

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 10, 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 HR Director and Police Chief
- Prepared and gave presentation for Chamber Leadership Government Day
- Staff meeting with senior staff
- Discussion with senior staff on Little Free Library concept

Spoke to, attended and/or met with:

- As requested, agenda review with Commissioner Boehm
- Rotary meeting
- County's Transportation Roundtable
- Commission Workshop on Utility Master Plan and Commission Meeting
- PACE board meeting with Maryam Ghyabi
- Insurance discussion with Jessica Scott, and Alan Florez Brown and Brown
- Tiger Bay luncheon, guest speaker Matt Walsh of The Observer Media Group
- Provided presentation to Chamber Leadership group for Government Day
- Held Walking with the Manager

Community Development

Planning

- The Planning Director gave a presentation on Leadership – Developing our Community Leadership Vision to the 2015 Leadership Class.
- The Planning Director and Leisure Services Director met with the City Manager to discuss Madeline Holt's proposal for a "Little Free Library" project.
- The LDC amendment for the Master Vendor/Itinerant Vendor Permit criteria that was going to the Planning Board this week for a public hearing has been continued at the request of Legal. The LDC amendment for T1 and T2 Zoning District was acted upon favorably without public comment.

Building Inspections, Permitting & Licensing

- 221 inspections performed.
- 5 business tax receipts issued.
- 80 permits issued with a valuation of \$1,674,842.00

NOTE:

125 of the inspections were completed by Universal Engineering, our private provider inspectors.

Development Services

- The SPRC activities for this week included:
 1. Environmental Learning Center
 2. Parque Warehouses

3. 506 Lincoln Utilities inquiry
4. 1142 North US 1 Revised site plan
5. Assisted Living Facility on Tomoka Avenue

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. The CRA resolution extension will be on the April 21 Commission meeting agenda as a staff action item. Upon approval of the Commission, the resolution will be submitted for County Council approval in May.

Airport Business Park

- Staff is working with a local existing manufacturing firm to assist in their location of additional space to accommodate expansion plans. The buyer is in the due diligence period and will make a final decision in the next few weeks.
- 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.
- Staff met with SKYO Industries President Warren Anderson who was in town to meet with contractors for the renovation of 2 Sunshine Boulevard. Meetings were also arranged with Daytona State College Advanced Technology Center officials to discuss the process of hiring manufacturing candidates for SKYO's relocation in July.

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 which begins on April 11 until April 19**. Staff worked with various media outlets all week to promote the Rediscover US 1 program.

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 over the past 2 weeks.

Airport Operation and Development

- Staff has been notified that the draft forecast chapter of the airport master plan update document has been reviewed and approved by the Federal Aviation Administration. The forecast and other aspects of the master plan update process will be presented at a public meeting scheduled to occur on April 28th.
- Staff is working with Hoyle, Tanner and Associates on a proposed project to rehabilitate the stripes and markings on the airport's runways and taxiways in response to comments about the condition of the markings provided by the FDOT. This project may also involve re-numbering Runway 8/26 due to changes in the magnetic declination for this runway. If the FAA determines that this change is necessary, the runway will be designated as Runway 9/27.

- The bid opening for the acquisition of a new backup power generator for the air traffic control tower was conducted on Tuesday, April 7th. The apparent successful bidder is Florida Detroit Diesel. Based on this bid, staff will prepare and submit an application for a Supplemental Joint Participation Agreement with the FDOT to fund acquisition of the generator.
- The contract with Wolen, LLC, was approved at the April 7th commission meeting. This contract will allow Wolen, LLC, to proceed with the construction and installation work described in the approved "Rehabilitate ATCT Safety NAVCOM Equipment" project.
- Crews from the Streets Division completed work this week to clear a small number of trees at the airport which were causing line-of-sight issues for the air traffic control tower staff.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 67 Journal Entry Batches (#2655-2833).
 - Approved 15 Purchase Requisitions totaling \$266,333.13.
 - Issued 17 Purchase Orders totaling \$149,043.99.
 - Processed 4907 cash receipts totaling \$597,101.96.
 - Prepared 88 Accounts Payable checks totaling \$49,898.35 and 20 Accounts Payable EFT payments totaling \$49,035.62.
 - Processed 1,514 utility bill payments through ACH totaling \$85,208.30.
 - Processed and issued 6,331 utility bills with billed consumption of water of 42,510k.
 - Issued 574 past due notices on utility accounts.
 - Auto-called 81 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Casements Closed for Tours (4/15)
 - Walking with the Manager (4/10)
 - Putting on the Ritz (4/18)
 - Summer Sports Clinics
 - Open Gym (4/10)
 - Parents' Night Out (4/17)
 - Florida Licensing on Wheels (4/14)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Completed Community Conversation Workshop ads for News-Journal and Ormond Observer.
 - CodeRED notification for hydrant maintenance.
 - Attended weekly/quarterly staff meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Paul Coverdell Forensic Grant for Evidence Unit equipment.
 - Submitted Bulletproof Vest Partnership Funding Request through August 31, 2017.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 4
- Hazardous: 4
- EMS: 76
- Motor Vehicle Accidents: 10
- Public Assists: 36

