

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: May 8, 2015

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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, Economic Development Director, HR Director, and Planning Director.
- Staff meeting with senior staff
- CIP meetings with Planning, Airport and Recreation/Facilities staff.
- CFOB speaking engagement prep work

Spoke to, attended and/or met with:

- Environmental Learning Center overview and agenda review with Commissioner Boehm
- Rotary meeting
- United Way allocation meeting
- Commission meeting
- Land Use discussion with senior staff, City Attorney's office and outside counsel Noah McKinnon
- Chamber and MainStreet joint meeting
- Itinerant merchant regulations meeting with senior staff, City Attorney's office, with US1 property owner Bill Kurras and attorney Bob Riggio. Meeting included a site visit to Mr. Kurras' property.
- Quality of Life Board meeting

### **Community Development**

#### **Planning**

- The Planning Director, Plans Examiner and Electrical Inspector interviewed two candidates for Building Official. One candidate had all four inspector licenses and plan review licenses however he withdrew after being told he was the top candidate. The search for a Building Official and Chief Building Inspector continues.
- Stephan Shams began his internship with the Department this week. He will be with us until mid-July. Stephan is a graduate student at UF in Urban and Regional Planning.
- The Planning Director, City Attorney and City Manager met with Attorney Bob Riggio who represents Bill Kurras owner of Wild Bill's and Hog Pen. Both properties have been determined to be unimproved and subject to the amortization schedule proposed in the Itinerant Merchant License criteria. That determination is under review.
- The Planning Director, Senior Planner, City Manager, Finance Director and Assistant City Manager met to discuss the CRA projects proposed in the draft CIP.

#### **Building Inspections, Permitting & Licensing**

- 226 inspections performed.
- 6 business tax receipts issued.
- 129 permits issued with a valuation of \$1,327,487.00

NOTE: Private Provider inspection services conducted 78 inspections of the 226 inspections performed..

### Development Services

- The SPRC activities for this week included:
  - Valiant Diner – performed final inspection prior to CO issuance
  - River Oaks, performed final inspection on preliminary plat improvements.
  - Reviewed concept plan for a Checkers at Nova and Hand Avenue.

### **Economic Development/Airport**

#### Economic Development

##### Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff discussed with Tomoka Holdings the extension of the Community Redevelopment Area agreement for the funding of Crossings Boulevard which will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. The Tomoka Holdings representative has contacted the County officials regarding the support for the extension. The CRA resolution extension was presented to the April 21 Commission meeting and unanimously endorsed by the Commission, which will be submitted for County Council approval in May/June.

##### 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 by the end of the week.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers. The parties continued to move forward with their discussions on a purchase and sale of the property.
- Ameritech Die & Mold has begun the construction of their 18,000 square foot manufacturing plant located along East Tower Circle.

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

- Staff met with economic development practitioners to formulate the 2015 Agenda for the Team Volusia Practitioners Council.

##### 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 continued providing detail to the prospective company regarding the economic development incentive program.

### Airport Operation and Development

- Staff met this week with representatives from Florida Power and Light to discuss improving the reliability of electrical power service to the air traffic control tower.
- Staff attended the 2015 HURREX Briefing at the Volusia County Emergency Operations Center. The Ormond Beach Composite Squadron of the Civil Air Patrol is expected to participate in the County's hurricane exercise this year.
- Bright House Networks has completed work to install new services at the airport, which included a directional bore in the vicinity of the general aviation ramp.
- Gate 13 remains partially out of service, pending delivery of components needed to complete repairs.
- MAC Charter conducted work this week to improve the Gate 10 access road serving FBO Area 1.

### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Preparation of the five-year Capital Improvement Program.

- Completed Projects - Weekly
  - Processed 48 Journal Entry Batches (#3180 - 3305).
  - Approved 15 Purchase Requisitions totaling \$71,143.25.
  - Issued 32 Purchase Orders totaling \$322,448.05.
  - Processed 4,790 cash receipts totaling \$699,441.32.
  - Prepared 124 Accounts Payable checks totaling \$62,439.53 and 19 Accounts Payable EFT payments totaling \$11,424.12.
  - Processed 1331 utility bill payments through ACH totaling \$68,036.93.
  - Processed and issued 4,959 utility bills with billed consumption of water of 23,217k.
  - Issued 366 past due notices on utility accounts.
  - Auto-called 52 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
  - Press Releases
    - Ormond Beach Gymnastics
    - Summer Food Program
    - Florida Licensing on Wheels (5/19)
    - Nova Skate Park Ribbon Cutting (5/16)
  - 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.
    - Completed Employee Newsletter for May.
    - Attended weekly staff meeting.
    - CodeRED notification for South Peninsula Reclaimed Water Service Construction.
    - Attended NIAB meeting.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

**Fire Department**

Weekly Statistics

- Fires: 2
- Fire Alarms: 6
- Hazardous: 4
- EMS: 91
- Motor Vehicle Accidents: 10
- Public Assists: 37

