

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 17, 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
- Mentoring time with Chamber Leadership student (and Ormond Beach resident) Dr. Linda Bradley Thacker, VP of Student Affairs UCF Branch at Daytona State College
- General discussion meetings with City Attorney, IT Manager, HR Director, Risk Manager, Finance Director and Economic Development Director
- Discussion with Leisure Services Director and Deputy City Attorney on the athletic fields maintenance contract
- Update on Environmental Learning Center

Spoke to, attended and/or met with:

- Rotary Board meeting
- Elected Officials Roundtable meeting
- Daytona Chamber Eggs and Issues
- The Casements Guild appreciation luncheon
- County Council meeting
- Employee of the Quarter committee
- Community Conversation, Saturday, April 18th, Performing Arts Center

Community Development

- Planning
 - Staff has received a variance application at 27 Highland Avenue: The property owner is seeking a variance to install a 12' x 31' carport adjacent to an existing nonconforming detached garage at a setback of 2' requiring a rear yard variance of 18.0' from the required 20' setback to the rear property line. The hearing date for the Board of Adjustment and Appeals is May 6, 2015.
 - Staff has received a variance application at 56 Chippingwood Lane. The property owner is requesting a 10' variance to demolish an existing screen room and re-construct a block wall, hard roof addition at a setback of 10'. The demolition and reconstruction of the structure does not extend the room any closer to the rear property line than exists today. The hearing date for the Board of Adjustment and Appeals is May 6, 2015.
 - Neighborhood meeting for the proposed CVS Health proposal at the intersection of Granada Boulevard and North Nova Road: There is a Neighborhood Meeting to be held in the "Orange Room" at the Prince of Peace Church located at 600 S. Nova Road on April 17, 2015, between 6:00 and 7:00pm. The project proposes to construct a 1-story retail pharmacy of 13,013 square feet at the northwest corner of Granada Blvd. and Nova Rd. The site is currently occupied by a vacant gas station and an operating Burger King.
 - Granted an administrative variance at 4 Waterfront Court related to the calculated waterfront rear yard and the construction of a new single-family house. The property at 4 Waterfront Court has a cove of the river that cuts into the property and creates an uneven setback line. The property

owner obtained a letter of no objection from the abutting property owner and staff approved a 10% administrative variance related to the calculated waterfront setback and the proposed house location.

- Building Inspections, Permitting & Licensing
 - No new business tax receipts issued
 - 326 inspections performed within the City. Note: 132 of the inspections were completed by the private provider inspectors.
 - 77 permits issued within the City, with a valuation of \$1,717,516.00.

- Development Services
 - The Site Plan Review Committee performed the following actions:
 - Environmental Learning Center, 601 Division Avenue (proposed project: Construct a 1,980 square foot environmental learning center with associated site improvements). Issued first Request for Additional Information on April 14, 2015.
 - Parque Mini Warehouses, 320 Parque Avenue (proposed project: Development of mini-storage and associated site improvements - 33 units in 3 buildings). Issued first Request for Additional Information on April 14, 2015.
 - Trails Shopping Center: reviewed a concept plan related to the demolition and re-building of the Publix store including parking lot and drive aisle modification.
 - Pineland Subdivision: received a site plan submittal for a preliminary plat (construction) submittal for the subdivision which includes 192 single-family lots located to the west of the Ormond Green subdivision.
 - Commercial Construction Inc., warehouse addition, 7 Sunshine Boulevard: received a site plan submittal for a 4,000 square foot warehouse addition to the existing business/warehouse facility.

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.

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. Staff had further discussions with the prospective business regarding the suitability of the site and economic development incentives.

Airport Operation and Development

- The first public meeting held as part of the airport master plan update process has been scheduled for April 28th in the City Commission Chambers from 6:00 p.m. to 8:00 p.m.
- Staff completed work to prepare and submit an application for a Supplemental Joint Participation Agreement with the FDOT to fund acquisition of a new backup power generator for the air traffic control tower.
- Staff completed work with Wolen, LLC, to schedule the commencement of construction and installation work described in the approved "Rehabilitate ATCT Safety NAVCOM Equipment" project. Work has been scheduled to begin in mid-May.
- Staff is working with Austin Outdoor to prepare a proposal to address areas of overgrowth and undesirable plant materials near the entrance to the airport.
- Staff has been notified that Bright House Networks (BHN) has applied for a permit to install new services at the airport, which will involve at least one directional bore in the vicinity of the general aviation ramp, near Gate 9. BHN has been advised to be aware of and avoid the airfield lighting and control circuits in the vicinity of the proposed bore. Staff from Public Works will remain on-site while this work is underway, to monitor the work and provide for contact with the control tower, if needed.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 62 Journal Entry Batches (#2849-2994).
 - Approved 26 Purchase Requisitions totaling \$68,985.14.
 - Issued 12 Purchase Orders totaling \$300,736.01.
 - Processed 4,260 cash receipts totaling \$1,083,290.16.
 - Prepared 129 Accounts Payable checks totaling \$430,680.52 and 51 Accounts Payable EFT payments totaling \$625,829.26
 - Processed 1,823 utility bill payments through ACH totaling \$135,657.45.
 - Prepared 28 Payroll checks totaling \$24,642.61 and 329 Direct Deposits totaling \$395,749.29.
 - Transferred IRS 941 payment of \$152,954.77.
 - Processed and issued 5,436 utility bills with billed consumption of water of 22,513k.
 - Issued 910 past due notices on utility accounts.
 - Auto-called 86 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (4/21)
 - Billy Joel Tribute (4/25)
 - Airport Master Plan Update Public Meeting (4/28)
 - Skate Park Opening & Contest (4/25)
 - 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.

