

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 1, 2015

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Fire Chief, Finance Director, Leisure Services Director and HR Director
- Prepared QLB agenda
- Staff meeting with senior staff
- Discussion with Planning Director, Chamber Leadership project
- Agenda review
- Update of annual ICMA professional development plan

Spoke to, attended and/or met with:

- Phone conversation with citizen Paul Duncan, Central Park discussion
- Phone conversation with citizen Doug Thomas, Leisure Services discussion
- Phone conversation with Peggy Triantafellu, water bill discussion
- Rotary Club special golf event
- United Way board meeting
- Airport Master Plan public meeting
- As requested, toured Embry Riddle ICI gymnasium with Commissioner Boehm, Assistant City Manager, Leisure Services Director, City Engineer, Landscape Architect
- Public art discussion with Julia Truilo, MainStreet, Barbara Saunders, former Ormond Memorial Art Museum curator, and Assistant City Manager.
- Budget Advisory Board meeting
- Chamber of Commerce board meeting
- United Way allocation review meeting with United Way representatives

Community Development

Planning

- The Planning Director attended the 2015 National American Planning Association Conference from April 18-21. Topical courses attended and credited for AICP certification maintenance include:
 - Home Sharing;
 - Neighborhood Assessment using neighborhood classification models as a predictor for conservation, redevelopment and infill;
 - Ethics: Use of Images from the Internet for Reports;
 - Ethics: Case of the Year;
 - Law: Lessons from Koontz for Climate Action and;
 - Law: What's Fair about Fair Housing;
 - Planners and Engineers: Bridging the Divide;
 - Leaving behind the 1950 Housing Codes;
 - Predicting the Future through Today's News;

- Making Space for Public Art;
- Smarter Transportation Metrics (An alternative to LOS measurement);
- Transit Oriented Redevelopment and Form Based Codes;
- Transforming communities for an aging America;
- Preparing the Next Generation of Planners; and
- Measuring Great Neighborhoods for all ages using AARP's Livability Index which was unveiled at the Conference.
- The recently hired Building Inspector provided notice and is no longer employed. Paperwork was initiated to refill and advertise.
- The Planning Director, Plans Examiner and Combination Inspector participated in interviews with 2 candidates for Chief Building Official.

Building Inspections, Permitting & Licensing

- 242 inspections performed.
- 14 business tax receipts issued.
- 96 permits issued with a valuation of \$1,325,853.00

Development Services

- The SPRC activities for this week included:
 1. 32 Foxfield Look, partial utility easement vacation.
 2. Vystar Credit Union (2nd Review).
 3. Huntington Villas Water Reuse extension.
 4. 75 North Nova Road - parking modification to include Alliance Church
 5. 1142 North US1 – concept plan

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 was presented to the April 21 Commission meeting and unanimously endorsed by the Commission, which 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 began on April 11 and ended on April 19. Staff worked with various media outlets all week to promote the Rediscover US 1

program. Over 50 participants submitted completed scavenger hunt forms and prizes were randomly drawn for five of the participants, two winners are residents of Ormond Beach.

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 discussed the incentive programs with the prospective business this week.

Airport Operation and Development

- The first public meeting held as part of the airport master plan update process was conducted in the Commission Chambers on April 28th from 6:00 p.m. until 8:00 p.m. In addition to City staff and consultants from Hoyle, Tanner and Associates, approximately 40 area residents attended the meeting. The next public meeting is expected to be held in July or August.
- Staff met this week with representatives from the FDOT and the FAA to discuss state and federal funding guidelines for future airport projects, and to review the current capital improvement program for the airport.
- Bright House Networks began installing new services at the airport, which required a directional bore in the vicinity of the general aviation ramp near Gate 9.
- Gate 13 has suffered damage, possibly due to an electrical surge. The gate will function to allow exit from the airport, but opening the gate from the entry side is currently not possible. Staff is working to repair the gate, and has engaged Economy Electric to improve the surge protection systems at both of the airport's main gates.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
- Completed Projects - Weekly
 - Processed 30 Journal Entry Batches (#3108 - 3174).
 - Approved 17 Purchase Requisitions totaling \$102,530.12.
 - Issued 11 Purchase Orders totaling \$37,753.32.
 - Processed 3,596 cash receipts totaling \$630,463.83.
 - Prepared 154 Accounts Payable checks totaling \$557,585.49 and 35 Accounts Payable EFT payments totaling \$349,360.03.
 - Prepared 27 Payroll checks totaling \$22,326.24 and 331 Direct Deposits totaling \$381,918.35.
 - Transferred IRS 941 payment of \$143,695.64.
 - Processed 872 utility bill payments through ACH totaling \$61,584.14.
 - Processed and issued 5,554 utility bills with billed consumption of water of 19,390k.
 - Issued 377 past due notices on utility accounts.
 - Auto-called 124 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (4/28)
 - Yard Sale to Benefit Homeless Pets (5/30)
 - Granada Blvd. Lane Closure (4/30)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - CodeRED notification for hydrant maintenance.