TOTAL CALLS: 150

- Aid provided to other agencies: 12 Calls: Daytona Beach (4), Volusia County (8)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 44
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 73

Training Hours

- NFPA 1001: Firefighting 64
- NFPA 1002: Driver 6

- NFPA 1021: Officer 15
- NFPA 1410: Hose Drill 15
- NFPA 1500: Safety/Equipment 9
- EMT/Paramedic 52
- TOTAL TRAINING HOURS: 161

#### Station Activities

- Serviced 105 fire hydrants
- Updated 32 pre-fire plans
- Conducted 3 fire inspections

#### Human Resources

##### Staffing Update

##### Position Requisitions

- Police Records Clerk (Police Department)
- Part Time Center Leader at the Senior Center (Leisure Services)
- Part Time Recreation Leader at the Casements (Leisure Services)

##### 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.
- Building Inspector (Planning & Building) was advertised on 5-1-15 on the City web site and internally and will remain open until filled.
- Neighborhood Improvement Manager (Police Department) was advertised 5-6-15 internally and will remain open until 5-13-15.
- Office Assistant II (Public Works) was advertised 5-7-15 on the City web site and internally and will remain open until 5-22-15.
- 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). Eighteen applications were submitted.

##### Background/Reference Checks/Job Offers

- Police Officer (Police Department). Three candidates were selected and began pre-employment processing.

##### Terminations/Resignations/Retirements

- Part Time Custodian at The Casements (Leisure Services) – effective 5-1-15
- PT Recreation Leader (Casements) – effective 5-5-15
- Records Clerk (Police) – effective 5-5-15
- Office Assistant II (Public Works/Leisure Services) – effective 5-31-15
- Community Service Officer (Police) – effective 6-1-15
- Neighborhood Improvement Manager – effective 6-30-15

#### City Events/Employee Relations Update

- ICMA Deferred Compensation representative will be available to meet with employees on 5-18-15
- Nationwide representative will be available to meet with employees on 5-28-15
- Blood Drive at City Hall is planned for 6-8-15
- HR Staff will attend training with PlanSource on 5-12-15

#### Risk Management Projects

- Attend Wellness Council General Board meeting; workshop planning.
- Attend Claims Committee meeting.
- Attend/assist last day of Leadership series.

#### 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: - 15 New work - 37 completed - 49 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,346	Inbound E-Mails Blocked	10,037
Delivered Inbound E-Mails	13,111	Quarantined Messages	198
Percentage Good Email	56.2%	Virus E-Mails Blocked	573

- Notable Events:
  - Fire Station 92 (Nova Rd.) Wireless Point-2-Point link brought online. This effectively upgrades their connection to the City resources from a 3Mb/15Mb cable modem VPN service to a 100Mb/100Mb secured link to the water tower.

##### • Geographical Information Systems (GIS)

- Addressing Additions: 6 Changes: 3 Corrections: 0
- Map/Information Requests: 8
- Information Requests from External Organizations: 4
- CIP Related Projects (pavement management, project tracking map): 0
- Meters GPS Located this week: 23: Total in system = 22,839; 22,199 potable, 631 Irrigation, 9 Effluent
- Notable Events: None.

#### Leisure Services

##### • Administration

- City Manager's Meeting
- Public Works Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Art in the Park
- City Commission Meeting
- Tree dedication – Fortunato Park

- CIP 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 on Tuesday at 6pm at the Sports Complex on the Softball Quad.
  - Coed Softball continued their games for the spring season this week with games on Monday and 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 finishes up on Monday this week from 6 to 7:30pm at the Nova Gym. Final games, awards, and t-shirts were presented.
  - OBSC continues practices this week Monday through Thursday at the Sports Complex on the soccer fields. Games are held on Saturday mornings.
  - The MEAC Softball Championships were held this week at the Sports Complex on the Softball Quad. Practices were held on Wednesday with games Thursday through Saturday.
- 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
  - Painted soccer fields this week for game play
  - Marked & 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
  - Prepared Championship Field #7 for SHS Flag Football playoff game
  - Prepped Quad for MEAC Softball Championships Wednesday through Saturday
- 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 hosted the following events:
    - Dancing Dogs Show, Wednesday 7:00pm to 8:30pm
    - Ormond Beach Chamber Leadership Class/Graduation, Thursday, 11:00am to 7:00pm
  - The Performing Arts Center is preparing to host the following events:
    - Warner Christian Academy Velvet Blues Band Concert, Friday 8:00pm to 10:00pm
- 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 Monday and Wednesday
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Maintenance on Truck 530 to Fleet
  - Attended Memorial Day Committee Meeting
  - Assisting with event planning tasks – Memorial Day Remembrance Service (on-going)
  - Set up, work, and break down of Art in the Park, Saturday, May 2 and Sunday, May 3
  - July 4<sup>th</sup> – Contacting bands and entertainment (on-going)
  - Invitations for Skate Park Ribbon Cutting
- Gymnastics
  - Classes are going well and growing
  - May session in progress
  - Upcoming Open Gym May 15
  - Upcoming Parent's Night Out session May 29
  - Working on plans for library display window
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - 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 for the last time on Tuesday from 5:00pm-6:00pm at the Nova Community Fields.
  - Interviews for camp counselor positions took place on Wednesday.
- The Casements
  - Classes met this week including Pilates and Yoga.
  - Tours continued from 10 a.m. to 3:30 p.m. Monday through Friday and on Saturday from 10 a.m. to 11:30 a.m.
  - The Kids Workshop "Selfies" from Art in the Park will be in the Gallery through this week.
  - Art in the Park was held on Saturday and Sunday from 10:00am to 4:00pm.
  - Wall Ministries met at the Bailey Riverbridge on Sunday from 11:00 a.m. to 12:00 p.m.
  - Guild training took place on Monday from 9:00am to noon.
  - The Casements Coordinator held interviews for Enviro Summer Camp counselors on Wednesday from 2pm to 6pm.
  - A Memorial Day Meeting was held in the Preservation Room on Wednesday from 11:00am to 1:00pm.
  - The Jewish Heritage Federation Board members met at The Casements on Wednesday from 6pm-7pm to review the grounds for their upcoming festival April 2016.
  - Work was done on the French doors in both the Gallery and Dance Room on Thursday.
  - Staff set up for a wedding reception on Friday.