- CodeRED notification for hydrant maintenance.
- Attended weekly staff meeting.
- Completed NIAB packet for mandatory public hearing to be held on April 23rd.
- Met with citizens regarding possible CDBG projects within the new CDBG Priority Area.
- Attended Preconstruction Meeting for CDBG funded Sports Complex ADA Enhancements.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 4
- Hazardous: 6
- EMS: 101
- Motor Vehicle Accidents: 12
- Public Assists: 60

TOTAL CALLS: 187

- Aid provided to other agencies: 26 Calls – Daytona Beach (6), Holly Hill (1), Volusia County (19)
- Total staff hours provided to other agencies: 32
- # of overlapping calls: 48
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 84

Training Hours

- NFPA 1001: Firefighting 61
- NFPA 1002: Driver 14
- NFPA 1410: Hose Drill 7
- NFPA 1500: Safety/Equipment 15
- NFPA 1620: Preplanning 18
- EMT/Paramedic 10
- TOTAL TRAINING HOURS: 125

Station Activities

- Serviced 273 fire hydrants
- Updated 16 pre-fire plans
- Conducted 6 fire inspections
- Instructed quarterly CPR and AED course to 16 Ormond Beach residents.

Human Resources

Staffing Update

Approved/Active Recruitment

- Maintenance Foreman (Leisure Services) was advertised 4-13-15 on the City web site and internally and will remain open until 4-27-15.
- 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.

Interviews Scheduled

- Police Officer (Police Department). Interviews will be held on 4-23-15.

Background/Reference Checks/Job Offers

- Firefighter/EMT (Fire Department). A candidate was selected and began pre-employment processing.

City Events/Employee Relations Update

- An employee wellness lunch & learn regarding money management will be held 4-21-15 in the HR Training Room
- 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

- Mayor's Health & Fitness Challenge: distribute awards.
- Prepare new and follow-up on existing subrogation demands.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
 - Community Development – Electronic Plan Review – New large monitors being deployed.
 - 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: - 11 New work - 37 completed - 61 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,999	Inbound E-Mails Blocked	8,996
Delivered Inbound E-Mails	12,882	Quarantined Messages	341
Percentage Good Email	57.6%	Virus E-Mails Blocked	267

 - Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 4 Corrections: 4
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 1
 - Meters GPS Located: 23: Total in system = 22,838; 22,198 potable, 631 Irrigation, 9 Effluent

- Notable Events: Prepared Geographic Pavement Management System (GPMS) 5 year pavement resurfacing scenario.

Leisure Services

- Administration
 - City Manager's Meeting
 - Supervisory Staff Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Athletic Fields Maintenance Contract Discussion
 - Guild Appreciation Luncheon
 - Austin Outdoor 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 finished up their spring practices at the Sports Complex on the Softball Quad this week on Monday at 4pm.
 - SHS Baseball has one home game this week on Tuesday at the Wendelstedt Fields at 6pm. This is their last regular season home game.
 - Coed Softball continued their games for the spring season this week with games Monday through Wednesday 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.
 - The City's Youth Volleyball Program continues training/games on Monday and Thursday this week from 6 to 7:30 at the Nova Gym.
 - OBSC continues practices this week, Monday through Thursday at the Sports Complex on the Soccer Fields. Games are held on Saturday mornings.
 - Freedom Sports Softball is once again hosting a tournament at the Sports Complex Softball Quad. Games will be held Saturday from 9am to 5pm.
 - SHS Flag Football has their final regular season home game this week on Thursday at 6pm on Championship Field #7 at the Sports Complex.
- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned Skateboard Park
 - 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 "as need" basis
 - Made fuel runs to fill gas cans
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Continue to finish clean-up at Maintenance Building this week
 - Painting flag football and soccer fields this week for game play
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm 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: CMT and Kopy Kats held regular classes. Theatre Workshop rehearsal was held.
 - Tuesday: CMT held regular classes. Theatre Workshop rehearsal was held.
 - Wednesday: CMT held regular classes. Theatre Workshop rehearsal was held.
 - Thursday: Kopy Kats and CMT held regular classes
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - "Puttin' On The Ritz", Saturday, 7:00pm 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
 - YMCA Soccer Monday, Wednesday and Friday
 - PAL Tutoring Monday through Thursday
 - Youth basketball practice Saturday, Monday and Wednesday
- Community Events
 - Attended Summer Sounds Concert Series meeting with Ormond MainStreet
 - Attended Senior Games Committee meeting
 - Attended Corporate Challenge meeting at Ormond Beach Chamber of Commerce
 - Assisting with event planning tasks – Memorial Day Remembrance Service (on-going)
 - Tracking participant applications for 2015 show and sending confirmation letters (on-going), currently 78 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)
 - Preparations for upcoming Community Conversation meetings - April 18th and 22nd
 - Securing special event application with Volusia County for upcoming fishing tournament, June 20th
- Gymnastics
 - Classes are going well and growing
 - April/May session now in progress
 - Parent's Night Out this Friday 6-10pm
 - Preparing for State Competition 4/25-4/26
- 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.
 - Challenger Baseball met on Tuesday from 5:00pm-6:00pm.
 - Youth Coed Volleyball met on Monday and Thursday for practice from 5:30pm-8:30pm and will continue to meet twice a week until May.

