

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 22, 2015

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, HR Director, IT Manager, Risk Manager, Economic Development Director and Fire Chief.
- Staff meeting with senior staff
- Completed CIP meetings with staff

Spoke to, attended and/or met with:

- As requested, agenda review with Commissioner Boehm
- Rotary Board meeting
- Discussion with Planning Director and Riptides management on outdoor music special exception
- United Way Board meeting
- Met with Teresa Rand, Volusia/Flagler YMCA on the Ormond Beach YMCA Phased Renovation and New Construction Master Plan including civic center and dog park.
- Commission Workshop and Commission Meeting
- Police Department awards ceremony
- Benefits discussion with HR Director, Jessica Scott of Brown and Brown and George Epple of BCBS.
- Crimestoppers annual banquet honoring Jim Voegtle
- Fire Department pinning ceremony

Community Development

Planning

- The Department was informed by Zev Cohen that the New Britain Ave. project has been approved by the District and currently in routing for permit issuance. As a next step, Zev Cohen will be developing construction plans for the 1st phase (stormwater improvements on north end) of the project which will include interim connection to the existing stormwater system on site. St. Johns did not require construction plans for the Phase 1 or Phase 2 approval. This is because the City has a Conceptual Permit for the Downtown already approved.
- This week (Wednesday, Thursday and Friday) was the first pilot training for developers, architects, contractors and builders of residential and non residential development on the use of ProjectDox. A class was conducted this week for the system administrators as well as for the users.
- The Planning Director attended the Votran Transit Litigation meeting held at Lassiter Transportation Group in Daytona Beach.
- The City along with Volusia County is leading an effort to organize all 11 Community Rating System (CRS) communities in developing a consolidated Program for Public Information (PPI). If successful, the effort will be the first in the state and it will earn the joint effort up to 250 extra points towards the next CRS rating. The City's current rating is a 6 (homeowners receive a 5% reduction in their insurance premiums for each lower classification (10 to 1)). The City's CRS rating is 6 and homeowners receive a 20% reduction in their flood premiums as a result.

Building Inspections, Permitting & Licensing

- 259 inspections performed.
- 3 business tax receipts issued.
- 102 permits issued with a valuation of \$1,605,634.00

NOTE: Private Provider inspection services conducted 93 inspections of the 259 inspections performed.

Development Services

- The SPRC activities for this week included:
 1. 175 West Granada Boulevard parking addition.
 2. Laser tag interior modification and ADA at Ormond Lanes, 280 N US 1.

Economic Development/Airport

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 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 expected to purchase the property in the next several weeks.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers. The parties continued to move forward with their discussions on a purchase and sale of the property.
- Staff met with 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. Additional Ormond Beach sites have been presented to the business representative.

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

- Staff is working with the Chamber of Commerce to revise the "Doing Business in Ormond Beach" resource guide, which should be published in September.

Prospective Business Attraction/Retention/Expansion

- Staff met with County officials at the Blue Coast Bakers, located along north US 1, to review the retrofit of the former US Foods facility to a new high volume bakery.
- Staff met with SR Perrott representatives to discuss the interest in purchasing the warehouse facility on Perrott Drive.
- 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 continues a dialogue with the prospective company regarding the site and proposed economic development incentive package.

Airport Operation and Development

- Staff worked with AVCON, Inc. to schedule a pre-construction meeting for the Air Traffic Control Tower Systems Upgrade project. The meeting is scheduled to occur at the airport on June 5, 2015.