Parks Maintenance:

- Repaired dock at Central Park I
- Repaired playground braces at Milton Pepper Park
- Cut back overgrowth at Sanchez Park

- Cleaned off overlooks flooded due to heavy rain at Riverbend Nature Park
- Cleaned out sand traps at Andy Romano Beachfront Park
- Pressure cleaned under pavilions at Andy Romano Beachfront Park
- Repaired drinking fountain at Central Park II
- Repaired trip hazard at the Magic Forest playground
- Installed three no trespassing signs at Central Park III
- Replaced dog waste station at Riviera Park
- Citywide safety inspections of parks and equipment.
- Weekly inspections of park facilities for reservations
- Call Out = 0
  
- Building Maintenance
  - Weekly inspection of airfield runway, taxiways and directional signage
  - Preventative maintenance of City vehicles and equipment as necessary
  - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
  - Weekly inspection of the water wheel and sump pumps at The Casements
  - Weekly inspection of DOT and facility lighting at various city locations
  - Performed preventative maintenance inspections on 20 City owned A/C systems
  - Repaired Portal 13 at Airport
  - Repaired thermostat on wall in West Ballroom at Senior Center
  - Replaced A/C unit in centrifuge building
  - Repaired gate at Public Works yard
  - Fire sprinkler inspected and serviced at the Ormond Art Museum
  - Installed letter baskets in Building Division at City Hall
  - Repaired hole in the door threshold in CID at Police Department
  - Repaired storage doors at Andy Romano Beachfront Park
  - Repaired magnet to bathroom door at Andy Romano Beachfront Park
  - Repaired conduit and electrical power lines to the entrance sign at the airport
  - Repaired phone line that was damaged by underground utilities at airport
  - Call out = concession stand door hinge bent from wind catching the door at Beachfront Park
  - Installed doorstop on concessions door at Andy Romano Beachfront Park
  - Repaired damaged power box in Rockefeller Gardens
  - Repaired pedestrian gates at airport
  - Installed Olympic banner at Ormond Gymnastics
  - Performed hot check on all electrical outlets in Rockefeller Gardens
  - Repaired green divider at Nova Gym
  - Repaired vandalism on tennis court at Central Park
  - Cleaned toilets for Sunday activities at SONC
  - Repaired automated gate at Fleet
  - Repaired sink faucet in Building A at Senior Center
  - Repaired roof leak on the flashing at Fire Station 93
  - Repaired kitchen sink drain at Fire Station 92
  - Sent copies of the elevator reports to vendor
  - Replaced emergency exit switches for public bathrooms
  - Repaired lights in the training room at Police Department

### **Police Department**

#### **Administrative Services**

- Command Staff finalized the details for this years' destruction of contraband with evidence and property staff.
- Command Staff met with L3 mobile video vendors.
- Command Staff started the first of ten weeks of the Citizen Police Academy.
- Command Staff hosted a quarterly Citizen Law Enforcement Advisory Board.

#### Community Outreach

- The R.E.A.D. (Reading, Exploration, Adventure and Discovery) program at Ormond Beach Elementary School continued for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades. Students are currently reviewing chain stories as a pattern to create their own unique book. The books will be exhibited in the library at Ormond Beach Elementary School on May 21<sup>st</sup>.
- 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 8<sup>th</sup> grade boys' basketball teams participated in the Jacksonville Magic Basketball tournament May 1-3, 2015. The team placed 7<sup>th</sup> overall.
- Members of the Youth Director's Council held a meeting on Monday, May 4<sup>th</sup> and stuffed goody bags for their next Community Service Project.
- Plans for the PAL summer program in partnership with the Department of Leisure Services are being finalized. Field trips will be offered to SeaWorld, Orlando Science Center and Daytona Lagoon.