- The Casements
 - Classes met this week including Pilates, Yoga and History of Rock 'n Roll.
 - Tours continued Monday, Tuesday, Thursday and Friday from 10am to 3:30pm and Saturday from 10am to 11:30am.
 - The Al Hovey Exhibit, Incredible India, is showing in The Casements Gallery until April 28th.
 - This week staff prepared and set up for Guild Appreciation Luncheon held on Wednesday at 12:00 noon. Approximately sixty guests attended.
 - On Saturday The Seaside Herb Society Faire was held at Bailey Riverbridge from 9:00 a.m. to 2:00 p.m.
 - On Saturday the Mayor's Fitness Challenge Award Ceremony was held at Rockefeller Gardens at 9:00 a.m.
 - The Intergenerational Art Class was held Saturday morning from 9:30 to 11:30 in the Casements Art Room.
 - A private rental took place in the Casements Gallery, Atrium and Dance Room on Saturday from 11:00 a.m. to 3:00 p.m.
 - Wall Ministries met at Bailey Riverbridge on Sunday morning.
 - The Indian Cultural Society held their annual festival in Rockefeller Gardens on Sunday from noon to 4:00 p.m.
 - On Monday staff prepared for floor cleaning to be done Monday evening.
 - The Guild Board Meeting was held Monday morning in the Preservation Room.
 - On Tuesday morning Classical Conversations toured The Casements. Approximately 30 students attended ages 4 to 12.
 - On Thursday a birthday party was held from 11:00 a.m. to 2:00 p.m. in the Dance Room. This was a private rental.
 - A Greek Cooking Class was held in The Casements kitchen on Thursday from 4:00 p.m. to 8:00 p.m.
 - The Guild Crafters met Thursday from noon to 3:30 p.m.
 - Staff prepared and helped with set up for Celtic Festival.
- Parks Department:
 - Installed new carpet padding at the Gymnastics Center
 - Trimmed back overgrowth on the raised boardwalk
 - Changed location of memorial bench at Central Park III
 - Repaired dog waste station at Fortunato Park
 - Replaced vandalized boardwalk trail sign
 - Applied herbicide on cracks to weeds at Birthplace of Speed Park
 - Restroom inspections Citywide
 - Filled in depression and placed sod at Central Park II
 - Blew off all pedestrian walkways at Central Park I and II
 - Delivered truck load of traffic cones from Andy Romano Beachfront Park to Public Works
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Call Out = Inspect parks for holiday weekend
- 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
 - Restart A/C units after FP&L problem repaired at Senior Center

- Repair the electronic gate stuck open at Breakaway Trails
- Replace batteries and reprogram t-stat in WWTP Maintenance Shop
- Call out - Electronic gate stuck open at WWTP
- Cut and deliver keys to Police Training Officer at Police Department
- Check A/C unit area; too cold at Public Works Administration
- Deliver US flags to Sports Complex
- Repair ice machine; not producing normally at Building Maintenance
- Repair tripped AHU disconnect at City Hall Atrium
- Replace battery in breezeway ADA door opener at City Hall
- Repair Portal #10 stuck open at Airport
- Install programmable locks on bathroom doors at Ames Park
- Repair A/C at PAL House
- Stopped leaky urinal at Police Department
- Removed urinal in men's room at Cassen Park
- Replaced broken cleanout cap at Fire Station 92
- Repaired two gates at tennis courts at Nova
- Repair the boards on the bridge walkway at Ormond Memorial Gardens
- Repair the men's room tack strip on floor at Police Department
- Chipped asphalt, dig out planter beds for new water line to the greenhouse at Ormond Memorial Gardens
- Installed 100' of ¾" PVC pipe for fresh water supply to Greenhouse
- Check lighting on outside bathroom at Ames House
- Replaced broken hose bib for Maintenance Building at Airport Sports
- Installed two new hose bibs at Ormond Memorial Gardens
- Repaired urinal in men's room at Performing Arts Center
- Repaired lights in men's room at Police Department
- Repair the water fountain drain at Riviera Park
- Repair urinal drain in men's room at Cassen Park
- Reset PAPI light concrete pad hit by mower at Airport
- Call Airport lighting contractor for a PAPI manual and parts list
- Repair power washer at Fleet
- Install flood lights along west fence at The Casements
- Repaired lights on tennis building at Nova
- Repaired receptacles in concessions at Andy Romano Beachfront Park
- Pickup material for new the waterline at Ormond Memorial Gardens greenhouse