- Staff worked with the Orlando Airports District Office of the Federal Aviation Administration this week to clarify details of the project to replace the airport's Automated Weather Observation System (AWOS). The AWOS is planned for replacement in FY2017.
- Staff worked with the Florida Department of Transportation this week to prepare and submit final closeout documentation for the Focused Environment Assessment of the northwest and southwest quadrants of the airport.
- Primary repairs to Gate 13 have been completed; however the gate remains partially out of service, pending delivery and installation of a memory chip that is needed in order for the gate to function with the airport's existing gate management software.
- The Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) participated with Volusia County personnel in a three day statewide hurricane exercise this week. Senior Members of the Ormond Beach CAP manned the military desk at the county's Emergency Operations Center, and aircrews launched from the Ormond airport to provide high resolution photo reconnaissance for the exercise.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
- Completed Projects - Weekly
 - Processed 31 Journal Entry Batches (#3420 - 3517).
 - Approved 25 Purchase Requisitions totaling \$120,879.83.
 - Issued 11 Purchase Orders totaling \$18,502.22.
 - Processed 4,185 cash receipts totaling \$677,953.49.
 - Prepared 151 Accounts Payable checks totaling \$112,993.20 and 39 Accounts Payable EFT payments totaling \$170,329.49.
 - Processed 1,579 utility bill payments through ACH totaling \$104,200.18.
 - Processed and issued 5,793 utility bills with billed consumption of water of 49,618k.
 - Issued 722 past due notices on utility accounts.
 - Auto-called 91 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Community Garden (6/5)
 - Florida Licensing on Wheels (5/26 & 6/2)
 - Movies on the Halifax (6/5)
 - Open Gym (6/5)
 - Parents' Night Out (5/29)
 - REEL in the FUN Fishing Tournament (6/20)
 - Walking with the Manager (6/5)
 - 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.
 - Prepared NIAB Agenda Packet for the June 3 Special Meeting.
 - Conducted City Hall Field Trip with Girl Scout Troop.

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

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 7
- Hazardous: 1
- EMS: 85
- Motor Vehicle Accidents: 14
- Public Assists: 46

TOTAL CALLS: 154

- Aid provided to other agencies: 14 Calls: Daytona Beach (3), Holly Hill (1), Volusia County (10)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 75

Training Hours

- NFPA 1001: Firefighting 45
- NFPA 1021: Officer 33
- NFPA 1410: Hose Drill 3
- NFPA 1500: Safety/Equipment 33
- NFPA 1620: Preplanning 11
- EMT/Paramedic 35
- TOTAL TRAINING HOURS: 160

Station Activities

- Serviced 199 fire hydrants
- Updated 32 pre-fire plans
- Participated in Vehicle Day at Pine Trail Elementary

Human Resources

Staffing Update

Position Requisitions

- Police Records Clerk (Police Department)
- Community Service Officer (Police Department)
- Engineering Inspector (Planning and Building)
- Maintenance Worker III (Public Works)
- Part Time Recreation Leader at The Casements (Leisure Services)
- Part Time Recreation Leader at Nova Community Center (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.
- 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 Custodian at The Casements (Leisure Services) was advertised 4-24-15 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.
- 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.

Applications Under Review

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

Background/Reference Checks/Job Offers

- Police Officer (Police Department). Two 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). Seventeen candidates were selected and began pre-employment processing.
- Neighborhood Improvement Manager (Police Department). An internal candidate was selected.
- Building Inspector (Planning & Building). An internal candidate was selected.

Terminations/Resignations/Retirements

- Office Assistant II (Public Works/Leisure Services) – effective 5-31-15
- Community Service Officer (Police) – effective 6-1-15
- Police Sergeant – (Police) – effective 6-30-15
- Neighborhood Improvement Manager – effective 6-30-15

City Events/Employee Relations Update

- ICMA Deferred Compensation representative met with employees on 5-18-15
- Nationwide representative will be available to meet with employees on 6-11-15
- Blood Drive at City Hall is planned for 6-8-15
- HR Staff attended training with PlanSource on 5-21-15

Risk Management Projects

- Attended ADA webinar
- Facilitated transition meeting for new temporary staffing services contract

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working thru the contract review process.
 - Community Development – Electronic Plan Review – 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: - 8 New work - 38 completed - 41 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails 23,086 Inbound E-Mails Blocked 9,691

Delivered Inbound E-Mails	13,099	Quarantined Messages	296
Percentage Good Email	56.7%	Virus E-Mails Blocked	208

- Notable Events:
 - Fire Station 94 (Airport 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: 3 Changes: 1 Corrections: 1
 - Map/Information Requests: 8
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS Located this week: 6: Total in system = 22,917; 22,266 potable, 640 Irrigation, 11 Effluent
 - Notable Events: None.