- Attended weekly staff meeting.
 - Completed NIAB packet for meeting to be held on May 6th.
 - Worked with News-Journal and Observer for ad space on May 21st for the quarterly legal aid workshop planned for June 4.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 7
- Hazardous: 13
- EMS: 83
- Motor Vehicle Accidents: 4
- Public Assists: 50

TOTAL CALLS: 160

- Aid provided to other agencies: 9 Calls / Volusia County
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 64

Training Hours

- NFPA 1001: Firefighting 29
- NFPA 1002: Driver 8
- NFPA 1021: Officer 16
- NFPA 1500: Safety/Equipment 23
- NFPA 1620: Preplanning 5
- EMT/Paramedic 39
- TOTAL TRAINING HOURS: 120

Station Activities

- Serviced 148 fire hydrants
- Updated 25 pre-fire plans

Significant Incidents

- 4/22/15, 7:05 AM: John Anderson Dr. – Motor Vehicle Accident – Upon arrival found one vehicle into power pole with pole snapped at bottom – one patient transported to hospital.

Human Resources

Staffing Update

Position Requisitions

- Building Inspector (Planning & Building)

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.

- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was advertised 4-29-15 on the City web site and will remain open until 5-11-15.
- 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.
- Part Time Custodian at The Casements (Leisure Services) was advertised 4-24-15 on the City 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.

Applications Under Review

- Maintenance Foreman (Leisure Services). Seventeen applications were submitted.

Background/Reference Checks/Job Offers

- Firefighter/EMT (Fire Department). A candidate was selected and began pre-employment processing.
- Police Officer (Police Department). Four candidates were selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Part Time Custodian at The Casements (Leisure Services) – effective 5-1-15
- Building Inspector (Planning) – effective 4-24-15

City Events/Employee Relations Update

- Orientation for new employees was held on 4-29-15
- ICMA Deferred Compensation representative met with employees on 4-27-15
- Nationwide representative will host a retirement presentation at the Police Department on 4-30-15
- Blood Drive at City Hall is planned for 6-8-15

Risk Management Projects

- Continued working on subrogation files.
- Finalized the Safety Program Manual; began outline for implementation.

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 – Moving forward with implementation plans.
 - WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide finishing up with Feet services.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 7 new - 34 completed - 48 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,372	Inbound E-Mails Blocked	15,430
Delivered Inbound E-Mails	12,692	Quarantined Messages	250
Percentage Good Email	44.7%	Virus E-Mails Blocked	473

- Notable Events:
 - IT Manager participated in 4 days of FEMA training. MGT-384 The EOC's Role in Community Cyber Security and MGT-385 Community Cyber Security Exercise Planning
 - Microsoft Security updates – Unusually large number of patches applied to all workstations and servers.
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 83 Corrections: 0
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS Located this week: 61: Total in system = 22,900; 22,255 potable, 636 Irrigation, 9 Effluent
 - Notable Events: Updated Utility Base maps for Public Works Crew

Leisure Services

- Administration
 - City Manager's Meeting
 - Public Works Meeting
 - Supervisory Staff Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Skate Park Grand Opening
 - RFP Review for Central Park Canoe Concession
 - Meeting at Embry Riddle
 - Budget Advisory Board 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.
 - SHS Baseball practiced on Monday and Tuesday in preparation for their regional game this week Wednesday on the road.
 - Coed Softball continued their games for this spring season this week with games 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.
 - The City's Youth Volleyball Program continues training/games on Monday and Thursday this week from 6 to 7:30pm at the Nova Gym.
 - The OBSC continues practices this week Monday through Thursday at the Sports Complex on the soccer fields. Games are held on Saturday mornings.
- 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
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Repaired soccer nets
 - Sprayed shuffleboard area for weeds and wasps

- Marked and painted baseball, softball, t-ball and soccer fields for games all week
- Dragged infield clay daily for practices and/or games
- Painted bases on Quad, Kiwanis, T-ball and Wendelstedt fields