TOTAL CALLS: 131

- Aid provided to other agencies: 10 Calls – Daytona Beach (5), Volusia County (5)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 66

Training Hours

- NFPA 1001: Firefighting 19
- NFPA 1002: Driver 3
- NFPA 1410: Hose Drill 96
- NFPA 1500: Safety/Equipment 16
- NFPA 1620: Preplanning 9
- EMT/Paramedic 20
- TOTAL TRAINING HOURS: 163

Station Activities

- Serviced 152 fire hydrants
- Updated 20 pre-fire plans

Significant Incidents

- 3/30/15, 3:28 PM: N. Tymber Creek Rd. / Durrance Ln. – Car vs. Motorcycle Accident – Two patients transported to hospital as trauma alerts.
- 3/31/15, 6:30 PM: W. Granada Blvd. – Motor Vehicle Accident – Upon arrival found one vehicle facing westbound in eastbound lane with head-on collision into another vehicle – one 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; internally; on the Building Officials Association of Florida (BOAF) web site; on the International Code Council (ICC) web site; and will remain open until filled.
- Chief Building Inspector (Planning & Building) was advertised 2-16-15 on the City web site; internally; on the Building Officials Association of Florida (BOAF) web site; on the International Code Council (ICC) web site; and will remain open until filled.
- Summer Camp Counselors (Leisure Services) was advertised 3-2-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader at Nova Community Center (Leisure Services) was advertised 3-17-15 on the City web site and will remain open until filled.

Applications Under Review

- Police Officer (Police Department). Twenty-one applications were received.

Interviews Scheduled

- Firefighter/EMT (Fire Department). Interviews scheduled for 4-10-15 and 4-13-15.

Background/Reference Checks/Job Offers

- Building Inspector (Planning & Building). A candidate was selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Maintenance Worker II (Athletic Fields) – effective 03-27-15

City Events/Employee Relations Update

- Employee orientation for new employees will be held 4-27-15 in the HR Training Room
- Our ICMA Deferred Compensation representative will be here on 4-27-15 to meet with employees
- Our Nationwide representative will host a retirement presentation at the Police Department on 4-30-15

Risk Management Projects

- Leadership: Government Day was held 4-9-15 for 36 attendees
- Mayor's Health & Fitness Challenge: Achievement Awards ceremony will be held 4-11-15
- Attended Wellness Council General 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.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 12 New work - 40 completed - 46 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,793	Inbound E-Mails Blocked	8,582
Delivered Inbound E-Mails	11,875	Quarantined Messages	336
Percentage Good Email	57.1%	Virus E-Mails Blocked	297

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 63 Corrections: 0
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS located this week 78
Total meters in System = 22,816 includes 22,178 potable, 629 Irrigation, 9 Effluent
 - Notable Events: None.

Leisure Services

- **Administration**
 - City Manager's Meeting
 - Supervisory Staff Meeting
 - Public Works Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Tour City Parks/Facilities with Intern
 - City Commission Meeting
 - Handball Tournament Meeting
 - Leisure Services Advisory Board Meeting
 - PDA Soccer Meeting
 - R&R Meeting
 - Free Little Library Meeting
 - Review CIP Projects

- **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 has continued their spring practices at the Sports Complex, Softball Quad this week on Monday, Wednesday and Thursday at 4pm.
 - SHS Baseball has one home game this week on Friday at the Wendelstedt Fields at 7pm.
 - Coed Softball continued their games for this spring season this week on Monday through Thursday nights at 6:20, 7:30 and 8:40pm.
 - OBYBSA recreational games continue this week Monday through Friday at both the Sports Complex and the Nova Community Park Fields. T-Ball has games on Saturday mornings.
 - City Youth Volleyball Program continues training/games on Tuesday and Thursday this week from 6 to 7:30pm at the Nova Gym.
 - OBSC continues practices this week Monday through Thursday at the Sports Complex Soccer Fields. Games are held on Saturday mornings.
 - USSSA Baseball is once again hosting a tournament at both the Nova Complex Fields as well as the Sports Complex Wendelstedt Fields. Games were both Saturday and Sunday from 9am to 7pm.

- **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
 - 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

- Worked on cleaning the maintenance building all week.
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Special Election – Senior Center used as voting precinct on Tuesday 7:00am to 7:00pm
 - 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: CMT and Kopy Kats held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: CMT held regular classes
 - Thursday: Kopy Kats and CMT held regular classes
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Extreme Talent Show, Friday 7-9pm
- 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
 - YMCA Soccer Monday, Wednesday and Friday
 - PAL Tutoring Monday through Thursday
 - Youth basketball practice Saturday, Monday and Wednesday
- Community Events
 - Attended Memorial Day Committee meeting and assisting with event planning tasks - finding guest speaker, flyover, bands, marching groups (on-going)
 - Tracking participant applications for 2015 Art in the Park show and sending confirmation letters (on-going). Currently there are 72 applicants.
 - Art in the Park: securing food vendors and bands, creating and placing ads
 - July 4th – Contacting bands and entertainment (on-going)
 - Assisted with City Commission meeting workshop
 - Assisted with Chamber Leadership Government Day in City Hall
 - Assisted with Walking with the Manager
 - Helped develop invitation and mailed out for Community Conversations on April 18th and 22nd
 - Developed invitation for upcoming Ormond Beach Skate Park Grand Opening
 - Securing special event application with Volusia County for fishing tournament, June 20th.
- Gymnastics
 - Classes are going well and growing
 - April/May session now in progress
 - Open Gym this Friday 6-8pm
 - Preparing for State Competition 4/25-4/26
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports completed and submitted daily for rentals and open play passes that were purchased.

- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise and Ms. Debby's Dance and Acting classes continued to meet at various times throughout the week.
- Challenger Baseball met on Tuesday from 5:00pm-6:00pm.
- Youth Coed Volleyball met on Monday for practice from 5:30pm-8:30pm and will continue to meet twice a week until May.
- Bellarmine University rented the gym on Wednesday and Thursday to practice for competition.
- A Special Election took place on Tuesday from 7:00am-7:00pm.
- The Casements
 - Classes met this week including Pilates, Yoga and History of Rock 'n Roll.
 - Tours continued from 10am to 3:30pm Monday through Friday and Saturday from 10am to 11:30am.
 - Two wedding ceremonies were held at Ormond Memorial Gardens on Saturday; one from 9:30am to 10:30am and another from 3:30 pm to 4:30pm.
 - The Al Hovey Art Exhibit was arranged in the gallery beginning at 10:00am on Monday.
 - A Memorial Day Committee Meeting was held in the Preservation Room on Wednesday beginning at 11:30am.
 - Thursday the Guild Crafters met from 12:00 to 3:30.
 - Walking with Manager was held at The Casements on Friday morning.

Parks Maintenance

- Installed new storage shed for the Community Garden
- Put chairs away at City Hall
- Completed parks restroom inspections Citywide
- Repaired bench at Central Park II
- Picked litter from around the lake shore at Central Park II
- Removed fallen tree limb from the fishing dock at Central Park I
- Replaced damaged trash can dome lid at Fortunato Park
- Repaired faucet for fish cleaning table at Cassen Park
- Delivered safety cones to Andy Romano Beachfront Park
- Blew off all walking trails at Central Park I
- Citywide safety inspections of parks and equipment.
- Weekly inspections of park facilities for reservations
- 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 existing weather stations at various Locations; project complete
 - Operational/safety checks on 14 City-owned gates at various locations
 - Repaired threshold lamp out on Runway 8
 - Attended skate park contractor meeting at Nova Community Park
 - Adjusted A/C schedule at Riverbridge Church
 - Obtain key to Pistol Range for training officer at Police Station
 - Repair auto locks on outside bathroom at SONC
 - Fixed DOT light pole on Granada Boulevard
 - Repaired toilet at Soccer Field at Airport Sports

- Replaced ceiling tiles at WW Collections
- Repaired ceiling fan at The Casements
- Repaired toilet in the ladies room at Public Works
- Repaired men's room soap dispenser at City Hall
- Repaired decorative pole light on Granada Boulevard
- Repaired loose handrails at Ormond Art Museum
- Replaced four shut off valves outside bathrooms at Ames House
- Repaired Box Office doors at PAC
- Repaired toilet in west side men's room at SONC
- Repaired toilet in ladies room in the concession stand bathrooms at Nova
- Troubleshoot the auto flush on the urinal at the PAC
- Repaired the sink near the concession stand at Andy Romano Beachfront Park
- Repaired the gym door panic bar at SONC
- Checked the door lock for repair at the new field house at Airport Sports
- Repaired the toilet at concessions at Nova

Police Department

Administrative Services

- Command Staff held a quarterly Sergeants meeting regarding upcoming crime trends and leadership challenges/solutions.
- Command Staff met with Communications International for radio quotes for the Capital Improvement Project.

Community Outreach

- The R.E.A.D., program at Ormond Beach Elementary School resumed on March 31 for 2nd, 3rd, 4th, and 5th grades. Students are currently reviewing chain stories as a pattern to create their own unique book. The books will be exhibited in the library at Ormond Beach Elementary School on May 21st.
- A grant with First Book, Inc., was received. The grant will provide 40 new books to at-risk youths at the cost of 75¢ per book. Ormond Beach PAL is a registered member of the First Book program since 2008 and as such can apply for one book grant per year. All books will be given to youths participating in the OBPAL educational programs.