Leisure Services

- Administration
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Public Works Meeting
 - Supervisory Staff Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Skate Park Ribbon Cutting Ceremony
 - City Commission 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 and Thursday at 6pm at the Sports Complex on the Softball Quad.
 - Coed Softball finished their season this week with final playoff games Monday through Wednesday night 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.
 - OBSC Club level continues practicing this week Monday through Thursday at the Sports Complex on the soccer fields.
 - OBYBSA Lady Renegades Softball is once again hosting an NSA tournament on Saturday and Sunday at the Sports Complex on the Softball Quad and Field #7 as well as Nova Fields #2 & #3 starting at 8am.
 - OBYBSA Golden Spikes Baseball continues practicing Tuesday and Thursday evenings at 6pm at both the Nova and Wendelstedt fields.
 - SHS Summer American Legion Baseball has started practicing this week for games in June and July at the Sports Complex.
- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned Skateboard Park
 - Cleaned handball, tennis and basketball courts at Nova

- Cleaned Magic Forest and the common area of Nova Park
- 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 and 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
- Repaired windscreen at Ormond Middle School
- Removed soccer goals, benches and sand bags from closed fields

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 9:00am to 2:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT and Kopy Kats held regular classes. Theatre Workshop rehearsal was held.
 - Tuesday: CMT held regular classes. Theatre Workshop rehearsal was held.
 - Wednesday: CMT held regular classes. Theatre Workshop rehearsal was held.
 - Thursday: Kopy Kats and CMT held regular classes
 - Friday: CMT held regular classes.
 - The Performing Arts Center hosted the following events:
 - Grace Academy Graduation, Thursday 5:00pm to 8:00pm

- 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 and Sunday
 - School field trips to the park and splash pad Monday, Thursday and Friday

- 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 City Commission workshop
 - Attended Economic Prosperity Hour for City representation
 - Skate Park Ribbon Cutting Ceremony Saturday
 - Attended Chamber Corporate Challenge Meeting
 - Assisted with Police Department awards at Greg Smith Field House
 - July 4th – Contacting bands and entertainment (on-going)

- Gymnastics
 - Classes are going well and growing
 - May session in progress
 - Now registering for June session
 - Upcoming Parent's Night Out session May 29
 - Working on plans for library display window

- Working on plans for Junior Olympics in August
- 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.
 - Interviews for a part-time Rec Leader position took place on Wednesday.
 - Camp T-Rec registration took place on Saturday in Port Orange and Ormond Beach.
- The Casements
 - Classes met this week including Pilates and Janet Rogers Watercolor workshops.
 - Tours continued from 10am to 3:30pm Monday through Friday and on Saturday from 10am to 11:30am.
 - A wedding ceremony was held in Ormond Memorial Gardens on Saturday from 5pm to 6pm.
 - Saturday a wedding and reception were held at The Casements from 12:00pm to 12:00am.
 - Wall Ministries met at the Bailey Riverbridge on Sunday from 11:00am to 12:00pm.
 - The Tomoka Triathlon was held at Fortunato Park from 6:00am to 2pm.
 - Ormond MainStreet held a planning meeting for 15 in Room 205 from 8am to 12pm.
 - The Casements Guild held their final meeting before the summer break on Wednesday in the gallery from 10 to noon. New officers were inducted at the meeting.
 - On Wednesday, members of the Memorial Day Remembrance Committee met at The Casements.
 - Pathways Elementary brought 90 children to tour The Casements on Thursday morning from 10am to 11am.
 - Greek Cooking Class was held in the kitchen on Thursday evening from 4:30pm to 8:30pm.
 - The Casements Guild Crafters met this week on Thursday from 12pm to 3:30pm.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Friday evening at 6pm.
 - A wedding rehearsal was held in Bailey Riverbridge on Friday evening at 7pm.
- Parks Maintenance
 - Installed sleeve for flag ceremony in Rockefeller Gardens
 - Replaced five old benches at Main Street park with new ones
 - Trimmed overgrowth from sidewalks in Bailey Riverbridge Gardens
 - Removed graffiti from west tower in Rockefeller Gardens
 - Repaired BBQ grill handle at Birthplace of Speed
 - Delivered supplies to Community Garden
 - Replaced lock and cable for trash can on Division Avenue
 - Cleaned up mess in the tower at the Magic Forest
 - Blew off all walkways and walking trails at Central Park III
 - Removed graffiti from ECHO sign at Nova
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = remove debris from road at Bailey Riverbridge Gardens
- 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
 - Perform preventative maintenance inspections on 22 City Owned A/C systems