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 9:00am to 2:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm 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:
 - VSA-Volusia presents the 25th Annual Talent Night, Friday 7:00pm to 9:00pm
 - Miss Daytona Beach USA Pageant, Sunday 4:00pm to 6:00pm

- 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
 - Jazzercise Monday
 - YMCA Soccer Monday, Wednesday and Friday
 - PAL Tutoring Monday through Thursday
 - Youth basketball practice Wednesday
 - 10th Annual Battle at the Beach Tournament held Friday, Saturday and Sunday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Assisting with event planning tasks – Memorial Day Remembrance Service (on-going)
 - July 4th – Contacting bands and entertainment (on-going)
 - Art in the Park, prepared artist location and maps and event set up

- Gymnastics
 - Classes are going well and growing
 - May session began this week
 - State Competition in Tampa 4/25-4/26
 - Open Gym sessions May 1 and May 15
 - Parent's Night Out session May 29

- 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.
 - Battle of the Beaches and skate park grand opening were held last Saturday.
 - A summer camp expo was held on Sunday.

- 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 at the Nova Community Fields.
- 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
 - On Saturday a wedding and reception were held in Rockefeller Gardens.
 - A wedding ceremony was held in Bailey Riverbridge on Saturday afternoon.
 - Wall Ministries met at the Bailey Riverbridge on Sunday from 11:00 a.m. to 12:00 p.m.
 - National Poetry Day was celebrated on Sunday afternoon at The Casements.
 - Tuesday the Al Hovey exhibit closed with removal of the Incredible India display.
 - On Wednesday the Art in the Park children's workshop "SELFIES" were hung in the Gallery. The opening was on Thursday from 5:30 p.m. to 7:00 p.m.
 - Pine Trail Elementary students toured The Casements on Thursday morning.
 - Staff set up the window display at the Library for Enviro Camp.
 - Art in the Park vendors are setting up in Rockefeller Gardens for this weekend's event.

- Parks Maintenance
 - Sprayed workout stations for weeds citywide
 - Replaced damaged grab bar on playground at Milton Pepper Park
 - Delivered wood for picnic table repair at the Community Garden
 - Installed two new memorial benches on the pier at Cassen Park
 - Delivered old HVAC unit to Fleet for disposal
 - Applied ant bait at Rockefeller Gardens prior to Celtic festival
 - Cleaned up sand washout at Birthplace of Speed Park
 - Removed light fixture lenses and cleaned in parks Citywide
 - Replaced rotted deck board on the overlook at Birthplace of Speed Park
 - Repaired men's room toilet at Fortunato Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Call Out = vandalism at Central Park II, and repair HVAC at Nova

- Building Maintenance
 - Weekly inspection of airfield runway, taxiways and directional signage
 - 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
 - Operational/safety checks on 14 City owned gates at various locations
 - Repaired threshold lamp on Runway 8
 - Attended skate park contractor meeting at Nova Community Park
 - Adjusted A/C schedule at Bailey Riverbridge
 - Repaired faucet in the Building A men's room at the Senior Center
 - Installed new magnets for bathroom doors at Andy Romano
 - Repaired sink faucet at Bailey Riverbridge
 - Installed new water valve shut off at Softball Quad Airport Sports
 - Repaired leaking water fountain at Sports Complex
 - Hung American flag on the wall at Gymnastics Center
 - Ran new electrical circuits for refrigerator at Nova Skate Park
 - Installed new soap dispenser, paper towel holder and trash can at Nova Skate Park
 - Installed new signs on the chain link fence and building at Nova Skate Park

- Installed new basketball board padding at SONC
- Repaired men's bathroom toilet seat at Public Works
- Repaired leaky water fountain at The Casements
- Built and installed new sales counter for grand opening at Nova Skate Park
- Installed new wiring for electronic controlled switches at Rockefeller Gardens
- Added new wiring for electronic switch at Ormond Memorial Art Museum
- Installed electrical conduit for new outlets at Ormond Memorial Gardens parking lot
- Installed a wall mount and TV in the Nova Skate Park building
- Installed the new fridge for the Skate Park at Nova
- Repaired men's room toilet at Central Park I
- Repaired broken water line in the parking lot at the Ormond Art Museum

Police Department

Administrative Services

- Staff held police officer candidate interviews with the help of select officers and Human Resources personnel.
- Staff attended a Public Information Network meeting hosted at the Volusia County Emergency Operations Center.
- Staff coordinated an awards committee meeting. The awards ceremony is set for May 20, 2015 starting at 6:00 p.m. at the Sports Complex Field House
- Staff coordinated a firearms training unit meeting with all department firearms instructors to plan this year's annual re-training.

