor

- Various Citywide Locations – cleaned basins
- N. & S. Beach St. – inspected outfalls

Mowing

- Reachout – various FDOT ponds, at Hand & Division and on SR40
- Brush Hog – various FDOT ponds

Street Sweeping/Streetsweeper

- 54.0 miles of road cleaned (3 days)
- 9.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
26,197

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
7	8

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 11,245 gallons of unleaded and 5,137 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,409 gallons of unleaded and 1,187 gallons of diesel.
- Fleet completed 43 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 – The City Commission awarded the bid to Backflow Prevention and Fire Services on 3-17-15

- 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 – An agenda item recommending contract award to the low bidder is scheduled for City Commission consideration at the April 7, 2015 meeting.
- Fire Hydrant Replacement Program – Preparing bid documents.
- Lift Station 8M1 – McKim & Creed is designing the project.
- 2891 John Anderson Drive – Application for Volusia County Use permit was submitted for approval.
- 35 Kathy Drive – Application for Volusia County Use permit is being reviewed by the County.
- 718 Riverside Drive – Service line replaced. Volusia County Use Permit was submitted.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 was installed and started up on 3-10-15. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. Bids are being prepared for the influent pump station wet well cleaning and debris removal activity.
- Pressure Main Cleaning Services – Executed copy of the contract was received. An initial purchase order for \$25,000 is being processed.
- Rima Wells Auxiliary Power Generator – desired operational features for SCADA was requested from the design engineer.
- Storage Tank Repairs and Maintenance – A tank inspection was performed by the structural engineer.
- Saddler's Run Lift Station Rehabilitation – Bids were received. An award recommendation to responsive low bidder is being prepared for CC consideration.
- Sanitary Sewer Pipeline Repair – Bids were received. The base bid was under the budget allowing several bid alternates to be selected.
- Utility Master Plan – Executive Summary and final Water and Wastewater Master Plan edits are being performed for preparation of upcoming workshop with City Commission. Future budgetary considerations for funding necessary projects will be discussed.
- Wastewater Sludge Thickener Upgrades (CIP) – Aquaturbo visited the plant to show the bottom aerator mixer assembly. Alternate assembly configurations are being considered for project efficiencies.
- Water Plant Aerator Housing Rehabilitation (CIP) – A design-build project delivery method is being considered. A proposal from the design engineer was received for scope review. A cost proposal was requested for preparing bid plans and specifications.
- Wells 18SR – Received video log. Casing appears to be damaged and repair may not be feasible.
- 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 – CVS – Received plans for review. Deer Creek – The punch list for water distribution items is being addressed. Huntington Villas – Received plans for review. Oceanic Villas – Reviewed Volusia County Major Amendment to change the land use to allow a private beach club. River Oaks – Operation and Maintenance manuals were requested from the contractor. Other punch list items were completed. Phase 2 record drawings are being reviewed. Sarah House - Reviewed record drawings and attended final site inspection. Sunrise Cove – A performance bond was requested for the water system. YMCA Parking Lot Expansion - A water distribution system permit was received for the 4-inch service line extension. Revised plans were received for review. Zaxby's - Reviewed lift station calculations.
- 2008 Lift Station Improvement Program – A deposition is scheduled on 4-6-15 for addressing contractor claim.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 38.844 million gallons for the week ending Mar.15, 2015 (5.549 MGD)

