

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 15, 2015

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- General discussion meetings with City Attorney and HR Director
- Continued CIP meetings with staff
- Finalized prep work for CFOB speaking engagement
- Agenda overview

Spoke to, attended and/or met with:

- On-going Environmental Learning Center overview and discussed various topics individually with City Commission members
- Phone conversations with Commissioner Partington and Commissioner Stowers on various topics
- Rotary meeting & budget meeting
- United Way Executive Committee meeting
- City Commission Strategic Planning Session
- CFOB speaking engagement
- PACE Center board meeting
- QLB Board meeting – Annual CIP Budget Review
- Tour and overview of City's recreational facilities with David Yates and staff.

Community Development

Planning

- The Planning Director attended the City Commission's Strategic Planning Session.
- The Planning Board conducted public hearings on 1185 W. Granada Boulevard (Tuscany Shoppes PBD amendment); 500 S. Nova Road (Life Mobile Land Use Plan and zoning amendment) and an LDC amendment regarding Itinerant Merchant License criteria.
- The Planning Director and Plans Examiner conducted interviews for Chief Building Inspector and Building Inspector.
- One measure of an improving economy is the rate of building permits to date and a comparison to last year at the same time. Building permits are up 7.75% year to date, while for the 2014 calendar year permits have increased 11.2%. See below statistics.

Building permits issued 2015 YTD = 1,671
Building permits issued 2014 YTD = 1,551
% change = +7.75%

Building permits issued calendar year 2014 = 4,421
Building permits issued calendar year 2013 = 3,976
% change = +11.2%

Building Inspections, Permitting & Licensing

- 232 inspections performed
- 5 business tax receipts issued
- 84 permits issued with a valuation of \$2,026,385.00

NOTE: Private Provider inspection services conducted 98 inspections of the 232 inspections performed.

Development Services

- The SPRC activities for this week included:
 - 75 N. Nova – parking
 - A Development Order was approved for 7 Sunshine Boulevard (CCI addition).

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 County officials regarding the support for the extension. The CRA resolution extension was presented at 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.
- Staff met with a local business that is in the process of expanding its workforce and has outgrown their current office building. A number of sites in the City are being considered.

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

- Staff met with the Chamber of Commerce Prosperity Committee to present the latest economic development happenings throughout the City.

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

- A regular meeting of the Aviation Advisory Board (AAB) was held on Monday, May 11th. Staff presented the 2015 CIP items which were endorsed by the AAB.
- Staff completed and submitted a Construction Project Report update for the Air Traffic Control Tower Safety NAVCOM Systems Upgrade project as requested by the U.S. Department of Commerce.

- Staff received a Supplemental Joint Participation Agreement (SJPA) this week from the Florida Department of Transportation which will increase state funding for the Air Traffic Control Tower Safety NAVCOM Systems Upgrade project to provide for the acquisition of a new backup power generator for the control tower.
- Staff worked with Tomlinson Aviation and the Air Traffic Manager to address concerns about increased helicopter traffic in the vicinity of Tomoka Oaks. Tomlinson Aviation will stress the use of established practice patterns for their pilots, which are designed to keep helicopter traffic away from the noise sensitive areas near the airport. The Air Traffic Manager will seek to employ certain ingress and egress routes for the airport to further separate helicopter traffic from noise sensitive areas.
- Gate 13 remains partially out of service pending delivery of components needed to complete repairs.
- Austin Outdoor completed the bi-annual application of herbicide to the airport's runways, taxiways and apron areas this week.
- Staff completed and submitted to the Florida Department of Transportation the final closeout and agency certification documentation for the obstacle clearing project completed earlier this year.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
- Completed Projects - Weekly
 - Processed 44 Journal Entry Batches (#3306 - 3416).
 - Approved 28 Purchase Requisitions totaling \$111,972.49.
 - Issued 13 Purchase Orders totaling \$524,139.92.
 - Processed 4,379 cash receipts totaling \$836,103.92.
 - Prepared 142 Accounts Payable checks totaling \$549,201.38 and 50 Accounts Payable EFT payments totaling \$647,911.40.
 - Prepared 27 Payroll checks totaling \$22,641.52 and 330 Direct Deposits totaling \$397,007.85.
 - Transferred IRS 941 payment of \$151,890.08.
 - Processed 797 utility bill payments through ACH totaling \$85,754.14.
 - Processed and issued 5,662 utility bills with billed consumption of water of 31,580k.
 - Issued 801 past due notices on utility accounts.
 - Auto-called 109 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Quarterly Legal Workshop (6/4)
 - Memorial Day Remembrance (5/25)
 - Youth Summer Volleyball League
 - Summer Connection Day Camp
 - Camp T Rec
 - Filomena's (May 29, 30 and 31)
 - 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.
 - Met with Police Department staff regarding upcoming grant cycles.