Community Outreach

- The R.E.A.D. (Reading, Exploration, Adventure and Discovery) program at Ormond Beach Elementary School continued for 2nd, 3rd, 4th, and 5th grades. Students are 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. The second grade program concluded on April 29th.
- The Tutors R Us summer program component will be held June 22 – July 31 as a part of the Leisure Services Summer Connections Program. Currently supplies and areas of study for science are being reviewed.
- Members of the Boys 14 U basketball teams participated in the Battle at the Beach Basketball tournament April 24 – 26, 2015. The OBPAL eighth grade team placed third and the seventh grade team placed fourth.
- Members of the Youth Directors Counsel participated in a State of Florida Association of Police Athletic League Florida license plate drive at the South Ormond Neighborhood Center on Saturday April 25, 2015.
- Plans for the PAL summer program partnership with the Department of Leisure Services are being finalized. Field trips will be offered to Sea World, Orlando Science Center and Daytona Lagoon.
- OBPAL staff attended the State for Florida Association of Police Athletic Leagues (SFAPAL) annual meeting in Cocoa, Florida on Monday, April 27, 2015. Calendars for upcoming SFAPAL programs were reviewed and rezoning of regions discussed.
- Continued teaching DARE at Ormond Elementary, Calvary Christian Academy and Tomoka Elementary schools
- Held *Coffee with a Cop* at Peach Valley-East.
- Appeared for Rocks & Ropes activities at Pine Trail Elementary.
- Continued marketing for future Cops and Joggers 5k on July 18th with posters and post cards.

Community Services & Animal Control

- Animal Calls responded to: 56
- Animal Reports: 6
- Animal Bites: 1
- Animals to Halifax Humane: 5

- Trap Neuter Release: 3
- Reclaim animal: 1
- Injured Wildlife: 2
- CSO's attended Earth Day, handed out information on domestic animals & wildlife.

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 17
- Inactive: 13
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 0
- Grand Theft: 7
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 3

Records

- Walk - Ins / Window 92
- Phone Calls 112
- Arrest / NTA'S 25
- Citations Issued 202
- Citations Entered 241
- Reports Generated 143
- Reports Entered 130
- Mail / Faxes / Request 27

Patrol

- Total Calls 1,704
- Total Traffic Stops 264

Operations

Crime Opportunity Report Forms: 224

- 4/23/2015
 - Grand Theft, 135 Lucky Drive. Victim reported she is missing an electronic tablet from her residence that was new and still in the original box. She suspects her daughter took the item to return it to the store.
 - Grand Theft, 374 West Granada Boulevard (Red Sky Wireless). Four different deposits were never made to the business account. Suspect employee was responsible for making the deposits over that period. The manager noticed the missing deposits and confronted the suspect employee who denied any knowledge.
- 4/24/2015
 - Strong Arm Robbery Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was placed under arrest for strong arm robbery and grand theft after he attempted to steal over \$500 worth of items from the Wal-Mart store. Suspect was stopped by loss prevention, struggled and punched the lost prevention officer. He then fled on foot and was apprehended in Bermuda Estates by responding officers.