Police Department

Administrative Services

- Staff participated in the Ormond Beach Leadership Seminar held at City Hall. Captain Godfrey was a guest speaker presenting information on Emergency Management.
- Staff attended Keiser University's Advisory Board meeting in Daytona Beach.
- Staff attended a Wellness Team meeting at City Hall.

Community Outreach

- Continued to coordinate future "Cops and Joggers 5k" on July 18th.
- Participated in the Law Enforcement Torch Run in DeLand.
- Coordinated future "Soda Pop with a Cop" with the new Chick-fil-A owner.
- Scheduled and coordinated with businesses for future "Coffee with a Cop" events.
- Assisted with PAL's READ Program at Ormond Elementary.
- Coordinated future crime scene presentation for the 5th grade at Pine Trail Elementary.
- Handled FPL lighting requests.
- Continue to recruit for Citizen Police Academy.

- Continued mentoring program at Tomoka Elementary, Calvary Christian Academy and Ormond Beach Elementary.
- Completed final stages of having the DARE car re-wrapped.

Community Services & Animal Control

- Animal Calls responded to: 51
- Animal Bites: 0
- Animal Reports: 7
- Animals to Halifax Humane: 10
- Reclaimed Animals: 1
- Injured Wildlife: 1
- Assisted with numerous car crashes due to the poor weather.

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 8
- Inactive: 7
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 0
- Weapons Complaint: 0

Records

- Walk - Ins / Window 98
- Phone Calls 101
- Arrest / NTA'S 34
- Citations Issued 159
- Citations Entered 161
- Reports Generated 163
- Reports Entered 151
- Mail / Faxes / Request 42

Patrol

- Total Calls 1,678
- Total Traffic Stops 206

Operations

Crime Opportunity Report Forms: 262

- 4/9/2015
 - Warrant Arrest. 1614 North US Highway One. Juvenile male contacted after vandalizing hotel property, found to have an open warrant.

- Resisting an Officer without Violence Arrest, 1 South Beach Street (Cassen Park) Suspect was placed into protective custody after being seen falling from his bicycle. He resisted officers and was found to be in possession of an alcoholic beverage and taken into custody.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect stole several items and placed them in a Wal-Mart bag. He then attempted to return the items at customer service to obtain the cash. The subject was detained by Loss Prevention and then placed under arrest for the theft.
- 4/10/2015
 - Stolen Vehicle, 257 South Ridgewood Avenue. The victim pulled into the driveway of 257 South Ridgewood Avenue, left the keys in the vehicle and went inside for a minute. She then observed a white vehicle pull up in front of the house and a black male ran up to her vehicle, jumped in and drove off. The driver made a quick turn when he observed a Volusia County un-marked vehicle behind him and crashed into a parked vehicle. The subject was captured after a brief foot chase.
 - Traffic Arrest, Fleming Avenue / Parkview Lane. Suspect stopped a for a traffic violation. She was found to have a suspended driver's license as a habitual traffic violator.
 - Narcotics Arrest, 735 South Nova Road (Tomoka Plaza). The driver tried to hide a misdemeanor amount of marijuana during the contact. He was arrested and a subsequent search revealed related paraphernalia.
 - Narcotics Arrest, Riverside Drive / Marvin Road. The driver / sole occupant was known to officers as a drug user and was acting nervously during the stop. K9 sniffed the vehicle and gave a positive alert for the presence of narcotics. Search revealed trace amounts of crack and powder cocaine, Dilaudids, several crack pipes and a small scale. All appeared to be for personal use.
 - Domestic Violence Arrest, 94 Tomoka Meadows Boulevard. Responded in reference to a male battering a female. After investigation, suspect was alleged to have thrown his girlfriend / children's mother against his pickup truck, then to the ground, and also tried to knock the phone out of her hand as she called 911.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect was arrested for retail theft and released with a Notice to Appear.
 - 911 System Abuse Arrest, 142½ South Halifax Drive, suspect was arrested for 911 System Abuse
- 4/11/2015
 - Battery-Domestic Violence Arrest, 1517 San Marco Drive, Apartment Number 102, suspect was arrested for simple battery on her husband after she became upset that he came home and went to bed.
 - Burglary-Residence, 142½ South Halifax Drive, victim reports that while she was in jail the prior night, someone broke into her home and stole her drugs.
- 4/12/2015
 - Aggravated Battery, 120 Williamson Boulevard (Steak N Shake). Two suspects left the restaurant without paying their bill. The manager went outside to stop them and they ran over his foot with their vehicle before fleeing the area.
 - Warrant Arrest, 1628 West Granada Boulevard (Dunkin' Donuts/BP). Transient was arrested for an open warrant for open container during a trespassing contact at this location.
 - Loitering or Prowling Arrest, 204 North Ridgewood Avenue. A transient was residing in a vacant home. Home is in foreclosure and the owners could not be contacted to pursue a burglary charge.
 - Battery Law Enforcement Officer Arrest, 19 North Yonge Street #80 Suspect from a previous incident battered an officer while he was being placed under arrest. Drive-stun Taser deployment involved. Suspect was eventually subdued by several officers after he continued to resist their efforts to take him into custody. One officer sustained a very minor injury.