- Repaired breezeway door in Human Resources at City Hall
- Assisted with repairs to Portal 9 at Airport
- Repaired solar backup on Portal at Airport Tower
- Gate repairs at Airport
- Repaired Tower A/C
- Repaired damaged electrical conduit for irrigation timer on Granada Boulevard
- Repaired protective drain cage in the waterfall at Ormond Memorial Gardens
- Cleaned out sediment in both holding ponds at waterfall at Ormond Memorial Gardens
- Check the pump system on the waterfall at Ormond Memorial Gardens
- Installed hose bib lock at Skate Park at Nova
- Mounted chalkboard inside Skate Pro Shop at Nova
- Delivered and installed AED devices at PAC and Senior Center
- Retrieved all dates on fire extinguishers at all City Buildings
- Installed new photo eye on reuse holding tank exterior lights at WTP
- Reset time clocks at City buildings
- Installed fire evacuation plans in all offices at City Hall
- Paint sanded door edges on three sets of double doors at The Casements
- Installed new kitchen sink water shutoff of The Casements
- Remove beam clamps at Gymnastics Center at Nova
- Set a new pump time for the splash pad at SONC
- Repaired the fountain pump at Fortunato Park

Police Department

Administrative Services

- Staff coordinated and held The 2nd Annual Ormond Beach Police Department Awards Ceremony.
- Staff attended the annual CrimeStoppers Awards Banquet.
- Staff met with representatives of the State Attorney's office regarding a cold case file.

Community Outreach

- Members of the Youth Director's Council met on Monday, May 18th and reviewed schedules for their next Community Service Project.
- Plans for the PAL summer program partnership with the Department of Leisure Services are being finalized.
- Members of the Boys Basketball team are participating in a tournament in Miramar on May 22-24, 2015.
- D.A.R.E. graduation at Calvary Christian Academy and Pine Trail Elementary.
- Displayed posters and handed out post cards for future Cops and Joggers 5k on July 18th.

Community Services & Animal Control

- Animal calls responded to: 49
- Animal bites: 3
- Animal Reports: 8
- Animals to Halifax Humane: 11
- Fostered: 1 adult cat & 1- 4 week old kitten
- CSO's assisted in many vehicle crashes.

Criminal Investigations

- Cases Assigned: 42
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 11
- Inactive: 2
- Fraud: 8

- Burglary Business: 3
- Burglary Residential: 2
- Larceny Car break: 10
- Grand Theft: 9
- Auto Theft: 4
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Vandalism: 2
- Death Undetermined: 1

Records

- Walk - Ins / Window 102
- Phone Calls 131
- Arrest / NTA'S 20
- Citations Issued 228
- Citations Entered 0
- Reports Generated 158
- Reports Entered 142
- Mail / Faxes / Request 41

Patrol

- Total Calls 1,717
- Total Traffic Stops 328

Operations

Crime Opportunity Report Forms 172

- 5/14/15
 - Stolen Vehicle, 4 Red Maple Circle. Resident woke up to discover his vehicle stolen from the driveway. Vehicle was unlocked and a valet key had been left inside.
 - Carbreak, 32 Red Maple Circle. Resident saw officers at the neighbor's residence and checked her vehicle and discovered it had been burglarized. Vehicle was unlocked and several items taken to include a spare door and ignition key.
 - Carbreak, 26 Red Maple Circle. Change taken from vehicle.
 - Stolen Vehicle, 401 South Halifax Drive. Victim brought home a subject she knew only as 'Nick' from Daytona Beach. The following morning the victim observed 'Nick' leaving the area driving her vehicle.
 - Aggravated Battery on a Law Enforcement Officer, 530 South Atlantic Avenue (Circle K), a vehicle intentionally drove over officer's foot and fled the area.
 - Battery-Domestic Violence Arrest, Intersection of South Orchard Street and Division Avenue. Off duty Beach Patrol officer witnessed a domestic disturbance between suspect and his wife while at their children's bus stop. Victim and suspect both left the scene when the witness intervened to assist. Witness obtained vehicle tag number on the suspect vehicle.
- 5/15/15
 - Grand Theft, 131 Old Mill Run. Victim reported a \$1,100 piece of jewelry missing from their residence.
 - Warrant Arrest, 170 North Old Kings Road (Avante). Received a tip that a patient at Avante had an outstanding arrest warrant. Subject was contacted and arrested.