- Grand Theft, 709 South Center Street. The victim reports that he had a friend stay the night. When the victim woke up he noticed his Blue Ray player and several Blue Ray movies missing and his friend gone.
- Narcotics Arrest, 601 Division Avenue. Suspect was stopped for a traffic violation. The officer observed what appeared to be a marijuana roach in plain view. The suspect threw the suspected marijuana out the window when the officer was not looking. When questioned, the suspect admitted to the officer that he had a small bag of marijuana hidden under the driver's seat. The subject was arrested for possession of a controlled substance.
- DUI Arrest, 55 East Granada Boulevard (US Post Office). Officer discovered a female driver passed out in the parking lot of the Post Office in actual physical control of the vehicle (in the driver's seat with keys in the ignition and engine running). When contacted by officers she was uncooperative and extremely combative for the duration of their investigation and following her arrest
- 4/25/2015
 - DUI Arrest, 1321 North Beach Street. Suspect was found passed out in her vehicle on the side of the roadway at 1321 North Beach Street. The vehicle in question had heavy front end damage and fresh side swipe damage. Suspect thought she was in South Daytona.
- 4/26/2015
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was placed under arrest for shoplifting, issued a Notice to Appear and released from the scene.
 - Narcotics Arrest, South Atlantic Avenue/Arlington Way, suspect was arrested for felony narcotics possession (pills) during a routine traffic stop.
 - Felony Traffic Arrest, Vining Court/East Granada Boulevard, suspect was arrested for fleeing and attempting to elude a law enforcement officer on his sport motorcycle when an officer initially attempted to initiate a traffic stop for unlawful speed. The driver of the motorcycle eventually stopped and was taken into custody.
 - DUI Arrest, 400 block Airport Road, suspect drove his vehicle off of the roadway and into a ditch. He was arrested for DUI following an investigation.
 - Battery-Domestic Violence Arrest, 1614 North US HWY 1 #135 (Econo Lodge). Female suspect was arrested for battery on her husband during an argument.
- 4/27/2015
 - Warrant Arrest, 100 Shadow Crossings Boulevard. Traffic Unit officer stopped a vehicle for a traffic violation at which time it was discovered the passenger in the vehicle had three active Volusia County arrest warrants.
- 4/28/2015
 - Battery-Dating Violence Arrest, 73 North Arbor Drive. Victim advised that she has been dating the suspect over the past seven years. On this date, the suspect invited her over to tell her that he was seeing another woman. Both were in a heated argument when the suspect grabbed the victim by the back of her hair and threw her down. The suspect was arrested for domestic violence battery.
 - Grand Theft, 5 Cypress Circle # B. Victim advised that he had a 50" LG flat screen television stolen from his apartment. Victim believes that his ex-girlfriend took and sold his television which he was renting from Aaron's Rental.
 - Battery-Domestic Violence Arrest, 10 Old Bridge Way. Victim called 911 to advise that his wife was out of control. Victim advised that the suspect drank almost a bottle of wine and was trying to kick him in his groin when he pushed her and she fell down. Victim then tried to calm her down when she began scratching his arms causing several cuts to his forearms. The suspect was arrested for domestic violence battery.
- 4/29/2015
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was placed under arrest for shoplifting, issued a Notice to Appear, and released from the scene.
 - DUI/Narcotics Arrests, South Ridgewood Avenue/Hand Avenue. Upon stopping, the driver and passenger switched positions while the officer was approaching the vehicle. The driver was found to be under the influence/DUI and was arrested. He became mildly combative and threatened to have a "hit" put out on one of the officers on scene. His passenger was

arrested for possession of cannabis under 20 grams and two counts of resisting officers without violence.

- Narcotics Arrest, South Washington Street/Tomoka Aveune. Bicyclist was stopped for bicycling at night with no lights. During the stop he was found to be in possession of a crack pipe and was charged with possession of drug paraphernalia.
- Burglary-Residence, 33 Oceanshore Boulevard. Victim came home and found two unknown males sitting in her kitchen. They both ran from the residence when confronted by the homeowner. The victim described the two males as being possible transients. A search of the area by responding officers failed to locate the two suspects.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 76
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 112
 - Number of Written Warnings Issued: 6
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 15
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
- Traffic Complaints Received:
 - 100 Corbin Avenue (Ormond Beach Elementary). Staff complained of parking along the roadway and speeders in the school zone. Two (2) motors were assigned to monitor traffic.
 - 300 Block South Beach Street. Resident complained of speeders at all hours of the day.
 - 900 Block North Halifax Drive. Resident complained of speeders in the morning. Units have been conducting RADAR.
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 900 Block North Halifax Drive
 - Reason for this STEP: Speeding Complaint
 - Number of times worked: 2; Total Hours Spent: 1.45
 - Citations Issued: 3; Written Warnings Issued: 3
 - Comments: N/A
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 300 Block Clyde Morris Boulevard
 - Reason for this STEP: Self Initiated
 - Number of times worked: 4; Total Hours Spent: 3
 - Citations Issued: 18; Written Warnings Issued: 1
 - Comments: N/A
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 2000 Block West Granada Boulevard
 - Reason for this STEP: Self Initiated
 - Number of times worked: 2; Total Hours Spent: 3
 - Citations Issued: 10; Written Warnings Issued: 0
 - Comments: N/A

- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 400 Block Lincoln Avenue
 - Reason for this STEP: Self Initiated
 - Number of times worked: 2; Total Hours Spent: 4
 - Citations Issued: 12; Written Warnings Issued: 0
 - Comments: N/A

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100 Corbin Avenue
 - Reason for this STEP: Complaint
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: N/A

- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Division Avenue / South Old Kings Road
 - Reason for this STEP: Stop Sign Violations
 - Number of times worked: 1; Total Hours Spent: 2
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: N/A