- 4/13/2015
 - Burglary Residence, 194 Windward Circle. Someone entered a screened enclosure on the house and attempted to enter the main part of the residence through a sliding door. They failed to get the sliding door open and nothing was missing at this time.
 - Narcotics Arrest, Wilmette Avenue and US 1. Suspect was taken into custody after he was observed by City employees huffing from a paint can. Subject was very disoriented when contacted, had paint on his face and hands along with the paint can and the sock he was using as a filter.
 - Stolen Vehicle, 550 South Atlantic Avenue. The victim reported that he parked his vehicle out front of the ABC store and left the vehicle unlocked with a spare key on the seat. Victim came out of the store to find the vehicle gone. His cell phone and electronics were in the vehicle at the time of the theft. The last ping on the cell phone placed it between Bryant Street and North Street in Daytona Beach.
 - Trespass Arrest, 20 South Perrott Drive. Transient was contacted in the transient camp sleeping. He was previously trespassed from this location.
- 4/14/2015
 - Carbreak, 1521 West Granada Boulevard (Wal-Mart). Forced entry was made to the vehicle and the victim's driver license taken.
 - Grand Theft, 100 Hamilton Circle (Bermuda Estates). One of the residents took the management's golf cart on a joy ride around the complex. The golf cart was later recovered abandoned.
 - Stolen Vehicle, 100 Hamilton Circle (Bermuda Estates). A disabled vehicle was taken from the complex by unknown means/subjects
 - Open Container Arrest, 88 South Atlantic Avenue. Suspect was observed on the Votran bus bench with an open can of Natural Ice beer. He was contacted and placed under arrest for the open container violation.
 - Loitering and Prowling Arrest, 125 Ocean Shore Boulevard. Homeowner called to report that a suspect was observed on the side of the residence looking in windows. The male then tried the door handle at the front door. When the homeowner opened the door, the male advised he was looking for a party and then ran on foot. The male was contacted across the street and arrested for loitering and prowling after he could not explain why he was looking into the windows and tried to enter the residence without first requesting entry.
 - Warrant Arrest, 195 Cardinal Drive #B. Received an anonymous call that the suspect was at the residence and that he had an open warrant for Violation Probation for Burglary. He was contacted at the residence, the warrant was confirmed and the suspect was placed under arrest.
 - Aggravated Battery, 168 Tomoka Avenue. Contact was made with the victim in front of 168 Tomoka Avenue because he fell off of his bicycle. The victim advised that he was bit by a dog on his left buttock. EVAC responded and transported him to Florida Hospital. A short time later Central Dispatch advised that he changed his story and now advised that he was stabbed at that residence.
- 4/15/2015
 - Carbreak, 47 Neptune Avenue. Sometime overnight the victim's unlocked vehicle was entered and a wallet taken.
 - Grand Theft, 869 South Atlantic Avenue (Riptides). The victim reports that while working the night shift at the restaurant someone stole her purse and contents from where the servers keep their belongings. The victim believes another employee of the business took her purse.
 - Warrant Arrest, 751 Alcazar Avenue. Flagler County requested we attempt to contact a suspect fugitive in reference to a warrant for grand theft. Officers monitored the residence until the suspect arrived on scene at which time he was taken into custody on the outstanding warrant.