Community Services & Animal Control

- Animal calls responded to: 47
- Animal Reports: 6
- Animal Bites: 1
- Animals to Halifax Humane: 2
- Trap Neuter Release: 5
- Wildlife: 2

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 22
- Inactive: 19
- Fraud: 6
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 3
- Auto Theft: 2

- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0
- Vandalism: 1

Records

- Walk - Ins / Window 123
- Phone Calls 100
- Arrest / NTA'S 35
- Citations Issued 152
- Citations Entered 298
- Reports Generated 163
- Reports Entered 149
- Mail / Faxes / Request 25

Patrol

- Total Calls 1,601
- Total Traffic Stops 150

Operations

Crime Opportunity Report Forms Issued:195

- 4/2/2015
 - Narcotics Arrest, 500 South Yonge Street, suspect was the driver of a vehicle stopped for a routine traffic violation. He was arrested for possession of marijuana under 20 grams and was released with a Notice to Appear.
- 4/3/2015
 - Traffic Arrest, West Granada Boulevard and Beach Street. Suspect arrested for driving while license was revoked (Habitual).
 - Shoplifting Arrest (X2), 1521 West Granada Boulevard (Wal-Mart). Mother and daughter were arrested for retail theft/shoplifting after they were detained by Loss Prevention and officers.
 - Stolen Vehicle, 507 South Atlantic Avenue. 28 foot travel trailer was taken from the Howard Johnsons parking lot.
 - Battery-Domestic Violence Arrest, 275 Williamson Boulevard (Loves Food). The victim and her live in boyfriend were involved in an argument while driving down the road. Suspect pulled into the parking lot of Love Foods when he spit at victim striking her in the face. She then became angry and kicked the windshield causing it to break. Male suspect was arrested for domestic violence battery.
 - Warrant Arrest, 123 South Orchard Street. A call came in of an occupied vehicle in the parking lot at 123 South Orchard Street. Upon contacting the driver, he was found to have an open warrant for Failure to Appear reference to Driving While License Suspended.
 - Warrant Arrest, Selden Avenue/Florida East Coast Railroad. Units were searching the wooded area in reference to a well being check. Contact was made with the suspect in the wooded area off of Lincoln Avenue. Teletype check revealed the subject had an open warrant for Failure to Appear in reference to overnight camping on the beach.
- 4/4/2015
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by Loss Prevention and charged with retail theft/shoplifting.
 - Narcotics Arrest, 300 Block West Granada Boulevard. Received a call of a female screaming in the woods south of Jimmy Johns Subs. Units located two males and a female sitting in a

- large transient camp in the woods at that location. Suspect was observed attempting to hide a plastic dish under his legs. Officers observed what appeared to be crushed pills in the container that the suspect was attempting to hide. He was arrested for possession of a controlled substance.
- DUI Arrest, 1100 Block North US Highway One. Suspect was stopped for a traffic violation driving a 2002 blue Jeep. He initially refused to exit the vehicle after it was suspected that he was intoxicated. He refused to perform field sobriety exercises and was placed under arrest for DUI.
 - 4/5/2015
 - Battery Arrest, 233 Benjamin Drive. During a verbal argument the suspect punched the victim just below his right ear. He was apprehended and charged with simple battery.
 - Narcotics Arrest, North Nova Road/West Granada Boulevard. Witness called to report that a male passenger in a maroon Dodge Magnum was pointing a green laser light at her while she was driving and also pointed it at several other drivers. A traffic stop was conducted on the vehicle and the driver was identified. He admitted to shining the laser pointer at several drivers. The laser was located in the passenger door pocket of the vehicle. A search of the male also revealed a marijuana smoking pipe in his pants pocket.
 - Grand Theft, 253 South Washington Street. Victim reported that he had left his blue and silver JOLT bicycle parked out front of his residence and now it was missing.
 - 4/6/2015
 - Stolen Vehicle. 1511 San Marco Drive #303. The victim had his 2001 Honda motorcycle parked in the parking lot of the San Marco apartments. Sometime overnight the motorcycle was stolen.
 - Battery Arrest, 6 Hunters Run Circle. Units responded to the residence regarding a disturbance. Upon officers' arrival the suspect committed battery on her roommate and was placed under arrest.
 - Burglary-Business, 385 South Yonge Street. Someone broke out the front glass door to the business and removed approximately \$700.00 in cash from the business.
 - Carbreak, 246 Ponce De Leon Drive. Someone removed two 3500 PSI commercial pressure washers from the rear of the victim's truck.
 - Burglary-Business, 601 South Yonge Street (Yancy Music). Someone broke out the front glass door to the business and removed the security bars to gain entry. The subject(s) attempted to first enter the business by beating the doorknob off the rear door to the business, but the door had been welded shut.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was placed under arrest for retail theft and issued a Notice to Appear.
 - Carbreak, 1521 North US#1 (Racetrac). The victim was fueling up her vehicle and left her purse unattended when she went inside the store. When she returned to her car the purse was gone.
 - Open Container Arrest, 176 Division Avenue (South Ormond Neighborhood Center). Female transient had been causing a disturbance, reportedly using racial slurs prior to arrival. There was no disturbance in officer's presence, but the subject was arrested for open container.
 - Disorderly Intoxication / Resisting Officer Without Violence Arrest, 170 West Granada Boulevard (OBPD). Transient was found topless and screaming for help at SR 40 and Ridgewood Avenue. A motorist picked her up and took her to the PD lot. She was extremely intoxicated and causing a major disturbance at the PD while civilians were present and was subsequently arrested for disorderly intoxication.
 - Aggravated Battery-Domestic Violence, 142½ South Halifax Drive. Suspect was arrested for allegedly cutting his wife with a steak knife during an argument.
 - Grand Theft, 570 Collins Street, Victim had construction equipment stolen from this location. Victim provided the name of an employee as a possible suspect.
 - Battery-Domestic Violence Arrest, 417 Pine Road #B, Suspect was arrested for simple battery on his girlfriend.