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

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 3
- Hazardous: 2
- EMS: 87
- Motor Vehicle Accidents: 7
- Public Assists: 33

TOTAL CALLS: 134

- Aid provided to other agencies: 8 Calls: Daytona Beach (1), Volusia County (7)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 27
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 73

Training Hours

- NFPA 1001: Firefighting 66
- NFPA 1002: Driver 9
- NFPA 1006: Technical Rescue 10
- NFPA 1021: Officer 15
- NFPA 1410: Hose Drill 75
- NFPA 1500: Safety/Equipment 42
- NFPA 1620: Preplanning 18
- EMT/Paramedic 20
- TOTAL TRAINING HOURS: 255

Station Activities

- Serviced 77 fire hydrants
- Updated 10 pre-fire plans
- Conducted 3 fire inspections
- Participated in Vehicle Day at Osceola Elementary

Significant Incidents

- 5/10/15, 7:51 PM: Fluhart Dr. – Motor Vehicle Accident – Responded to a motorcycle vs. house accident – single motorcycle crashed through garage attached to residential home – two firefighters assisted EVAC during transport of one trauma alert patient.

Human Resources

Staffing Update

Position Requisitions

- Police Records Clerk (Police Department)
- 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 re-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 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.
- 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 Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 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.
- Part Time Recreation Leader at Nova Community Center (Leisure Services). A candidate was selected and began pre-employment processing.
- Summer Camp Counselors (Leisure Services). Candidates were selected and began pre-employment processing.

Terminations/Resignations/Retirements

- 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 attended training with PlanSource on 5-12-15

Risk Management Projects

- Attended One Voice for Volusia meeting.
- Attended evaluation committee meeting for Workers' Comp Third Party Administration RFP.

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 Fleet Services.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 12 New work - 29 completed - 55 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,457	Inbound E-Mails Blocked	11,473
Delivered Inbound E-Mails	12,710	Quarantined Messages	274
Percentage Good Email	52.0%	Virus E-Mails Blocked	300

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 337 Changes: 48 Corrections: 0
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS Located this week: 11: Total in system = 22,911; 22,263 potable, 639 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
 - Environmental Learning Center Review
 - Strategic Planning Session
 - Leisure Services Advisory Board Meeting
 - R&R Meeting
 - Park Tour w/David Yates
- 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 and Thursday 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 through Wednesday nights at 6:20, 7:30 and 8:40pm.
 - OBYBSA recreational games continue this week, Monday through Friday, at both the Sports Complex and the Nova Community Park Fields. T-Ball has their final games on Saturday morning.
 - OBSC recreational level is finished, with Club level continuing practices this week Monday through Thursday at the Sports Complex on the soccer fields. Home games are finished.
 - Elite Amateur Football League (EAFL) is having their Semi-Pro All Star and Championship Games at the Sports Complex on Championship Field #7 on Saturday starting at 10am. This is a rental.

- Freedom Sports Adult Softball is once again hosting a Men's and Coed Softball Tournament on Saturday and Sunday at the Sports Complex on the Softball Quad starting at 9am. This is a rental.
- 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
 - Marked & painted baseball, softball and t-ball 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 fields for Freedom Sports Men's Softball Tournament on Saturday
 - Prepared Championship Field #7 for EAFL Football Championships on 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 is preparing to host the following events:
 - CMT presents "Peter Pan" and "Jungle Book Kids," Friday and Saturday 7:00pm to 10:00pm and Sunday 1:00pm to 4:00pm
- 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
 - Youth basketball practice Monday and Wednesday
 - Pavilion Rental Saturday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended Memorial Day Committee Meeting
 - Assisting with event planning tasks – Memorial Day Remembrance Service (on-going)
 - Assisted with food and beverage for City Commission workshop
 - Attended Economic Prosperity Hour for City representation
 - Pre event set up for Skate Park Ribbon Cutting
 - July 4th – Contacting bands and entertainment (on-going)