- Child Abuse/Domestic Violence Arrest, 153 Arroyo Parkway, a 14 year old boy came to the OBPD lobby and alleged that his father was drunk, punched him multiple times, swatted his glasses off his face, and threw him. Investigation showed that child's story was credible and probable cause existed. The suspect was located at the residence and was arrested for felony child abuse.
- Battery-Domestic Violence Arrest, 460 Sauls Street, suspect was arrested for domestic battery after an argument with his girlfriend.
- Battery-Law Enforcement Officer, 1161 North US 1, Officer was working a crash on a subject, per mutual aid request from FHP. Suspect ran into the back of a VCSO patrol car on US 1 that was positioned in the roadway to block northbound traffic away from the crash investigation that was occurring north of that location. Suspect became unruly at some point and the Officer tried to affect an arrest. The subject violently resisted but was eventually handcuffed.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 91
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 110
 - Number of Written Warnings Issued: 9
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 18
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
- Traffic Complaints Received:
 - Speeders on N. Tymber Creek Rd between W. Granada Blvd and Breakaway Trail
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Ormond Beach Middle School
 - Reason for this STEP: School Zone
 - Number of times worked: 1; Total Hours Spent: .75
 - Citations Issued: 0; Written Warnings Issued: 0
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 700 Block Fleming Ave
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: .75
 - Citations Issued: 3; Written Warnings Issued: 0
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 500-600 Block Division Ave
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 4; Total Hours Spent: 2.75
 - Citations Issued: 4; Written Warnings Issued: 0
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-400 Block Clyde Morris Blvd
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 4; Total Hours Spent: 1.5
 - Citations Issued: 6; Written Warnings Issued: 0

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 2000 Block W. Granada Blvd
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 3.5
 - Citations Issued: 12; Written Warnings Issued: 0
- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-900 Block John Anderson Dr
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 8; Written Warnings Issued: 0
- 7. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Division Ave/S. Old Kings Rd
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: .5
 - Citations Issued: 3; Written Warnings Issued: 0
- 8. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 10 Blk Sunshine Blvd
 - Reason for this STEP: Newly installed speed limit signs
 - Number of times worked: 1; Total Hours Spent: .2
 - Citations Issued: 0; Written Warnings Issued: 2
 - Comments: Written warnings issued for first two weeks. Two stops were made before having to respond to a call. Speeds: 42mph & 46mph
- General Comments:
 - Speed limit signs installed on Sunshine Blvd
 - VMB deployed for Celtic Festival
 - Ofc. Goss completed training

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 10 Cases initiated
- 14 signs have either been removed or sign cases created.
- 22 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and ninety-three (93) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – The Contractor completed the signals at Granada Blvd/Seminole Drive and began work on the Nova Road signals. They completed the signal at Nova Road/Wilmette Avenue/Main Trail, and began work on the signal at Nova/Granada.
- 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 April 25. Staff is working on the ribbon cutting event, which is scheduled for Saturday, May 16th at 9:00 a.m.

- Nova Community Park Paving Improvements - All project paving has been completed, wheel stops have been installed and pavement has been marked and striped. Awaiting delivery of speed tables for traffic calming. Site restoration is underway.
- Downtown Streetscape Planting (Orchard to A1A) – The contractor completed the installation of 20 medjool palms and dug holes for the next 20 palm trees.
- Riverside Drive Drainage Improvements – The contractor has completed most of the work on the project south of Willis Drive, they have begun restoration of this portion of the project and are mobilizing to begin the work north of Willis Drive.
- South Peninsula Reclaimed Water Extension – A notice to proceed has been issued for the contractor for April 6. Work will commence on April 20th.
- A1A North Peninsula Forcemain Extension (Volusia County project) – Installed 360 feet of new sewer pipe with directional drilling. When completed the new forcemain 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 study of the area concluded that the pond serving Hickory Village Subdivision is undersized and recommends looking to purchase undeveloped property to the south to expand the storage capacity and also recommended that the outfall ditch be regraded and cleaned. In addition should the Phase 2 Central Park Lift Station project be approved for funding by FEMA, the possibility to connect the Fleming Drainage System directly to Laurel Lake should be investigated.
- 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 – A meeting was held with Ormond Beach Mainstreet Design Committee on April 13 to update the committee on the project. A meeting is scheduled with residents and the Historic Landmark Preservation Board on Monday, April 20.
- Ph II 2-Inch Water Main Replacement - Mainland – Bid award is scheduled for the 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 is preparing costs for construction. The SJRWMD is prepared to issue their permit and plans were submitted to SPRC and comments were received and are being addressed. 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 – Design is in process.
- 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 – Final design is in process for Phase 3 of the project.