- Stolen Vehicle Arrest, 155 Benjamin Drive, victim reported his vehicle stolen from his residence. VCSO located vehicle and stopped it in their jurisdiction. OB officers responded to the scene and arrested the suspect for auto theft.
- 4/7/2015
 - Carbreak, 608 North Halifax Drive. Sometime overnight the victim's unlocked vehicle was entered and a wallet was stolen. The wallet was found in the area of Harvard and Peninsula Drive.
 - Panhandling Arrest, 1478 West Granada Boulevard (Ormond Towne Square). Transient was observed panhandling on the property. Subject had prior trespass warning on 02/25/15 for the same violation.
 - Trespassing Arrest, 440 North Nova Road (Nova Community Center). Three juvenile males were observed skating within the closed construction site of the skate court. Two ran upon sight, but were caught. The suspects all received trespass warnings in lieu of charges per staff. One was found to have a prior trespass warning for the same behavior in January. He was arrested for trespassing after warning and released to a parent.
 - Battery-Domestic Violence Arrest, 19 North Yonge Street #15, The victim reports that her live-in boyfriend became upset when she informed him of her intentions of not sharing her shrimp scampi dinner with him. Her boyfriend expressed his displeasure by dumping the entire plate of crustaceans over her head. He then followed-up by pouring a beer over her head too. He was subsequently arrested for domestic violence battery.
 - Assault-Domestic Violence Arrest, 31 Cypress Circle #A, suspect was arrested for assault for threatening to kill his wife.
 - Narcotics Arrest, 600 Block South Nova Road. Vehicle stopped for suspected unlawful window tint. The driver was arrested for possession with intent to distribute after 180 grams of marijuana was recovered from the car, possession of cocaine, carrying a concealed firearm, possession of a handgun with an altered serial number, driving while license suspended and attaching a tag not assigned.
- 4/8/2015
 - Trespassing Arrest, 263 Jefferson Street. Suspect was arrested after being issued a trespass warning and then refusing to leave the property.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was issued a Notice to Appear for retail theft.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was issued a Notice to Appear for retail theft.
 - Shoplifting Arrest, 3 North Yonge Street (Sunoco). Suspect has been stealing several cans of beer from the cooler of the business over the past several days. On this date, he stole four cans of beer and placed them down his pants. Suspect was then located at Cassen Park and identified by management. Subject was arrested for retail theft.
 - Carbreak, 1425 West Granada Boulevard (Starbucks). Victim advised that while she was in Starbucks an unknown person entered her black Chevy Equinox and stole her wallet that was on the floorboard of the vehicle in her purse. Victim advised that she believes the vehicle was locked, however there are no signs of forced entry.
 - Warrant Arrest, 26 Arbor Lake Park. Received a call of a verbal disturbance between a mother and son. A teletype check revealed that the son had an open warrant for failure to appear reference to criminal mischief.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 85
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 107
 - Number of Written Warnings Issued: 5
 - Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injuries: 1
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - South Nova Rd/Arroyo Pkwy. Vehicle vs. Pedestrian. Female pedestrian attempted to cross S. Nova Rd from east to west. Female walked in front of a northbound vehicle and was struck. Female sustained a laceration to her head. Preliminary measurements and photos were taken. Injuries were non-life threatening. Female was issued one (1) citation.

- Traffic Complaints Received:
 - Speeders in Ormond Green Subdivision. HOA president requested speed trailer which was deployed.
 - 1000 Blk Parkside Dr: Caller advised there were vehicles speeding due to the construction detour. Issue has since been resolved due to the construction workers completing the work.

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Pine Trail Elementary
 - Reason for this STEP: School Zone
 - Number of times worked: 2; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: Few Violations

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Pathways Elementary
 - Reason for this STEP: School Zone
 - Number of times worked: 3; Total Hours Spent: 1.5
 - Citations Issued: 0; Written Warnings Issued: 0

- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-400 Blk Clyde Morris Blvd
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 7; Total Hours Spent: 6
 - Citations Issued: 13; Written Warnings Issued: 0

- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Granada Bridge
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 3; Total Hours Spent: 2
 - Citations Issued: 9; Written Warnings Issued: 1

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 600 Blk Division Ave
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 4; Total Hours Spent: 3
 - Citations Issued: 11; Written Warnings Issued: 0

- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 700 Blk Fleming Ave
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: .75