- Gymnastics
 - Classes are going well and growing
 - May session in progress
 - Upcoming Open Gym this Friday, 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.
 - The Coordinator and two staff members attended a workshop for the summer food program on Thursday.
 - The Nova Community Center will offer free breakfast and lunch for children 18 years of age and younger during the summer.
 - Camp T-Rec registration will take place Saturday, May 16, from 9am-11am at the Port Orange Rec and 1pm-3pm at the Nova Community Center.
 - The Ribbon Cutting Ceremony for the Ormond Beach Skate Park will take place Saturday, May 16th, at 9am. The Skate Park will open shortly after the ceremony.

- 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.
 - A wedding and reception were held at Ormond Memorial Gardens and The Casements on Saturday from 12:00 noon to 11:00 pm.
 - Wall Ministries met at the Bailey Riverbridge on Sunday morning.
 - The Casements Guild held their monthly Board Meeting on Monday in Room 205 from 10 to noon. The newest elected Board members joined the existing board in the meeting. New officers will be inducted this month at the General meeting.
 - The Girl Scouts held their annual Bridging Ceremony on the stage of Rockefeller Gardens Tuesday evening from 4pm to 6pm.
 - On Wednesday, members of the Memorial Day Remembrance Committee met at The Casements for a planning meeting before their event.
 - A Gala Committee meeting took place on Thursday from 10am to noon in the Art Room.
 - The Casements Guild Crafters met this week on Thursday from 12pm to 3:30pm.
 - The Art Room was set up for the Watercolor Workshop with Janet Rogers.

- Parks Maintenance
 - Repaired balance beam at the Magic Forest
 - Repaired bike rack and BBQ grill at Sanchez Park
 - Installed additional water line at the Community Garden
 - Carpentry repairs to the school bus at the Magic Forest
 - Repaired broken swing at Fortunato Park
 - Filled in depression at Riviera Park
 - Cleaned up litter and trash from dead end bench area at Central Park III
 - Removed broken snail toy from playground at Central Park I for repairs
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = service restrooms at Fortunato Park

- **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
 - Performed preventative maintenance inspections on 57 City A/C systems
 - Performed operational/safety preventative maintenance on 14 City gates
 - Repaired green divider in Nova Gym
 - Extracted key from closet lockset at The Casements
 - Refurbished and re-install keypad at Airport Tower Gate
 - Repaired French doors at The Casements
 - Hung evacuation signs at City Hall
 - Adjusted flag pole light at Public Works
 - Checked for urinal leak at the Ormond Memorial Art Museum
 - Repaired LED ceiling light fixture at Andy Romano Beachfront Park
 - Repaired noisy attic fan at Senior Center
 - Rebuilt pump house covers at Ormond Memorial Gardens
 - Met FP&L representatives to discuss future power supply at Airport Tower
 - Installed new latches for security locks on pump houses at Ormond Memorial Gardens
 - Checked for and repaired vandalism in the outside restrooms at Nova
 - Installed automatic urinal flush valve at Ormond Memorial Art Museum
 - Repaired toilet flushing handle in upstairs bathroom at Softball Quad
 - Disconnected electrical power from panel for repair at Breakaway Trails
 - Repaired softball pole lights at Airport Sports Complex
 - Installed new electrical wire for three-way switch at Nova Gymnasium
 - Remounted fire extinguisher to a new location at the Nova Gymnasium
 - Repaired water cooler at Nova Gymnasium
 - Repaired lights in the training room at Police Department
 - Replaced Mag Lock override key switches at public restrooms
 - Repaired back door lock at Finance

Police Department

Administrative Services

- Attended City Manager staff meeting.
- Staff attended DARE Graduation at Tomoka Elementary.
- Staff attended Strategic Planning Session with Commission.
- Staff attended quarterly Law Enforcement Officers' User Group Meeting at the Emergency Operations/Communication Center.

Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program at Ormond Beach Elementary School continued for 3rd, 4th, and 5th grades. Students are completing illustrations for their own unique books, which will be exhibited in the school library on May 21st. A celebration pizza party will be held on May 27th at 11:25 a.m. at the school.
- 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 Youth Director's Council met on Monday, May 11th and stuffed goody bags for their next community service project.