- 7. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100 Block Sunshine Boulevard
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 2
 - Citations Issued: 18; Written Warnings Issued: 0
 - Comments: N/A

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 13 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 11 Cases initiated
- Zone 4: 2 Cases initiated
- 5 signs have either been removed or sign cases created.
- 39 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and one hundred fifteen (115) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – The Contractor has completed the signals at the intersection of Nova Road and Granada Blvd., as well as Nova Road and Fire Station 92. Work continues on Nova Road.
- OBSC Wayfinding Signs – the project is 95% complete.
- Nova Community Park Skate Park Expansion – The Building Division issued the Certificate of Occupancy. A Grand Opening was held on April 25, and a Ribbon Cutting Ceremony is scheduled for May 16 with ECHO.
- Nova Community Park Paving Improvements - All project paving has been completed, wheel stops have been installed and pavement has been marked and striped. Site restoration is underway.
- Downtown Streetscape Planting (Orchard to A1A) – The contractor completed the installation of 40 medjool palms and started installing shrubs and groundcover between US1 and Beach Street.

- Riverside Drive Drainage Improvements – The contractor has begun restoration of the portion of the project south of Willis Drive. They have begun work on the portion of the project north of Willis Drive and anticipate completion of the underground portion of this project this week.
- South Peninsula Reclaimed Water Extension – Work is scheduled to commence the week of April 20th.
- A1A North Peninsula Forcemain Extension (Volusia County project) – Work continues on new sewer pipe installation 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 - Turbidity barrier was installed and dewatering system is being installed.
- I-95 & SR40 Slope Irrigation – The project is 95% complete.
- OBSC ADA Parking and Sidewalks (CDBG) – The contractor is scheduled to begin construction on May 4th.
- OBSC Overflow Parking Upgrade – The contractor is working on site layout staking.

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 – 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. Staff intends to include a CIP project for the purchase of a drainage maintenance easement along the outfall ditch and for the purchase of property for additional stormwater storage.
- 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 to present the project to adjacent residents and the Historic Landmark Preservation Board on April 20. The land swap to obtain 64 Lincoln Avenue was continued to the April 21 City Commission meeting. Zev Cohen and Associates anticipates submittal of the project to SJRWMD following this meeting.
- 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. The SJRWMD is prepared to issue their permit. 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 bid was awarded by 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 from McKim and Creed for design services, is scheduled for acceptance at the May 19 City Commission.
- 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.
 - Stormwater drainage - Prepared cost estimate for purchasing proposed drainage maintenance easements for the Parks ditch.
 - Stormdrain Future Repair Projects - Staff is reinvestigating sections of stormdrains in need of repair and updating the repair priority and cost estimates for the repairs.
 - Reviewed and created approved Work-in-the-Right-of-Way permit, per FPL request, for pole replacement along South Orchard Street.
 - Continued the modification of the North US1 Median Landscaping plans per project manager's comments.
 - Researched old documents and drawings to determine the eastern right-of-way location of South Beach Street and provided pdf copies to surveyor, per request.
 - Completed the sketch and legal descriptions for 1080 North US1 annexation per Planning Department request.
 - Completed and updated the sketch and legal descriptions for lots 8 and 23 Airport Business Park Ph1 right-of-way acquisition, per Economic Development Department request.
 - Modified the Exhibit maps showing the upcoming CIP projects per comments.
 - Created custom M.O.T. details for the Downtown Streetscape Banner.
 - Created Volusia County permit plan set for the 29 Briggs Drive water service replacement.
 - Updated the sketch and legal description for the FPL easement at the site of the proposed OBSC restrooms.
 - Began concept plan set for the Downtown Stormwater park.
 - Created additional Exhibit maps for the Phase II 2-Inch water main replacement projects.
 - Reviewed plan set for the Gateway Sign project.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Repaired asphalt on 500 block of Sterthaus Dr.
 - Repaired asphalt after water break at the Public Works Yard
 - Washed and detailed Truck #252 at the Public Works Yard
 - Removed broken sidewalk & formed on Melrose Ave.
 - Asphalted a pothole on Shadow Crossing Blvd.
 - Ground down the sidewalk at Fleming & Center St.
 - Poured & finished concrete gutter at Sanchez Ave. & McIntosh Rd.

- Poured concrete around the meter box on Atwood Dr.