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 Beach Street, with lane closures or detours in place. FPL is also working on Seminole Avenue, installing new wire.
- Capital Improvement Projects - Updated five year plan for engineering projects, preparing cost estimates and exhibits.
- Reviewed and created approved Work-in-the-Right-of-Way permits per FPL request for 73 Oakmont directional bore, and pole replacement at Tomoka Avenue and Orchard Street intersections.
- Continued modification of the North US 1 Median Landscaping plans per project manager's comments.
- Created Exhibit maps representing the completed 2" watermain replacements, the current in-progress replacement, and the remaining 2" mains in need of replacing, per City Engineer's request.
- Created Exhibit map showing extent of City-owned property and privately-owned properties surrounding the Ormond Green Subdivision, per Public Works request.
- Created Exhibit maps depicting the locations of future CIP projects.
- Completed Tree-in-the-Right-of-Way locate at 120 Forest Quest per Streets Division request.
- Completed property corner stakeout at 157 South Washington Street per Neighborhood Improvement Division request.
- Researched and supplied copies of the lighting plan for Fire Station 92 per Building Maintenance request.
- Updated the City Welcome Sign plans per project manager's comments.
- Researched and supplied Nova Road As-Builts showing roadway elevations near the Dunkin Donuts site per Planning Department request.
- Began researching documents for the 1080 North US1 annexation sketch and legal description per Planning Division request.

- Staked-out the right-of-way location near the Trails Subdivision club house for new light pole installation per FPL request.
- Updated the Tennis Center Exhibit drawings to depict new parcel for sale locations.
- Created and plotted plan set of the new Utilities Master Plan Exhibit drawings per City Engineer's request.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Poured a concrete gutter on Ormond Green Blvd.
 - Asphalted around gutters at Fleming & Sauls, and at Ormond Green Blvd.
 - Patched areas with asphalt on S. St. Andrews Dr.
 - Removed (2) shattered slabs and formed up for concrete and poured at N. Washington St. & 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
- Removed pine trees for sight view at the Ormond Beach Airport
- Removed dead trees on 300 block of Collins St., on Myra Blvd., at Nova Recreation, east field, and on Bonita Pl.
- Installed a banner on SR40
- Picked up broken limbs at N. Halifax & Tanglewood Ave.
- Assisted Allen's Tree Service with removing (2) trees on N. St. Andrews Dr.

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.
- Picked up litter at various bus stops in the city
- Assisted Stormwater with cleaning basins on beachside
- Trimmed trees on Coquina Dr. by Bosarvey, and on Fleming by Fred Gamble Way

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, washed various sign, and checked for signs that might need attention
- Nova Community Center, fabricated various signs
- Ormond Beach Elementary School, fabricated "No Trespassing" signs for parking lot
- Center St., installed "Stop Ahead" signs
- Sign Shop, updated Earth Day sign going up on the Granada Bridge
- Fire Station #92, delivered Commissioner sign
- Various Locations – finished research on 25 mph 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
- Knollwood Estates Dr. – repaired head wall
- Public Works Yards - sandbag maintenance

Vactor

- Various Citywide Locations – cleaned basins

Mowing

- Reachout – 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
29,186

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
8	14

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 10,545 gallons of unleaded and 6,930 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,600 gallons of unleaded and 1,990 gallons of diesel.
- Fleet completed 50 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 – Performance and Payment Bonds are required before the contractor can begin work.
- Breakaway Trails Lift Station Control Panel Replacement – This work will be incorporated with some electrical site modifications.
- Division Avenue Well Field Raw Water Piping – A preconstruction meeting will be scheduled.
- Dual Check Valve Assembly Installation Services – Disposition memo prepared for 6-2-15 City Commission Meeting to automatically renew the contract.
- Fire Hydrant Replacement Program – Reviewed specifications and submitted a bid request approval form to obtain a bid number.
- Lift Station 8M1 – The existing lift station is partially in the easement. Legal Department is reviewing survey information concerning partial encroachment of existing lift station outside of the easement to determine appropriate resolution. Lift station design is progressing.
- 2891 John Anderson Drive – Volusia County Use permit was obtained.
- 29 Briggs Drive – Plans are being prepared by the Engineering Division for a Volusia County Use Permit.
- 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. Specifications for replacing the sodium hypochlorite storage tanks were prepared.