#### Community Services & Animal Control

- Animal Calls: 56
- Animal Reports: 7
- Animals to Halifax Humane: 4
- Trap Neuter and Release: 2
- Notice of Violation: 1
- Animal Citation: 1

#### Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 8
- Inactive: 9
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 5
- Larceny Car break: 4
- Grand Theft: 2
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Police Information: 2
- Suspicious Incident: 0
- Fleeing Vehicle: 1

#### Records

- |                          |     |
|--------------------------|-----|
| • Walk - Ins / Window    | 96  |
| • Phone Calls            | 111 |
| • Arrest / NTA'S         | 25  |
| • Citations Issued       | 130 |
| • Citations Entered      | 47  |
| • Reports Generated      | 140 |
| • Reports Entered        | 122 |
| • Mail / Faxes / Request | 24  |

Patrol

- Total Calls 1,560
- Total Traffic Stops 189

Operations

Crime Opportunity Report Forms 106

- 4/30/2015
  - Carbreak, 327 Greenwood Avenue. Sometime overnight the victim's car was entered and a GPS was stolen along with some medical instruments.
  - Resisting an officer without violence arrest, 485 South Atlantic Avenue (Maverick Motel). During a routine traffic stop the vehicle pulled into the parking lot of the Maverick Motel at which time the driver bailed out of the car and fled eastbound on foot. Three passengers remained inside of the car however they would not obey police instructions and were subsequently secured while an investigation was conducted. A female passenger became unruly and was placed under arrest for resisting without violence. The other two passengers were released following the investigation. The driver was not located.
  - Strong-arm Robbery, 100 Block Vining Court, victim stated that he was walking from his apartment to the CVS when he was approached by three suspects who took his gold necklace by force and then fled the area on foot.
  - Armed Burglary, 58 Windrift Court (Tymer Creek), victim stated that he was awakened by the sound of his dogs barking. He went to inspect his completely enclosed (wooden privacy fence) backyard and was attacked by three suspects who beat him about the head and body with a wooden club. The victim stated the subjects then jumped the fence and fled in an unknown direction.
- 5/01/2015
  - Narcotics Arrest- South Nova Road and Fleming Avenue. Suspect was stopped for a traffic violation following which his vehicle was searched due to a strong odor of burning marijuana coming from within the passenger compartment of same. Subsequent search revealed a felony amount of marijuana, paraphernalia, a large amount of cash and a loaded firearm.
  - Battery – Dating Violence Arrest, 95 John Anderson Drive. Suspect pulled over and kicked the victim out of his vehicle and threw her belongings in the roadway. The victim called 911 and the suspect grabbed the victim by the arms and shook her. While the victim was on the phone with 911, the suspect took her phone and smashed it on the ground, causing it to break. The suspect fled the scene prior to officer's arrival but was located and arrested in another jurisdiction a short time later.
- 5/02/2015
  - Warrant Arrest- 233 South Washington Street. Officers responded to a report of a verbal disturbance at this residence. One of the people involved was found to have two open Flagler County arrest warrants and was taken into custody.
  - Grand Theft, 524 South Yonge Street #2. Victim reported that his uncle had stolen \$600.00 cash from his wallet while he was distracted.
- 5/03/2015
  - Battery-Dating Violence Arrest, 82 Pinecrest Avenue. Suspect was arrested for battery (dating violence) after striking her boyfriend with a container from the bathroom and causing an injury to his temple.
  - Burglary-Residence. 32 Laurel Oaks Circle. Lawn equipment was removed from the garage of the residence.
  - Narcotics Arrest, 21 Fair Oaks Circle. Homeowner reported narcotic use by his two roommates and requested they be contacted. Upon arrival one roommate was contacted at the front door of the residence. The subject gave officers permission to search the residence for the second roommate who was found to have a Writ of Bodily Attachment warrant for his arrest. The second roommate was placed under arrest on the outstanding Writ as well as drug paraphernalia found in the residence in plain view. The first roommate was issued a Notice to Appear for drug paraphernalia as well.