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 broken tree at Riverside Dr. & Ormond Shores Blvd.
- Removed the top from a pine tree on 100 block of Shady Branch Trl.
- Trimmed limb away from stop sign at Center St. & Hickory Hills Blvd.
- Removed stumps on Avenue Bonita, 300 block of S. Center, 300 block of Collins St., 1200 block of Biltmore Ave. and N. St. Andrews Dr.
- Removed an oak tree on Rio Pinar Dr.
- Started removing a tree on Choctaw Trl.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Picked up litter at various bus stops in the City, on DOT roads and at Orchard & Wilmette
- Cleaned out common areas at City Hall and the Public Works Yard
- Cleaned & edged sidewalks on Fleming Ave., between Sauls & Harbour Lights
- Cleaned out catch basins on beachside
- Changed out banners to "Art District" and "Welcome to Downtown" on Streetscape (SR40)
- Weed control on Granada and on A1A
- Worked on spreading material on the Landfill road at Nova Community

Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- The Village, fabricated a "No Turn on Red" sign at the entrance
- McIntosh Rd. & Putnam Ave., installed stops signs at east & west corners
- Fluhart & Riverside Dr., replaced (3) orange delineators in the roadway
- Nova Community, relocated various signs
- Sign Shop, conducted research on 25 mph signs
- McIntosh Rd. & Wilmette Ave., installed a stop sign

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Fleet – delivered and picked up various equipment
- Public Works Yard – unloaded trailers after Earth Day
- Public Works Training Room – (4) employees received training for Stormwater "B" license (2 days)
- Fleming Ave. – repaired plugged line

Vactor

- Various Citywide Locations – cleaned basins

Mowing

- Brush Hog – on SR40

Street Sweeping/Streetsweeper

- 82.0 miles of road cleaned (3 days)
- 20.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
36,424

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
9	21

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 14,249 gallons of unleaded and 5,123 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,597 gallons of unleaded and 1,100 gallons of diesel.
- Fleet completed 60 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 – kick off meeting being scheduling with contractor.
- Breakaway Trails Lift Station Control Panel Replacement – This work will be incorporated with some electrical site modifications.
- Division Avenue Well Field Raw Water Piping – Contract recently awarded – Confirmed contracts are being prepared.
- Dual Check Valve Assembly Installation Services – Agenda item prepared for May 5, 2015 City Commission Meeting for notice of staff intent to renew the contract for another annual period for device installation on north peninsula reuse service area.
- FDOT Interchange Lighting Project – Sent utility information to FDOT for the US 1 and I-95 Interchange.
- Fire Hydrant Replacement Program – Agenda item prepared for the May 5, 2015 agenda for City Commission consideration of scope of work.
- Laboratory Testing Services – Agenda item prepared for the May 5, 2015 agenda for City Commission consideration of scope of work.
- Lift Station 8M1 – Legal Department is reviewing survey information concerning partial encroachment of existing lift station outside of the easement to determine appropriate resolution. Grading plan was developed. Retaining walls will be repaired in lieu of removal.
- 2891 John Anderson Drive – Volusia County Use permit was obtained.
- 29 Briggs Drive – Volusia County Use Permit applications are being executed.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 continues successful operations. Sent a request to the Contractor for a schedule to retrofit the impellers on the two remaining influent pumps. Specifications for replacing the sodium hypochlorite storage tanks were prepared.
- Rima Wells Auxiliary Power Generator – desired operational features for SCADA were obtained from the design engineer for review.

- Storage Tank Repairs and Maintenance – Structural inspections for the City's WTP & BAT were performed. A crane is being considered by the structural consultant as an alternative method to access top of the elevated storage tank at WTP.
- Saddler's Run Lift Station Rehabilitation – Contract was awarded to the responsive bidder by the City Commission under Resolution 2015-94.
- Sanitary Sewer Pipeline Repair – Contract award to the responsive low bidder was approved by the City Commission under Resolution 2015-93.
- Wastewater Sludge Thickener Upgrades (CIP) – Alternate Aquaturbo assembly configurations are being considered for project efficiencies.
- Water Plant Aerator Housing Rehabilitation (CIP) – Reviewing a cost proposal from WES Industries for structure replacement.
- SPRC – Deer Creek – The punch list for water distribution items is being addressed. Huntington Villas – Received revised plans for review. River Oaks –Phase 2 record drawings are being reviewed. Ormond Beach Pineland Subdivision – Plans were reviewed. Vystar Credit Union – Received revised plans for review. 32 Foxfield Look – Received an easement vacation request for review.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 35.856 million gallons for the week ending April 26, 2015 (5.122 MGD)
 - Backwashed 9 filters for a total of 410,000 gallons backwash water.
 - Produced and hauled 81 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 32.79 Million Gallons.
 - Produced 14.28 Million Gallons of Reuse.
 - Produced 18.51 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.69 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 182.37 (14%-18% Solids).
- Water Distribution
 - Exchanged 8 water meters per Finance Department work orders.
 - Responded to or repaired 13 water service leaks.
 - Installed 2 new residential customer water services and meters.
 - Assisted 13 customers with misc. concerns.
 - Replaced 3 water meter boxes.
 - Performed water meter accuracy testing on 2 - 4" and 2 - 3" commercial water meters.
 - Repaired an 8" water main leak at the Standish Pump Station.
 - Replaced 7 water services due to aged piping. 2 - 2" casing sleeves were installed for water services crossing roads.
 - Responded to 4 water pressure and/or water quality concerns.
 - Pressure tested 20 City owned backflow prevention devices serving facilities. 1 BFP needed repairs.
 - Performed contractual fire hydrant maintenance activities on 24 hydrants in Ormond-by-the-Sea.
 - Located and exercised 18 water distribution system main line valves.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 110 regular and 2 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 3 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 in town conventional system.
 - Locate 1" reuse service at 792 N. Halifax Dr.