- 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 were obtained from the design engineer for review.
- 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.
- Sanitary Sewer Pipeline Repair – Contract award recommendation was prepared by Engineering for presentation to City Commission.
- Utility Master Plan – A SCADA and Instrumentation and Controls meeting was held with specialty consultant for finalizing future year implementation plan and funding needs.
- Wastewater Sludge Thickener Upgrades (CIP) – Alternate Aquaturbo assembly configurations are being considered for project efficiencies.
- Water Plant Aerator Housing Rehabilitation (CIP) – Consulting 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.
- SPRC – Deer Creek – The punch list for water distribution items is being addressed. Environmental Learning Center - Plans were reviewed. Kingston Shores – Utility easement was received for review. River Oaks –Phase 2 record drawings are being reviewed. Pineland Subdivision – Plans were received for review.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 38.761 million gallons for the week ending Apr.12, 2015 (5.537 MGD)
 - Backwashed 9 filters for a total of 384,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had no (0) Precautionary Boil Water notices this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 32.75 Million Gallons.
 - Produced 21.36 Million Gallons of Reuse.
 - Produced 9.62 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.68 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 112.29 (14%-18% Solids).
- Water Distribution
 - Exchanged 3 water meters per Finance Department work orders.
 - Responded to or repaired 9 water service leaks.
 - Installed 13 new residential customer water service and meter.
 - Assisted 10 customers with misc. concerns.
 - Replaced 8 water meter boxes.
 - Replaced 6 water services due to aged piping. Contractor installed 2-2" casings under roads for water service replacements.
 - Repaired a 2" GSP water main at Cameo Circle.
 - Responded to 10 water pressure and/or water quality concerns.
 - Pressure tested 9 city owned backflow prevention devices serving facilities.
 - Performed contractual fire hydrant maintenance activities on 44 hydrants in Ormond-by-the-Sea.
 - Located and exercised 34 water distribution system main line valves.
 - Performed water meter accuracy testing on 5 - 1½" commercial water meters. Tested a residential ¾" meter per Finance Department request due to a bill concern.

- Performed flushing activities: Hidden Hills, The Falls, Coquina Point, Aberdeen, Chelsea Place, Airport Business Park, Pine Trails, Ormond Green, Southern Pines, Saddlers Run, Mallards Reach, Reflections Village, Village and the Trails Subdivisions, also Santa Fe Ave, Calle Grande St.
- Disconnected 1 residential water service - Finance Department request.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 89 regular and 4 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 4 trouble calls Breakaway/Hunters Ridge PEP System service area and 2 in town.
 - Locate 4” sewer lateral at 246 S. Ridgewood Ave.
 - Repaired sewer lateral at 120 Fairwood Ave. & 559 McIntosh Ave.
 - Disconnected sewer lateral at 126 Ormwood Dr.
 - Televised 12 Cleaned 11 and Root controlled 13 sewer laterals.
 - Rehab pep tank at 6 Lost Spring Way & 92 Shadow Creek Way.
 - Replaced J-box at 15 Highwood Ridge Trail.
 - Installed 18 inch riser at 45 Canterbury Woods.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 18 psi, Ocean Mist Hotel @ 18 psi, Ormond Mall @ 10 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 28/15psi. Foxhunters Flat (2 inch) 22/10 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.

- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - Clarifier #2 – oil leak – replaced upper gear box – ok.
 - Chelsea Place Lift Station – repair riser stack #1- ok.
 - Final Effluent Tanks – replace Concentrate Line Valve #2 – ok.
 - Temp Chlorine Tank – attempts to repair leak failed -- reported to Plant Chief Operator – alternate solutions are being reviewed.
 - Influent Room – deragged pumps weekly.
 - SCADA/WIN911 monitor/response: The Crowne - phase voltage loss – power restored upon arrival – station fully operational – ok; 10M - high level – motor starters tripped – no cause found – possibly FPL related – ok; Sandy Oaks - high level – non-functioning level transducer/controller – replaced with standard MultiTrode controller and level probe – tested - ok; San Marco – no starts pump #2 – clear blockage at volute – 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: Digester Blowers #1, #2, #3; Influent Odor Control; Screw Pumps #1, #2, #3; Sand Filters #1, #2, #3; R.A.S. Pumps #1, #2, #3, #4, #5; W.A.S. Pumps #1, #2; Swing Zone Blowers #1, #2.
 - Annual PM's: Carousel Surface Aerator #1N.
 - Lift Station PM's: 17 monthly and 1 annual performed.
 - Plant wide oil & grease route.
 - 68 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Hypochlorite pump #5 – replaced gearbox and pump tube – ok.
- Spanish Waters Force Main - retrieved data logger – download data.
- Temp. Chlorine Tank – assisted Waste Water crew with tank testing.
- Riverview booster station – installed new rodent screens.
- Well 8D – installed new motor saver and performed programming - ok.
- Sludge thickener / decant – vault pump overloads tripped – reset – ok.

- L.P.R.O. building – assisted operations with housekeeping.
- PM's – all High Service pumps; all Aerator pumps; all of Division wells; Shadow Crossing Reuse.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Local Limits Evaluation: 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 (IPP) Annual Report: Staff is drafting a response to FDEP regarding the IPP annual report based on the review data.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – Obtaining Contractor proposed schedule for upcoming work activity.
 - Consumer Confidence Report: Staff provided FDOH certification of delivery for the 2014 CCR analytical data provided to the Utility's consecutive potable water system, Tymber Creek Utility.
 - 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 City Manager Staff Meeting
- Agenda packet preparation, creation and distribution for April 21, 2015, City Commission Meeting
- Agenda packet preparation for April 23, 2015, Neighborhood Improvement Advisory Board Public Hearing Meeting
- Staff prepared materials for the Earth Day event at City Hall on April 23, 2014.

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.