- Traffic Arrest, Tomoka Avenue and Groover Avenue. Habitual traffic offender witnessed driving on Orchard Street by officers. When the driver observed the marked patrol unit behind him he attempted to flee and elude officers. When the vehicle finally stopped officers observed the driver switch seats with the front passenger. The driver was arrested for driving while license suspended and the passenger was issued a Notice to Appear for possession of drug paraphernalia found within the passenger compartment of the vehicle in plain view.
- Resisting an officer without violence arrest, 105 River Beach Drive. Suspect was at this residence earlier in the day causing problems with his mother and threw a rock through a window. Suspect refused to comply with officer's numerous requests to leave the residence at his mother's request and began throwing items at the officer's feet. He was placed under arrest for resisting and trespassed from the residence.
- 5/04/2015
  - Carbreak, (Riverbend Community Church). The victim's car was entered by breaking out a window. A white LL Bean garment bag with the initials JMG with some miscellaneous clothing was stolen.
  - Carbreak, 15 Cypress Circle #A. The victim's car was entered and a Ruger LC9 handgun was stolen.
  - Burglary-Motel, 1608 North Highway US#1 (Days Inn). Someone entered the victim's motel room and removed a computer, cash and a suitcase.
  - Carbreak, 599 McIntosh Road, reporting party stated they saw two black males checking door handles in the area. Perimeter was set up. The vehicle, a silver hatchback, fled from several Ormond Beach units and exited the city on South Yonge Street at a high rate of speed. The vehicle also fled from both Holly Hill and Daytona Beach units.
- 5/05/2015
  - Grand Theft, 867 South Atlantic Avenue (Ocean's East Resort Club). Free standing beach access signs were taken from property.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject issued Notice to Appear for shoplifting four cases of beer.
  - Warrant Arrest, South Nova Road / Division Avenue. The passenger in a vehicle stopped for a routine traffic violation was found to have an open warrant for their arrest. The subject was taken into custody based on same.
  - Battery-Domestic Violence Arrest, 61 Lorillard Place. Male suspect was arrested for battering his live-in girlfriend/mother of his child by intentionally pouring a beer on her during an argument. Search incident to arrest also revealed a small amount of marijuana in his pocket.
- 5/06/2015
  - Carbreak, 936 Northbrook Drive. Handicap placard stolen out of an unlocked vehicle.
  - Grand Theft, 1521 West Granada Boulevard (Wal-Mart). Subject fled the store without paying for a laptop valued at approx \$500.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 95
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 118
  - Number of Written Warnings Issued: 9
  - Number of Parking Citations Issued: 7
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 20
  - Number of Crashes with Injuries: 4
  - Number of Crashes with Serious Bodily Injuries: 1
  - Number of Crashes with Fatal Injuries: 0
- Traffic Complaints Received:
  - Speeders on Fleming Ave

- 1. Strategic Traffic Enforcement Program (STP) Information:
  - Location: River Chase Way
  - Reason for this STEP: Citizen Complaint
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 1; Written Warnings Issued: 0
  
- 2. 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: 1.5
  - Citations Issued: 8; Written Warnings Issued: 0
  
- 3. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 400 Block Lincoln Ave
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 2
  - Citations Issued: 10; Written Warnings Issued: 0
  
- 4. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 900 Block N. Halifax Dr
  - Reason for this STEP: Citizen Complaint
  - Number of times worked: 2; Total Hours Spent: 1.5
  - Citations Issued: 1; Written Warnings Issued: 2
  - Comments: Made contact with citizen and forwarded email to traffic unit (10M12)
  
- 5. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 100-900 Block John Anderson Dr
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 2; Written Warnings Issued: 1
  
- 6. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Ormond Beach Elementary
  - Reason for this STEP: School Zone
  - Number of times worked: 1; Total Hours Spent: .5
  - Citations Issued: 0; Written Warnings Issued: 0
  
- 7. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 100-400 Block Clyde Morris Blvd
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: .75
  - Citations Issued: 3; Written Warnings Issued: 0
  
- 8. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 500 Block Hand Ave
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 2; Written Warnings Issued: 1
  
- 9. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 200 Block N. Orchard St
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 1; Written Warnings Issued: 1

- 10. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Pine Trail Elementary
  - Reason for this STEP: School Zone
  - Number of times worked: 2; Total Hours Spent: 1.5
  - Citations Issued: 7; Written Warnings Issued: 0
  
- 11. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 100 Block Sunshine Blvd
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: .5
  - Citations Issued: 0; Written Warnings Issued: 2
  
- 12. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 700 Block Fleming Ave
  - Reason for this STEP: Citizen Complaint
  - Number of times worked: 2; Total Hours Spent: .1
  - Citations Issued: 1; Written Warnings Issued: 0
  - Comments: Ofc. Goss attempted to stop a speeding vehicle which fled at a high speed. Ofc. Goss was able to ID driver and charges are pending.

#### Neighborhood Improvement

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 2 Cases initiated
- 2 signs have either been removed or sign cases created.
- 17 tree removal permit requests.
- Administrative staff assisted with five (5) walk-ins and seventy-seven (77) telephonic inquiries.