- Plans for the PAL summer program 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: 74
- Animal Bites: 3
- Animal Reports: 11
- Animals to HHS: 7 (Dogs:1 Cats :6)
- Trap Neuter Release: 3
- Animals Reclaimed: 1
- Injured Wildlife: 4

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 17
- Inactive: 10
- Fraud: 10
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 5
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Vandalism: 2
- Police Information: 2
- Undetermined Death: 3

Comments:

- 28 cases assigned for follow up during the last week.

Records

- Walk - Ins / Window 102
- Phone Calls 121
- Arrest / NTA'S 23
- Citations Issued 123
- Citations Entered 8
- Reports Generated 154
- Reports Entered 140
- Mail / Faxes / Request 33

Patrol

- Total Calls 1594
- Total Traffic Stops 172

Operations

Crime Opportunity Report Forms Issued: 133

- 5/8/15

- Burglary Business- 160 South Nova Road (A Touch of Class Cleaners). East sliding door forced open and business entered.
- Shoplifting- 1521 West Granada Boulevard (Wal-Mart). Subject detained for stealing misc items. Subject was issued an NTA (Notice to Appear) and was released from the scene without incident.
- Warrant Arrest- Williamson Boulevard and Hand Avenue. Subject was contacted by officers at this intersection and found to have an open active Polk County warrant for grand larceny with no bond. Suspect taken into custody and transported to VCBJ without incident.
- Warrant Arrest, 1 South Beach Street (Cassen Park). Officer stopped a vehicle after a report that the driver was driving recklessly. Officer identified the driver and found that he had an open arrest warrant for bond revocation in reference to domestic battery out of Lake County. The adult male subject was arrested and transported to the branch jail.
- 5/9/15
 - Warrant Arrest, South Orchard Street/Cherrywood Drive, An adult female was arrested on a Volusia County arrest warrant for retail theft during a routine traffic stop. She was transported to the Volusia County Branch Jail.
 - Retail Theft/Dealing in Stolen Property, 1521 West Granada Boulevard (Wal-Mart). Subject stole a radio from the store and then completed a return transaction for the stolen radio. Subject was contacted exiting the business, placed under arrest and transported to the branch jail.
 - Retail Theft, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to leave the business with misc items valued at over \$300. Subject arrested and transported to the branch jail.
 - Warrant Arrest, 13 Sandcastle Drive. Officers conducted a proactive open warrant search and located a fugitive at this residence. He was wanted for illegal possession of a controlled substance. The subject was arrested and transported to the branch jail.
 - Domestic Violence/Battery LEO Arrest, 161 Nature Trail. While investigating a reported domestic violence incident, an OBPD Officer was shoved by the wife of the suspect after she became upset over her husband being arrested for DV battery against her. The wife was arrested for battery on a law enforcement officer and transported to the branch jail. The husband was charged with domestic violence battery and transported to the branch jail.
 - Burglary-Residence, 220 North Beach Street, Received a report that a male was seen breaking into the rear of the residence. Upon arrival officers located a male transient inside of the residence. He was arrested for loitering or prowling and resisting arrest without violence after he refused to cooperate with officers and resisted being arrested and was transported to the branch jail.
 - Burglary-Residence, 342 Forest Hills Boulevard. Residents reported missing a large TV, game console, and other items from their residence.
- 5/10/15
 - Burglary Residence, 326 Forest Hills Boulevard. Suspect entered covered carport and burglarized 2 vehicles.
 - Carbreak, 320 Forest Hills Boulevard. Unlocked vehicle entered but no known property taken.
 - Carbreak, 1285 Scottsdale Drive. Unlocked vehicle entered.
 - Robbery, 145 North Yonge Street (Dollar General). Identified suspect asked the clerk for several packs of cigarettes. When the clerk was holding the shopping bag with the items in them the suspect snatched the bag from her hand and fled the store. Incident happened the evening prior and was not initially reported by the clerk.
 - Battery-Domestic Violence, 777 South Nova Road. Female suspect involved left prior to police arrival and was not located.
 - Battery-Domestic Violence, 1235 Scottsdale Drive, adult male subject was arrested for domestic violence battery against his brother and transported to the branch jail.
 - Burglary Alarm/Loitering or Prowling Arrest, 175 North Yonge Street (Buttleman's Sporting Goods) – Dispatched to alarm sounding indicating front window glass break. Upon arrival officers found a rock on the sidewalk in front of the window. A subject was located hiding in the bushes nearby and was arrested for loitering or prowling and transported to the branch jail.
- 5/11/15