- Relocated reuse service at 261 Oak St.
 - Repaired 4" clean out at 48 Oakmont Cir. and 35 Wild Cat Lane.
 - Turned off reuse service at 6 Manderly Lane for home owner.
 - Televised 5, cleaned 6 and root control applied on 2 sewer laterals.
 - Completed installation of new pep Tank at 60 Black Hickory Way.
 - Replaced 2" plug valve with 2" gate valve on Mystic Lake Way.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 26 psi, Ocean Mist Hotel @ 24 psi, Ormond Mall @ 14 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 30/25psi. Foxhunters Flat (2 inch) 12/8 psi & Shadow Creek Blvd. (4 inch) 2/0 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Poly Blend #2 – poly line plugged – clear blockage – prime system – ok.
 - Decant Room – relocated sump pump electrical outlet to dry location.
 - Influent Room – deragged pumps as per operations direction.
 - Tea Cups – manual blow down of all valves to clear blockage – ok.
 - Effluent transfer Pump #1 – temporary repair to fuse block wiring in control cabinet – permanent replacement parts ordered for future install.
 - Wal-Mart – relocated wash down line to eliminate trip hazard at panel.
 - Clarifier #2 – noisy operation - found primary drive motor to be cause – replaced with used inventory – ok.
 - 4P – support FPL scheduled power outage with generator.
 - SCADA/WIN911 monitor/response: – Multiple Lift Stations - City Wide – WIN911 – power outages – storm related – use Generator to power stations during outage – normal power restored all stations – ok.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Quarterly PM's: Screw Pump #3.
 - Semiannual PM's: Centrifuge #2.
 - Lift Station PM's: 11 monthly and 3 annual performed.
 - Plant wide oil & grease route.
 - 41 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- LPRO water rack #1 – replaced drain manifold & supply pump with shop stock – rebuilt pump and returned to stock – ok.
- High Service pump room – repaired leak at finished water rack – ok.
- B.A.T. reuse pump #3 – repaired leak on check valve stem – ok.
- Checked all booster stations and vaults for water after heavy rain storms.
- Housekeeping 10D, 11D, 12D, SR18, SR19, SR20, and all Hudson wells.
- Breakaway Trails raw water wells # 2, 3, & 4 – vegetation control.
- PM's – LPRO transfer pumps 1, 2, 3; Scrubber #1 blower; High Service pump air compressor; Bird centrifuge; Thickener.

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 submitted a revised Annual Pretreatment report to FDEP with requested changes. The Enforcement Response Plan (ERP) is also being updated to coincide with the City's Sewer Use Ordinance.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The contractor began installation of the backflow prevention devices in the City's Reuse Service Area. From April 14th to April 25th, 87 rebuild kits were installed. Staff continues to field calls from the residents with questions and concerns regarding this project.
 - Consumer Confidence Report: Staff is constructing the 2014 CCR for electronic delivery to the potable water customers. Paper copies will also be provided to large commercial users, such as apartment complexes.

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
- City Clerk attended Volusia Supervisor of Elections Meeting on April 27, 2015, in DeLand
- Staff attended and provided support for April 28, 2015, Airport Master Plan Update Public Meeting
- Staff attended and provided support for April 29, 2015, Budget Advisory Board Meeting
- Agenda packet preparation, creation and distribution for May 5, 2015, City Commission Meeting
- Agenda packet preparation for May 7, 2015, Quality of Life Advisory Board

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.