- Citations Issued: 2; Written Warnings Issued: 0
- 7. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100 & 900 Blk John Anderson Dr
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 4; Total Hours Spent: 2
 - Citations Issued: 7; Written Warnings Issued: 0
- 8. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 500 Blk Lincoln Ave
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: .30
 - Citations Issued: 5; Written Warnings Issued: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 4 Cases initiated
- 8 signs have either been removed or sign cases created.
- 23 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and sixty-six (66) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – The Contractor has completed the signals at the Granada Blvd/Ridgewood Avenue and Orchard Street/Seminole Drive intersections. Work will proceed on Nova Road beginning with its intersection with Wilmette Avenue/Main Trail, working south.
- OBSC Wayfinding Signs – the project is 95% complete.
- Nova Community Park Skate Park Expansion – As-builts have been submitted, final touches are being completed in anticipation of a grand opening.
- Nova Community Park Paving Improvements - Asphalt paving was completed in the Phase 2 section of the project. The project is now approximately 80% completed.
- Downtown Streetscape Planting (Orchard to A1A) – The contractor is working to remove existing plant material in conflict with the proposed plantings between US1 and Beach Street.
- Riverside Drive Drainage Improvements – The contractor has made the connection of the southern project to the Willis Drive structure and installed pipe and inlets in the property at 145 Riverside Drive. They will be working to complete the southern project in the next week, currently installing pipe and structures in the property at 161 Riverside Drive.
- South Peninsula Reclaimed Water Extension – Work will commence on April 20th.
- 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 - Submitted watermain extension clearance package. Site restoration for installing the watermain and sanitary sewer service is underway.
- Laurel Oaks Stormdrain Extension - Contractor has begun mobilization.
- I-95 & SR40 Slope Irrigation – The project is 95% complete.
- OBSC ADA Parking and Sidewalks (CDBG) – The contracts are being executed and staff will schedule the pre-construction meeting.

Design Projects:

- City Welcome Sign – ZCA and 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 City Commission at the 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.
- Downtown Stormwater – Consultant has transmitted plans to SJRWMD for preliminary review of the project in anticipation of the formal submittal.
- Ph II 2-Inch Water Main Replacement - Mainland – Bid award is scheduled for May 19 City Commission meeting.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Bid award is scheduled for the May 19 City Commission meeting.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Bid award is scheduled for the May 19 City Commission meeting.
- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted to FAA for review.
- Environmental Learning Center – The consultant has submitted 85% plans for review and meetings were held with the Construction Management firm who are preparing costs for construction. A presentation was made to the women's Garden Club and the possibility exists that funds may be donated for expansion of the facility.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Project has been prepared for award to the City Commission on April 21.
- 2015 Roadway Resurfacing - Received bids. Preparing bid award package.
- 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 – The final draft report was presented to the Main Street Executive Board and a recommendation will be discussed among the members at their next full Board Meeting.
- 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 was approved 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.
- FPL - Work continues setting new power poles along North and South Beach Street, with lane closures or detours in place.
- Grant Application- Prepared cost estimate and exhibits for a proposed multi-use sidewalk along N. US1 from Wilmette Ave. to Airport Rd.
- Reviewed plats and as-builts for Deer Creek Subdivision to assist homeowners with questions they had in determining the definition and location of their back slope easements located at the rear of their lots.
- Meeting with homeowner at 16 Crescent Lake Way to access erosion problems on his property and suggest possible corrective measures.
- Completed the sketch and legal description for 138 Capri Drive annexation per Planning Department request.
- Researched old plat, tax map, and survey data and created an exhibit drawing to determine the location of the Fagan Cemetery property location, and the Ciulla (754 Palmetto Avenue) property location acquired by quick claim deed, in order to determine if new deeds cover errors in previous deeds and easements per Legal Department request.
- Created Exhibit maps of the Ormond Tennis Center Property to show selected parcels highlighted for possible sale.
- Created Exhibit drawings plan set of the proposed North US 1 Sidewalk from Airport Road to Wilmette Avenue.
- Modified plans of the North US 1 Median Landscaping per project manager's comments.
- Completed the calibration and test of the Air/Gas monitoring equipment for use at the Nova Landfill.

- Environment Management

Street Maintenance

Asphalt / Concrete

- Removed broken sidewalk & formed on Airport Rd.
- Removed a sunken gutter & replaced with concrete at Sauls St. & Fleming Ave.
- Returned empty pallet & picked up a pallet of 5000# concrete at Lowe's.
- Cut & removed broken & sunken gutter & formed for pour on Ormond Green Blvd.

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
- Removed trees on Twelve Oaks Dr.
- Trimmed trees on S. Arrowhead Dr., on Spring Meadows Dr., on Oakmont Cir., on Dresden Cir., and on Melrose St. near the Performing Arts Center

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
- Picked up litter at various bus stops, on Orchard St., at various DOT (Department of Transportation) locations and on Nova Rd.
- Weed control at DOT locations on Granada and on A1A

- Assisted the tree crew on Twelve Oaks Dr.