#### Public Works

##### • Engineering

##### Project Summary

##### Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – The Contractor has progressed to the signals on A1A; the mast arms at A1A/Fire Station 91, A1A/Granada Blvd., and A1A/Neptune Avenue have been cleaned and primed and are ready for final coats of paint.
- OBSC Wayfinding Signs – The two additional signs have been installed.
- Nova Community Park Skate Park Expansion – The ECHO bronze sign is being installed this week, a final inspection/walkthrough is being scheduled with Volusia County/ECHO in anticipation of a Ribbon Cutting Ceremony scheduled for Saturday, May 16.
- Nova Community Park Paving Improvements - Project is substantially complete and is open to the public. Final sod restoration and site cleanup are underway. Ribbon cutting is scheduled for May 16<sup>th</sup> at 9:00 a.m.
- Downtown Streetscape Planting (Orchard to A1A) – The contractor has completed all the proposed planting from US1 to Beach Street except for 6 additional palms. Economy Electric is installing the LED up-lights between US1 and Beach Street. The contractor has moved over to the beachside and is 80% complete with the demolition, a/k/a Phase II.
- Riverside Drive Drainage Improvements – Restoration is complete, project walkthroughs have occurred with the contractor and consulting engineer. As-builts are being finalized and are expected this week.
- South Peninsula Reclaimed Water Extension – The contractor has begun delivery of materials and began fusing pipe for directional drilling.
- A1A North Peninsula Forcemain Extension (Volusia County project) – Approximately 1,100 feet of new forcemain was installed. The project is approximately 50% complete.

- Sports Complex Restrooms Utilities Extension - Coordinating installation of electrical conduit for FPL power from Hull Road to the restroom facility.
- Laurel Oaks Stormdrain Extension - All pipe has been installed and headwall has been set. Final site grading is underway.
- I-95 & SR40 Slope Irrigation – The project is 95% complete.
- OBSC ADA Parking and Sidewalks (CDBG) – The contractor is working on the proposed layout for staff approval.
- OBSC Overflow Parking Upgrade – The contractor has completed 95% of the excavation work.
- Fiber Optic Network Expansion - Phase 3 – A pre-construction meeting was held to begin work from the Water Treatment Plant to the future Environmental Learning Center site on Division Avenue.

Design Projects:

- City Welcome Sign – ZCA submitted the revised plan set 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 – The formal adoption of the document by the City Commission is scheduled for the June 2 meeting.
- North US1 Landscaping (Airport Road to I95) – Staff submitted revised plans and response comments for FDOT final review.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and requesting installation proposals for the proposed shelter.
- Downtown Stormwater – Consultant submitted the project to SJRWMD for review of the construction permit application.
- 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 – Staff and the Construction Management firm have been working together to preparing final costs for construction. Received SJRWMD permit for site construction. Plans were submitted to SPRC to address comments. Staff toured the Clearwater Marine Aquarium and met with the CEO to discuss our proposed center and goals.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Contract manuals are being produced for execution.
- 2015 Roadway Resurfacing - Bid package is submitted for award on the May 19 City Commission meeting.
- Water Treatment Plant Lime Silo Dust Arrestor – Design is in process.
- Water Treatment Plant Controls and Pump Upgrade – A work authorization for design services is scheduled for approval at the May 19 commission 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 7<sup>th</sup>.

#### 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.
  - Reviewed multiple SWMP submittals for residential construction (on-going).
  - Stormwater drainage - Assisted Tymber Creek HOA with drainage concerns regarding the entrance on River Chase Way.
  - Franchise Utilities - Brighthouse completed installation of 260 feet of directional drilled conduit beneath Hangar Way and 600 feet up to aviation hanger service building.
  - Plotted & PDF Pathway Sports Complex concept drawings
  - Researched storm system at Tomoka Avenue & Orchard Street
  - Prepared base drawing for OBSC playground ditch
  - Prepared utility map for FDOT lighting project
  - Performed & recorded gas monitoring for Nova Landfill
  - Performed & recorded groundwater monitoring for Nova Landfill
  - Located property corners for Downtown Stormwater project
  - Revised OBSC FPL easement drawings
  - Revised OBSC FPL conduit installation drawings
  - Modified North US-1 landscape project plans
  - Found property corner per Water/Wastewater Division request
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Patched areas with asphalt at Neptune & N. Halifax, at Center & Sterthaus, at S. Ridgewood & Aragon and at Sanchez & McIntosh Rd.
        - Finished forming for sidewalk and put base down at Melrose & Andrews St.
        - Ground down sidewalks on Fleming Ave., and at the entrance to the Public Works Office
        - Prepped and repaired damaged driveway on the 300 block of S. Center St.
        - Cut and repaired damaged asphalt at Aaron Cir. at Fleming Ave.
        - Repaired asphalt depression at Biltmore & Vanderbilt
        - Patched potholes on Pineland Trl.

##### 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
- Trimmed for streetlight at Center & Hickory Hills
- Removed a leaning tree at Old Kings Rd., north of Division
- Removed banners on SR40
- Removed a tree at Bailey Riverbridge Garden Park
- Removed a palm trees at Ormond Shores Park and at Memorial Gardens
- Removed (2) oak trees on Tidewater 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.
- Daily maintenance of various vehicles in Public Works Yard

- Picked up litter at various bus stops in the City, on DOT roads and at Orchard & Wilmette
- Cleaned out common areas of litter at City Hall & Public Works Complex
- Changed out Streetscape banners
- Trimmed R-O-W areas at entrance to Park Ridge Subdivision and at Fleming & Center
- Trimmed, edged and cleaned sidewalks on Central Ave., and between S. Ridgewood & S. Washington St.
- Assisted the concrete crew at Melrose & Andrews St.

#### Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, and put away stock that was received
- Ridgewood Ave., installed (3) stop signs
- Hammock Cir., installed "No Trespassing" sign
- Central Florida Signs, checked on blank sign order
- N. Halifax Dr., installed (2) 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 ditches and ponds
- Center St. – repaired headwall

#### Vactor

- Sundrop Watch – system inspection
- Citywide Locations – cleaned & inspected basins

#### Mowing

- Brush Hog – on SR40
- Slope Mower – on SR40

#### Street Sweeping/Streetsweeper

- 106.0 miles of road cleaned (5 days)
- 13.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
21,516

#### PM Services completed for the week:

Emergency—Vehicles and Equipment  
15

Non-Emergency Vehicles and Equipment  
16

#### Road Calls for the week:

0

#### Quick Fleet Facts:

- Fleet has 12,398 gallons of unleaded and 4,292 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,851 gallons of unleaded and 831 gallons of diesel.
- Fleet completed 45 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 were received from the contractor. Kick off meeting scheduled with contractor on 5-11-15.
- Breakaway Trails Lift Station Control Panel Replacement – This work will be incorporated with additional electrical site modifications.
- Division Avenue Well Field Raw Water Piping – Conformed contracts are being prepared. The notice of award letter was sent.
- Dual Check Valve Assembly Installation Services – Contract was renewed for device installation on north peninsula reuse service area.
- FDOT Interchange Lighting Project – Sent utility information to FDOT for the US1 and I-95 Interchange.
- Fire Hydrant Replacement Program - Approval was received from the City Commission to advertise for bids.
- Laboratory Testing Services – Approval was received from the City Commission to advertise for bids.
- Lift Station 8M1 – Legal Department is reviewing survey information concerning partial encroachment of existing lift station outside of the easement to determine appropriate resolution. Pumps were selected by the consultant.
- 2891 John Anderson Drive – Permit Fee invoice was received for processing.
- 29 Briggs Drive –Volusia County Use Permit application sent to Volusia County for processing.
- Oak Drive Water Main Replacement – Field checked preliminary design drawings.
- 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. Supplier indicated that impellers would not be replaced until payment was received from the contractor. 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.
- San Marco Lift Station – Evaluated changing the impeller to reduce clogging at the lift station.
- Storage Tank Repairs and Maintenance – The structural consultant did not perform elevated tank inspections due to his concern with ladder conditions and remains behind schedule. An alternate consultant is being considered to perform the work.
- Saddler's Run Lift Station Rehabilitation – A work authorization for consultant construction services is being prepared to oversee recently awarded project.
- 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) – Reviewed a cost proposal from WES Industries for structure replacement. Sent additional information to the consultant for evaluation of the cost proposal.
- SPRC – Checkers – Discussed conceptual plan for the proposed facility located at Hand Ave. and Nova Road. Deer Creek – The punch list for water distribution items is being addressed. Huntington Villas – Reviewed revised plans. North Nova Retail – Reviewed modifications to sheet 6 of the plans for additional parking at Alliance Church. River Oaks – Phase 2 field inspection was performed. Riverbend Church - Received final as-built drawings. Valiant Diner – Reviewed preliminary as-built drawings. Vystar Credit Union – Revised plans were reviewed. 32 Foxfield Look – Easement vacation request was reviewed.
- FL Dept. of Health forwarded a copy of a press release with fact sheet and Q&A document concerning recent US Dept. of Health & Human Services recommendation for optimal fluoride level for drinking water. FDOH had previously adopted the 0.70 mg/l target level indicated in the recent HHS press release of which the City has been achieving for the past few years.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
  - Delivered to the City 37.129 million gallons for the week ending May 3, 2015 (5.304 MGD)
  - Backwashed 6 filters for a total of 247,000 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 31.20 Million Gallons.
  - Produced 17.04 Million Gallons of Reuse.
  - Produced 14.16 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.46 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 169.13 (14%-18% Solids).
  - FDEP approved Whole Effluent Toxicity Correction Plan-Phase I
  
- Water Distribution
  - Exchanged 10 water meters per Finance Department work orders.
  - Responded to or repaired 8 water service leaks.
  - Installed 3 new residential customer water services and meters.
  - Assisted 7 customers with misc. concerns.
  - Replaced 2 water meter boxes.
  - Performed water meter accuracy testing on 6 each -1½” and 2 each - 3” commercial water meters.
  - Repaired a 2” water main leak at the corner of N. Halifax Dr and Neptune Ave. Removed tap and abandon 2” GSP water main, no customers affected by main removal.
  - Replaced 4 residential water services due to aged piping. 2 each - 2” casings were installed for water services crossing roads.
  - Replaced a 2” commercial water service serving 56 N. Beach St due to aged and leaking pipe.
  - Assisted 1 customer with a water quality concern.
  - Pressure tested 13 City owned backflow prevention devices serving facilities. 1 BFP needed repairs.
  - Performed contractual fire hydrant maintenance activities on 32 hydrants in Ormond-by-the-Sea.
  - Inspected a fire hydrant struck by a vehicle at 555 W. Granada Blvd. Fire hydrant is working properly.
  - Located and exercised 11 water distribution system main line valves.
  - Investigated water noise/leakage report on E. Granada Blvd in FDOT storm drain system, found water is draining from adjacent property into storm drain on E. Granada Blvd.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 102 regular and 1 emergency utility locates for the previous week.
  