- Burglary Business - 321 North Highway US1 (A Floral Boutique). Occurred sometime overnight. Forced entry was made to the rear door and the cash register and contents were taken.
- Traffic Stop/Narcotics Arrest - South Nova Road and Hand Avenue. Vehicle stopped for routine traffic violation. Driver was found to have 5 suspensions on his driver license and was arrested. A search of the suspect's vehicle resulted in drug paraphernalia and heroin being found within the vehicle. The suspect was arrested and transported to the branch jail.
- Carbreak - 353 West Granada Boulevard (Winn-Dixie). Victim reported a backpack blower was removed from his open lawn trailer at the above location.
- 5/12/15
 - Burglary Business- 359 West Granada Boulevard (French Bakery). Suspect pried open the back door and removed a cash register.
 - Attempt to Contact/Warrant Arrest- 1233 North Highway US1 (WW Truss). Officer's attempt to contact a suspect out of Seminole County in reference to an active arrest warrant. Contact was made with the suspect and the arrest warrant with no bond allowed was confirmed reference to a probation violation. Suspect was taken into custody and transported to the branch jail.
 - Traffic Stop – Warrant Arrest, 499 South Nova Road. OBPD conducted routine traffic stop and made contact with the driver who had an open arrest warrant out of Volusia County for violation of probation in reference to a possession of cannabis less than 20 grams. There was no bond allowed. The suspect was arrested and transported to the branch jail.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 25
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 61
 - Number of Written Warnings Issued: 2
 - Number of Parking Citations Issued: 6
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 26
 - Number of Crashes with Injuries: 13
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - 10-05-00155: 1 lane of traffic shut down in the 600-Block Ocean Shore Boulevard for about 30 minutes while rescue worked on removing patients from vehicle.
 - 15-05-00230: Crash with injuries North Nova Rd / North Old Kings Road. Elderly female attempting to exit The Trails Plaza and cross over to North Old Kings Road. Female drove into the path of a northbound vehicle causing a "T-Bone" crash. Female sustained a possible broken arm. Male driver of other vehicle sustained an arm injury. All 3 lanes of northbound Nova Rd were closed for approximately 1½ hours.
 - Roll over crash at Hand Avenue / Clyde Morris Boulevard. Intersection closed for approximately 45 minutes.
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: All Public Schools within the City
 - Reason for this STEP: School Zone
 - Number of times worked: 5; Total Hours Spent: 2
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: 4 Parking citations

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 500-Block Hand Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 2; Written Warnings Issued: 1
 - Comments: None

- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 200-Block South Old Kings Road
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 1.25
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: None

- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-Block John Anderson Drive
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 2000-Block West Granada Blvd
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 3; Written Warnings Issued: 0
 - Comments: Light traffic

- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 10-Block Sunshine Boulevard
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- General Comments:
 - 10-Motor-10 (Bandell) returned to full duty.
 - 10-Motor-12 (LaBrie): 15-05-00141 assisted Florida Highway Patrol and Volusia County Sheriff's Office K-9 with a track on a bail out from a fleeing vehicle from the Trooper. Defendant located and arrested in Dunkin Donuts in the 1600-Block of West Granada Boulevard. Defendant turned over to Trooper.
 - 10-Motor-12 (LaBrie): #P151280742 assisted Florida Department of Law Enforcement and the State Attorney's Office with warrant attempts on a subject with a possible address in the city.
 - 10-Motor-12 (LaBrie): 15-05-00157 Retail theft arrest at Wal-Mart.
 - Several Motor Units Assisted Patrol this week as both sides of dayshift patrol were short handed.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 1 Case initiated