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, 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
- Various parks, replaced handicap signs
- Pine St., replaced pedestrian crossing signs
- Airport Business Park, installed (20) 25 mph speed limit signs
- Parkwood & Woodmere, installed larger "No Outlet" sign
- Sign Shop, researched quick curb for pedestrian crossing panels
- Nova Recreation, installed speed limit/"No Dogs" 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
- Melrose & Andrews – cleaned up area after repairs
- Public Works Training Room – (6) employees attended class for Stormwater license for (2) days
- Stormwater Bay – cleaned up shop area

Vactor

- Various Citywide Locations – inspected inlets and cleaned

Mowing

- Reachout – on SR40
- Brush Hog – on SR40

Street Sweeping/Streetsweeper

- 0.0 miles of road cleaned (In shop for service)
- 0.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

24,576

PM Services completed for the week:

Emergency—Vehicles and Equipment

9

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 13,145 gallons of unleaded and 8920 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,145 gallons of unleaded and 1,209 gallons of diesel.
- Fleet completed 71 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 purchase order was sent to the vendor. Performance and Payment Bonds were requested.
- Breakaway Trails Lift Station Control Panel Replacement – This work will be incorporated with some electrical site modifications.
- Division Avenue Well Field Raw Water Piping – The construction contract was awarded to the low bidder at the April 7, 2015, City Commission meeting.
- Fire Hydrant Replacement Program – Performed field check of the hydrants proposed for replacement.
- Lift Station 8M1 – The existing lift station is partially in the easement. Sent information concerning the location of the easement to the legal department for advisement.
- 2891 John Anderson Drive – Volusia County Use permit was obtained.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 was installed and is successfully operating. Contractor will be contacted to arrange for impeller retrofit on the two remaining influent pumps. Warranty discussions regarding hypochlorite storage tanks – Discussed tank filling procedures with the vendor.
- Pressure Main Cleaning Services – An initial purchase order for \$25,000 was prepared and provided to contractor.
- Rima Wells Auxiliary Power Generator – desired operational features for SCADA was requested from the design engineer.
- Storage Tank Repairs and Maintenance – A structural tank inspection for the water plant and Breakaway Trails elevated water storage tank is being scheduled.
- Saddler's Run Lift Station Rehabilitation – An award recommendation to responsive low bidder is prepared for CC consideration on 4-25-15.
- Sanitary Sewer Pipeline Repair – Award recommendation is being prepared by Engineering to be included with drainage system repairs.
- Utility Master Plan – Master Plan was presented at the workshop with City Commission this week. Utility staff met with Engineering to incorporate prioritized project listings to upcoming 5 Year Capital Budget.
- Wastewater Sludge Thickener Upgrades (CIP) – Alternate Aquaturbo assembly configurations are being considered for project efficiencies. Bids for the influent pump station wet well cleaning and debris removal activity will be included with the wastewater sludge thickener upgrades project.
- Water Plant Aerator Housing Rehabilitation (CIP) – Engineer is working with a structural engineer to develop a cost proposal for preparing bid plans and specifications. Information on the aerator housings was sent by the engineer for review.
- Wells 18SR – Casing appears to be damaged and repair may not be feasible.
- Well 20SR – The broken concrete vault top issue was resolved.
- SPRC – Deer Creek – The punch list for water distribution items is being addressed. Environmental Learning Center - Plans received for review. Kingston Shores – Site plan approved and a Development Order sent. Utility easement was received for review. Montessori School – Discussed site plan requirements for the proposed location for this school at 198 S. Nova Road. Parque Warehouse – Reviewed revised plans. River Oaks – Operation and Maintenance manuals were received from the contractor. Phase 2 record drawings are being reviewed. YMCA Parking Lot Expansion – Addressed comments from the engineer concerning the plan review.
- 2008 Lift Station Improvement Project – A practice deposition was performed on 4-6-15 for addressing contractor claim. The deposition scheduled for April 9 was cancelled.
- Attended Utility Master Plan Workshop, Water Round Table and Chamber of Commerce Leadership Group Government Day. Also attended Walk with the Manager and WTP Tour and

illustration of LPRO Membrane cleaning activity by plant operations staff with Commissioner Partington.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 37.422 million gallons for the week ending April 5, 2015 (5.346 MGD)
 - Backwashed 9 filters for a total of 377,000 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 notices this week.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 30.07 Million Gallons.
 - Produced 22.60 Million Gallons of Reuse.
 - Produced 7.47 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.30 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 137.59 (14%-18% Solids).