- Wastewater Collection – Reuse
  - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and one in town.
  - Televised 1,000 ft. of sewer main in 3M system.
  - Installed new level control valve in Tomoka Oaks Country Club reuse storage pond.
  - Televised 41, cleaned 62 and root control applied on 3 sewer laterals.
  - Installed new PEP tank at 90 Westland Run.
  - Rewired J-Box and installed 18 inch riser at 28 Allen Wood Look.
  - Replaced reuse valve lid at 30 Foxfield Look.
  - Replace sod after rehab at 17 Foxhunters Flat, 23 Huntsman Look, 92 Shadow Creek Way & 32 Foxcroft Run.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 30 psi, Ocean Mist Hotel @ 26 psi, Ormond Mall @ 12 psi.

- Low pressure sewer gauge readings: Westland Run (2 inch) 31/14psi. Foxhunters Flat (2 inch) 24/2 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
- Utilities Maintenance Division  
Wastewater Plant – Lift Stations
  - 7M – support FPL scheduled power outage with GenSet – 100 amp generator plug not functioning - replaced with shop stock – ok.
  - 4P – top off fuel tank @ temporary generator – restocked fuel cans on site.
  - Influent Room – deragged pumps per operations direction.
  - R.A.S. Room – housekeeping floor/pipes/pumps.
  - Post Anoxic Basin – repaired all siding at catwalk hand rails.
  - Final Tanks – assisted Operations with pump set up to support scheduled effluent tank cleaning.
  - Sand Filter #2 – derailed – attached filter to rail assembly – ok.
  - 4M – exercise all valves – tested for upcoming contractor task.
  - 7M - 100 amp generator plug not functioning - replaced with shop stock.
  - Effluent Pump #2 - replaced shorted 100amp fuse block and fuses –ok.
  - SCADA/WIN911 monitor/response: – Multiple Lift Stations – Mainland area – WIN911 – storm related power outages used generator during outage – power restored – ok; HOMAC – SCADA – no starts pump #2 – reset motor starter – amp draw nominal – will monitor; Saddlers Run – SCADA – high starts – clean probe – ok; Aberdeen #2 – SCADA – high run hours – deragged both check valves.
  - 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: Carrousel Blower #3.
  - Lift Station PM's: 15 monthly and 1 annual performed.
  - Plant wide oil & grease route.
  - 48 work orders completed and closed for this section for this week.

Water Plant – Wells – Booster Stations – Reuse System

- Slaker #1– adjusted feed belt as necessary - ok.
- Aerator #2 checked valve – replaced O-ring - ok.
- Check all booster stations and vaults for water after heavy rain storms.
- Filter #5 effluent valve – removed non-functioning valve actuator – began replacement/ reconfiguring of control and power wiring – actuator at vendor for repairs – loaner unit will be used when wiring complete.
- Checked all booster stations and vaults for water after heavy rain storms.
- Well 39R – not responding – reset SCADA – ok.
- Housekeeping Rima Wells 35R, 36R, 37R, 38R, 39R, 41R, 40R.
- Leeway Tank - Breakers tripped in 120/240 volt panel - several wires shorted to ground - repaired and replaced weathered relays – ok.
- LPRO VFD's 2, 3 – replace non-functioning cooling fans on drives
- Shop – prep air release valves for future use – fabricate puller bracket for sand filter valve.
- PM's – B.A.T. and Shadow Crossing reuse pumping systems; aeration tank blowers.

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.

- Groundwater Monitoring - Staff submitted the groundwater monitoring report to the FDEP for the 1<sup>st</sup> quarter of 2015. The data is used to determine the impact of reuse water on the environment.
- 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 27<sup>th</sup> to May 2<sup>nd</sup>, 97 rebuild kits were installed. Staff continues to field calls from 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.
  - Wetlands Monitoring Report – Staff is compiling the data and securing an environmental consultant to complete the report for the SJRWMD. The consultant will perform the field analysis of the vegetation surrounding the wetland monitoring wells in Rima Ridge.

### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for May 5, 2015, City Commission Meeting
- Staff attended and provided support for May 6, 2015, Neighborhood Improvement Advisory Board Meeting
- Staff attended and provided support for May 6, 2015, Board of Adjustment and Appeals Meeting
- Staff attended and provided support for May 7, 2015, Quality of Life Advisory Board Meeting
- Agenda packet preparation and creation for May 14, 2015, Pension Boards Meeting
- Agenda packet preparation for May 19, 2015, City Commission Meeting
- City Clerk attended code review meeting with legal department
- City Clerk attended Claims Committee meeting

### **Status of Department Projects**

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