- 9 signs have either been removed or sign cases created.
- 22 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and eighty-one (81) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – Mast arm painting at all intersections has been completed, a final punch list is being prepared based on a walkthrough of the intersections on Friday, May 8.
 - OBSC Wayfinding Signs – the project is complete.
 - Nova Community Park Skate Park Expansion – The ECHO bronze sign was installed on May 5, 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 - Final signage was installed and speed tables are on order by the Contractor.
 - 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 for Phase II.
 - Riverside Drive Drainage Improvements – As-builts are being finalized for final project closeout.
 - South Peninsula Reclaimed Water Extension – The contractor started work on Monday, May 11, with directional drilling on Halifax Drive.
 - A1A North Peninsula Forcemain Extension (Volusia County project) – Installed approximately 380 feet of new forcemain.
 - Sports Complex Restrooms Utilities Extension - Reviewed building plans for sanitary sewer pep tank control system connection. Water and sewer service have been constructed to the site. Electrical power service is in progress. Building construction is anticipated to begin in approximately three weeks.
 - Laurel Oaks Stormdrain Extension - All pipe has been installed and headwall has been set. Site restoration is underway.
 - I-95 & SR40 Slope Irrigation – The project is complete.
 - OBSC ADA Parking and Sidewalks (CDBG) – The contractor is working on the proposed layout for staff approval.
 - OBSC Overflow Parking Upgrade – The project is complete.
 - Fiber Optic Network Expansion - Phase 3 – A pre-construction meeting was held on May 6 to begin work from the Water Treatment Plant to the future Environmental Learning Center site on Division Avenue. Work kicked-off on Monday, May 11.
 - Ormond Beach Sports Complex - The high groundwater table condition near the playground after heavy rains is looking to be improved by regrading the drainage swale south of the baseball quad. This will prevent stormwater runoff from staging-up in the low area near the playground and provide more storage volume for rain events. Performed field survey along the existing swale flow line and prepared an exhibit for regrading the swale.

- Design Projects:

- City Welcome Sign – ZCA submitted the revised plan set to the FDOT for Community Aesthetic Features (CAF) review and approval. District 5 FDOT completed their review and have forwarded the plans to Tallahassee for final review.
 - 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 prepare final costs for construction. Received SJRWMD permit for site construction. Plans were submitted to SPRC to address comments. **An update of the project's design status has been placed on the May 19th City Commission agenda.**
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation – Contracts were sent to the contractor for execution.
- 2015 Roadway Resurfacing - Bid award is scheduled for 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 City Commission meeting.
- Granada Bridge Lighting Feasibility Report – The final draft report was presented to the MainStreet Executive Board. The presentation included several lighting conceptual designs and costs. MainStreet has responded that this initial study was to determine the feasibility and general costs for lighting the bridge and with that done, they feel the project is a good one and worth moving forward. They have requested that a competitive design process occur which would yield a wider variety of lighting concepts.
- 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. The consultant has submitted 30% plans for review.

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).
- Hudson Wellfield Production Well - Investigated access road for stabilization needs due to high ground water table.
- Franchise Utilities - FPL continues work on pole replacement project on North Beach Street, on Tomoka Avenue between South Beach Street and US1, and on Perrott Drive and Lincoln Avenue. Lane closures or detours are in place.

- A plan was prepared to revise the driveway connection from the Public Works Facility on the East side of the Orchard Street.
 - Reviewed the plans and created Utilities Exhibit map and approved Work-in-the Right-of-Way permit for Bermuda Estates Drive, per Bright House request.
 - Completed Tree-in-the Right-of-Way stakeout at 88 Lincoln Drive, per Streets Division request.
 - Completed sketch and legal description for 1080 North US1 annexation, per Planning Department request.
 - Began the research for the sketch and legal description for 1090 North US1 annexation, per Planning Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Pulled forms & cleaned up around sidewalk, gutter & basin at Melrose & Andrews
 - Repaired asphalt at the Performing Arts Center entrance along the sidewalk & curb
 - Raised the storm basin backsplash for Stormwater with asphalt on the 100 block of Riverbluff Dr.
 - Filled in a depression at Ellicott Dr. & Ormwood Dr.
 - Formed up & installed rebar in storm basin on Lakebluff Dr.
 - Ground down trip hazards at Fleming Ave. & S. Center St.
 - Tree Crew
 - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
 - Trimmed at various bus stop benches
 - Maintenance and tree inspection citywide
 - Hauled debris to Nova/Transfer Station
 - Removed pine trees at Central Park III at Hammock Ln. and at Central Park II, east end
 - Removed a palm on 600 block of S. Beach St.
 - Trimmed trees on Pointview Ln, at A1A, north of SR40, on Northbrook Dr., where needed and on Iroquois Trl., where needed
 - Removed various holly trees at various locations on SR40
 - Removed stumps on Myra Blvd., and on Twelve Oaks
 - 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 (Department of Transportation) roads, at Orchard & Wilmette and on the Tomoka River Bridge
 - Trimmed around a stop sign at Hammock Ln. & S. Orchard St.
 - Trimmed trees, where needed on S. Old Kings Rd., from SR40 to Division
 - Moved banners around in the loft at the Public Works Yard Streets shop
 - Trimmed ROW (Right-of-Way) areas – exit at Nova Community Center near cemetery and at Hernandez, west of N. Ridgewood
 - 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
 - Nova Recreation, installed various signs for skateboard park and at the complex