- Water Distribution
 - Exchanged 16 water meters per Finance Department work orders.
 - Responded to or repaired 22 water service leaks.
 - Installed 13 new residential customer water service and meters.
 - Assisted 26 customers with misc. concerns.
 - Replaced 19 water meter boxes.
 - Replaced 4 water services due to aged piping. Contractor installed 3 each 2" casings under roads for water service replacements.
 - Repaired a 2" GSP water main at 752 S. Yonge St
 - Responded to 21 water pressure and/or water quality concerns.
 - Installed and pressure tested 3 new City owned backflow prevention devices serving city irrigation systems. Repaired 1 City owned backflow prevention device.
 - Completed maintenance activities on 16 fire hydrants in city. Initiated contractual fire hydrant maintenance activities in Ormond-by-the-Sea, performed maintenance on 32 fire hydrants in unincorporated area.
 - Located and exercised 34 water distribution system main line valves.
 - Performed water meter accuracy testing on 6 ea. 1½", 2 ea. 3", and 1 ea. 4" and 8" commercial water meters. Rebuilt the 4" meter serving BAT irrigation augmentation. Tested a residential ¾" meter per Finance Department request due to a bill concern.
 - Performed flushing activities: Hull Rd, Ormond Lakes, Destination Daytona, and US1 corridor.
 - Assisted Fisherman's Landing Apartment complex with initiating valve maintenance within the facility.
 - Performed a water main shut down and deflected the 2" existing water main around a new storm drain inlet.
 - Disconnected 2 residential water services due to demolition requests.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 96 regular and 2 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 2 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 in Town.
 - Completed repair of twelve inch sewer main at Melrose Ave. & Andrews St. by PAC with JD Weber construction crew. Additional repairs required due to unforeseen conditions.
 - Repaired 4" sewer lateral at 145 Riverside Dr.
 - Disconnected sewer lateral at 333 Pine St.

- Televised 14, cleaned 5 and root controlled 2 sewer laterals.
- Repaired two inch reuse main at 1 Circle Creek Way.
- Laid two pallets of sod for past repair jobs (BAT/HR)
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 16 psi, Ocean Mist Hotel @ 5 psi, Ormond Mall @ 5 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 10/18psi. Foxhunters Flat (2 inch) 12/6 psi & Shadow Creek Blvd. (4 inch) 4/0 psi.
- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - Call out - Operator On Shift – Chlorine Analyzer malfunction – replaced pump with new inventory - ok
 - Grit Snail – clean stair case and hand rails and around splash zone
 - R.A.S. Room, Recycle Room, Influent Room - service sump pump – clean floor/trough/sump.
 - Effluent Transfer Pump #1 – not operational – phase fault – blown fuse at disconnect switch – replaced, tested and placed back in service – ok.
 - Effluent Transfer Pump #3 – losing prime – found possible faulty automatic air bleeder – rebuilt bleeder device and placed in service – ok.
 - Decant Room –flooded floor – sump pump malfunction – no power and main circuit breaker tripped – reset – found no cause – will monitor.
 - 5M – wire existing high level alarms into new control box – ok.
 - 8M3 – repair hinge at wet well door – replace probe squeegee – ok.
 - Arroyo Parkway - high run hours noted on SCADA – burnt contacts in motor starter noted – rebuilt starter – placed station back in service – ok.
 - Influent Room – deragg pumps as per direction.
 - SCADA/WIN911 monitor/response: Spring Meadows - phase voltage loss – contacted FPL - power restored – ok; Towne Square – high run hours – clean probe – will monitor; Cypress Place – no starts pump #2 – motor starter tripped – reset and inspected station - will monitor.
 - 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: Poly Blends #1, #2; Grit Snail.
 - Quarterly PM's: Grit Snail.
 - Lift Station PM's: 7 monthly and 2 annual performed.
 - Plant wide oil & grease route.
 - 56 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime slurry – repair pump covers – replace plexiglass viewing window – repair leaking water hose – ok.
- Lime slurry pumps #2, #3 – replaced worn tubes – ok.
- Well 17D – motor not responding – reset motor saver overloads – inspect motor and control circuits – ok.
- Well 9D – repair main disconnect switch handle - ok.
- Well 8D - motor not responding - found non functioning motor saver - waiting on parts.
- Leeway elevated tank – provided access to antenna installation contractor – installed 120 volt circuit for antenna equipment cabinet.
- B.A.T. utility compound – FPL power outage – possible cause vines on power pole - sprayed weed control around base of FPL power pole – will monitor and reapply as necessary.
- PM's – all city to city potable inter connects; Hudson wells; Rima wells; Bird centrifuge; thickener; B.A.T. Reuse.

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 is collecting the data necessary to calculate the limits and is establishing a sampling regiment to obtain background levels of analytes prescribed by the FDEP in the sewer collections system.
- 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 - Staff hosted an information meeting on Wednesday April 8 at 6:30 p.m. at Grace Lutheran Church for the north peninsula reuse service area residents concerning the Dual Check Valve Installation Project. The meeting was conducted by City staff and the contractor tasked with performing the work.
- Consumer Confidence Report: Staff delivered the analytical data for the 2014 CCR to the Utility's consecutive potable water system, Tymber Creek Utility. The report is available to potable water customers as required by the U.S. EPA to disclose pertinent water quality results. The Utility is making the CCR available electronically for the third year. The electronic report is saving both paper and the cost of printing services.
- Earth Day Event: Staff is organizing for 170 students from Ormond Beach Elementary to attend the City's Earth Day event at City Hall on April 23rd. The children will have a variety of activities to participant in as well as visiting the booths.

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 April 7, 2015, City Commission Meeting
- Staff attended and provided support for April 7, 2015, City Commission Workshop (Utility Master Plan Update)
- Agenda packet preparation for April 21, 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.