- Backwashed 7 filters for a total of 295,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators under full load for routine PM.
- We had no (0) Precautionary Boil Water notices this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.02 Million Gallons.
 - Produced 21.40 Million Gallons of Reuse.
 - Produced 9.62 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.43 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 214.81 (14%-18% Solids).
- Water Distribution
 - Exchanged 9 water meters per Finance Department work orders.
 - Responded to/ or repaired 10 water service leaks.
 - Performed accuracy testing on a 4", 2-6", and 8-1 ½" commercial water meters. Scheduled 5 commercial water meters for testing.
 - Installed 7 new customer water services and meters.
 - Assisted 19 customers with misc. concerns.
 - Replaced 6 water meter boxes.
 - Replaced 4 water services due to low pressure.
 - Responded to 17 water pressure and/or water quality concerns.
 - Installed and pressure tested 4 new backflow prevention devices serving city irrigation systems. Tested 2 existing backflow prevention devices, 1 repair is required.
 - Completed maintenance activities on 21 fire hydrants as part of the fire hydrant maintenance program.
 - Located and exercised 38 water distribution system main line valves.
 - Performed flushing activities in the Broadwater, Southern Pines, Saddlers Run, and Tymber Crossings subdivisions.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 104 regular and 3 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 6 trouble calls Breakaway/Hunters Ridge PEP System service area and 8 in Town.
 - Assisted lift station maintenance pumping out 13M gravity sewer system with tanker truck and vac-con due to force main obstruction located approximately 100 ft north of receiving manhole near 112 Shady Branch Trail. (12,000 gallons pumped and transported to WWTP)
 - Repaired 4 inch sewer lateral at 709 Cordova & 53 Fluhart.
 - Televised 5, cleaned 6 and root controlled 2 sewer laterals.
 - Cleaned 5,763 ft. sewer main in 4M system
 - Installed 4 inch sewer clean out at 508 Sandy oaks Blvd. .
 - Replaced PEP tanks at 3 Marsh Ridge Watch, and 35 Laurel Ridge Break.
 - Rehab PEP tanks at 4 Whipper-In Circle, 23 Fox Fords Chase & 69 Coquina Ridge Way.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 8 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 18/34psi. . Foxhunters Flat (2 inch) 16/26 psi & Shadow Creek Blvd. (4 inch) 5/6 psi.
- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - Clarifier #2 – upper gear box gear skipping noise - replaced upper gear box with new inventory – returned to service – ok.

- Influent Room – vendors completed motor installation and start up – start up successful placed motor back into service for evaluation.
- Airport Industrial Park – pump #1 not functioning - pull pump – replaced with new inventory – repair noted loose control wiring - deragged both check valves – ok.
- 4P – replaced worn receptacle for sump pumps – ok.
- Influent Room – deragged pumps as needed.
- 5M - installed and wired potable water pressure transmitter.
- SCADA/WIN911 monitor/response: Saddlers Run – high starts – clean probe - ok
- 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: Effluent Transfer Pumps #1,#2,#3; Screw Pumps #1, #2, #3; Sand Filters #1, #2, #3; R.A.S. Pumps #2,#3, #4, #5; W.A.S. Pumps #1, #2.
- Quarterly PM's: Bar Screens #1, #2.
- Semiannual PM's: Bar Screens #1, #2.
- Lift Station PM's: 23 monthly and 2 annual performed.
- Plant wide oil & grease route.
- 69 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Riverview Booster Station – began replacement of rodent vent mesh.
- Lime slurry pump – began reconditioning of tube plate – fabricated new viewing window.
- Well 40R – not pumping at sufficient flow to open check valve - performed trouble shooting of station – pump/ motor assy. determined non operational – will request quotes for replacement.
- South sludge pit – repair 4” water line.
- Polyphosphate pump – replace diaphragm on pressure release valve.
- Well 35 R – not responding – main 200 amp fuse blown – replaced with new and tested - noted generator would not start - batteries suspected – reported to Fleet – batteries replaced – ok.
- Well 29H – ground water around well beginning to dry after relocation of automatic flow device.
- PM's – all wells begin vegetation control.

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.
- Contract Laboratory Review: Staff reviewed the quality of the data being received by the contract laboratory for contract renewal considerations.
- Industry Pretreatment Annual Report: Staff received a response from the FDEP regarding the IPP annual report. Staff is crafting a response based on the data beginning reviewed.

• Water Supply/ Treatment and Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation - Rebuild Project: The contractor accomplished installation of 10 new devices for recent weekly period. The project is 99% complete. Staff is preparing a letter for delivery to the North Peninsula Reuse Service Area informing the residents of the project beginning on their properties within the next month. The letter will also invite the residents to attend a meeting held by the Utility to field questions concerning the project.
- Consumer Confidence Report: Staff began compiling 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, assisting staff with and maintaining the agenda automation system, 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 March 17, 2015, City Commission Meeting
- Agenda packet preparation and creation for March 25, 2015, Budget Advisory Board Meeting
- Agenda packet preparation for April 7, 2015, City Commission 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.