- Fairview Ave., installed (2) stop signs

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds
- Public Works Stormwater Shop – prepared equipment to make ready for storm season and cleaned up around the yard

Vactor

- Citywide Locations – cleaned & inspected basins

Mowing

- Brush Hog – on Arroyo Pkwy, and on US1
- Reachout Mower – on Arroyo Pkwy, and on SR40
- Slope Mower – on Arroyo Pkwy, and on US1

Street Sweeping/Streetsweeper

- 29.0 miles of road cleaned (1 day)
- 5.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
28,081

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
4	10

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 9,770 gallons of unleaded and 7,115 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,851 gallons of unleaded and 638 gallons of diesel.
- Fleet completed 41 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 – Kick off meeting held with contractor on 5-11-15. Meeting minutes are being prepared. The tentative notice to proceed date is 6-15-15.
- Breakaway Trails Lift Station Control Panel Replacement – This work will be incorporated with additional electrical site modifications.
- Division Avenue Well Field Raw Water Piping – Contracts were prepared. The preconstruction meeting will be scheduled after the contractor executes the contracts and submits the bonds.
- Fire Hydrant Replacement Program – Project was advertised for bids on 5-10-15.
- Hunters Ridge Low Pressure FM Upgrade – Plans are being prepared.

- Laboratory Testing Services – Project was advertised for bids on 5-10-15.
- 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 and submitted for review.
- 2891 John Anderson Drive – Permit was issued.
- 29 Briggs Drive – Volusia County Use Permit was issued.
- Oak Drive Water Main Replacement – Field checked preliminary design drawings. The existing main was confirmed to be 2-inch diameter.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 continues successful operations. Legal Department contacted the attorneys for the contractor and supplier so a schedule to replace the impellers could be established. Specifications for replacing the sodium hypochlorite storage tanks are prepared.
- Rima Wells Auxiliary Power Generator – desired operational features for SCADA were obtained from the design engineer for review.
- Storage Tank Repairs and Maintenance – The structural consultant has not performed necessary tank inspection and reporting tasks in accordance with proposed schedule and remains behind schedule. A draft letter was written to terminate the design services contract. A meeting was held with an alternate consultant to perform the work. Pertinent notice is being coordinated with Legal Department.
- Saddler's Run Lift Station Rehabilitation – A work authorization for consultant construction services is being prepared to oversee recently awarded project. Contracts and the notice of award letter are scheduled to be sent to the contractor this week.
- Sanitary Sewer Pipeline Repair – Contract documents are being prepared.
- Wastewater Sludge Thickener Upgrades (CIP) – Plans were received from the consultant for review.
- Water Plant Aerator Housing Rehabilitation (CIP) – A revised proposal for design and bidding services is being prepared by the consultant.
- SPRC – Deer Creek – The punch list for water distribution items is being addressed. North Nova Retail – Discussed modifications to sheet 6 of the plans for additional parking at Alliance Church with the developer. Shoppes on Granada – Received bacteriological test results and a Request for Water Distribution Clearance for processing.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 37.483 million gallons for the week ending May 10, 2015 (5.355 MGD)
 - Backwashed 7 filters for a total of 268,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had on (0) Precautionary Boil Water notices this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 29.87 Million Gallons.
 - Produced 20.01 Million Gallons of Reuse.
 - Produced 9.86 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.27 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 171.14 (14%-18% Solids).
 - FDEP approved Whole Effluent Toxicity Correction Plan-Phase I
- Water Distribution
 - Exchanged 7 water meters per Finance Department work orders.
 - Responded to or repaired 11 water service leaks.
 - Installed 4 new residential customer water services and meters.
 - Assisted 11 customers with misc. concerns.

- Replaced 8 water meter boxes.
 - Performed water meter accuracy testing on a 3" and 4" commercial water meters.
 - Performed repairs to the 3" commercial water meter serving the Alike Plaza.
 - Replaced 5 residential water services due to aged piping.
 - Disconnected one water service due to a demolition request.
 - Assisted 6 customers with water quality and/or low pressure concerns.
 - Pressure tested 13 city owned backflow prevention devices serving facilities, 2 devices required repairs.
 - Performed contractual fire hydrant maintenance activities on 25 hydrants in Ormond-by-the-Sea.
 - Located and exercised 38 water distribution system main line valves.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 100 regular and 1 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to five trouble calls at Breakaway/Hunters Ridge and one in town.
 - Televised 9, cleaned and root control applied on 3 sewer laterals.
 - Delivered one inch filter at 950 Pamela Circle.
 - Disconnected sewer lateral at 4 Waterfront Court.
 - Televised 636 ft. of sewer main in 4M system.
 - Checked trouble spots mainland side. (8 locations)
 - Cleaned 25 ft. of 8M1 force main.
 - Installed new PEP tank at 27 Dartmouth.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 30 psi, Ocean Mist Hotel @ 28 psi, Ormond Mall @ 14 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 19/14psi. Foxhunters Flat (2 inch) 20/12 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
 - Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - Influent Room – deragged pumps as per direction.
 - Turbidity meter - audible alarm not working - found non functioning silence button - replaced – ok.
 - SCADA/WIN911 monitor/response: SCADA – reboot server – ok; 4M1 - high level – possible wild life intrusion at level probe – cleared – ok; McDonalds - phase voltage loss –power restored upon arrival - ok; 12M –high level –pump #1 tripped at motor starter – not functional – replaced pump with new inventory – repaired existing motor starter on site – ok; 1M – high run hours pump #1– found blockage at volute – cleared blockage – ok; Bear Creek – high level – found recent high level – possible power outage - power company trucks in area – ok; 7P – high run hours #2 – check floats – adjust as needed – ok; Saddlers Run – high starts – clean probe – ok.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Monthly PM's: Poly Blend #2.
 - Annual PM's: Fermentation Submersible Mixer #2.
 - Lift Station PM's: 9 monthly and 0 annual performed.
 - Plant wide oil & grease route.
 - 43 work orders completed and closed for this section for this week.
 - Water Plant – Well Fields – Booster Stations – Reuse System
 - Well 30H – pump, motor and discharge pipe replaced – well returned to operations - ok.
 - Plant lighting – FPL made repairs to 3 FPL owned perimeter pole lights.
 - Standish Booster station - plumbed air release valves to trench.
 - Filters 5, 6 – begin new power and control wiring and electrical pipe for valve actuators.
 - Plant – fabricate and install new chemical feed pumps.
 - Granada booster station pump #2 – coupling beginning to fail – contractor is scheduled for repair.
 - Rima wells 35R, 36R, 38R – install new air release valves.

- Riverview, Granada and Tomoka State Park Booster Pumping Stations - housekeeping.

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 Utility received a letter from FDEP on May 8 stating the City's response addressed their concerns and the report is approved. Additionally, the Enforcement Response Plan (ERP) was submitted to the FDEP after incorporating changes to coincide with the updated 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 May 4th to May 9th, 145 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.
- 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.
- Cross Connection Control Program – Staff conducted a kick off meeting with the City's newly contracted backflow testing and repair company. The Notice to Proceed is tentatively scheduled for June 13, 2015.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for May 12, 2015, Strategic Planning Workshop
- Staff attended and provided support for May 14, 2015, Quality of Life Advisory Board Meeting
- Staff attended and provided support for May 15, 2015, Pension Boards Meeting
- Agenda packet preparation, creation and distribution for May 19, 2015, City Commission Workshop (Appointed Officials Compensation)
- Agenda packet preparation, creation and distribution for May 19, 2015, City Commission Meeting

Status of Department Projects

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