- Carbreak, 2001 West Granada Boulevard. Victim's vehicle was entered and her cell phone and garage door opener were taken.
- Driving Under the Influence Arrest, Wilmette Avenue / North US1. Call was originally reported as a crash with injuries but was later determined the suspect dropped his motorcycle while trying to make a U-turn. The subject appeared to be intoxicated when officers arrived and a DUI investigation was initiated.
- 5/16/15
 - Burglary-Business. 203 South Yonge Street. (Mia Dona Market) Subject entered through a window of the business sometime overnight. Computer, electronic tablet, and \$300 cash taken.
 - Stolen Vehicle, 640 North Nova Road. Vehicle taken from apartment complex parking lot. The ignition key had been left in vehicle.
 - Burglary-Residence, 115 Melrose Avenue. Suspect(s) entered the unlocked rear garage door and removed three dirt bikes.
 - Warrant Arrest, 7 Mainsail Circle. Suspect called to report a domestic battery incident involving her boyfriend. She was found to have an open warrant for her arrest in reference to a DUI.
 - Providing a False Name Arrest, 300 North Nova Road. Suspect was stopped for a traffic violation. During the traffic stop he provided a false name. VCSO responded with a rapid ID which revealed his true name. He was also was driving on a suspended drivers license.
- 5/17/15
 - Death Undetermined, 2 Hunters Run Circle. A male and female victim were found deceased in the bedroom of the residence. The son-in-law located the female in the bed deceased and ran out of the house to call 911. The deaths have since been determined to be a murder and a suicide.
- 5/18/15
 - Carbreak, 54 Jamestown Drive. The victim reported their unlocked car entered and ransacked.
 - Carbreak, 713 Buena Vista Avenue. Sometime over the weekend the victim's unlocked car was entered and a Dell laptop computer was stolen.
 - Grand Theft, 1298 West Granada Boulevard. A large 30 yard roll-off dumpster valued at \$3,800 was stolen from the construction site.
 - Carbreak, 73 Marvin Road. Sometime overnight the victim's unlocked car was entered and ransacked.
 - Burglary – Business, 1 South Beach Street (Granada Pier Bait and Tackle). Window A/C unit pushed in on the south side of the building and the business entered.
 - Open Container Arrests (x2), 1520 West Granada Boulevard (Kangaroo / Valero). Transients were found consuming beer on the property.
 - Resisting without Violence Arrest, 530 South Atlantic Avenue. An adult female was detained in the parking lot for suspected impairment while in actual physical control of a motor vehicle. She, along with her husband and daughter, refused to cooperate or obey lawful commands. She called 911 twice to "report" the officer who was out with her. She was arrested for misusing 911 and resisting arrest without violence.
- 5/19/15
 - Carbreak Arrest, Wilmette and North US1, suspect snatched a backpack blower from the rear of the victim's vehicle as he was doing lawn work at 150 North Beach Street. Suspect and his girlfriend were later spotted and chased by the victim. They fled on foot into a wooded area west of US1 and a perimeter was established. Volusia County K-9 responded and the subject was tracked into the wooded area behind Total Comfort. The suspect was captured, identified by the victim, and confessed to the crime. The victim's property was recovered and returned.
 - DUI Arrest, SR 40 / John Anderson Drive. Officer observed a driver driving her vehicle at 45 MPH in a posted 25 MPH zone, passing vehicles along the double yellow line on John Anderson Drive. Investigation revealed the driver was intoxicated and she was arrested for DUI.

- Warrant Arrest, 1614 North US 1 #260 (Econo Lodge). Hotel guest reported a disturbance. Upon arrival officers contacted the subjects involved and discovered one of them was wanted out of Flagler County on four charges: armed burglary, grand theft, sale of controlled substance, and vandalism. The subject was taken into custody on the outstanding warrants.
- Battery-Domestic Violence arrest, 5 Cypress Circle, suspect was arrested for domestic battery against his girlfriend.
- Burglary-Business, 401 North US-1 (Crossroads Grocery). Original call came in as a business burglary alarm. Officers arrived on scene approximately 2 minutes after the initial call and found the front glass window had been broken out and cartons of cigarettes stolen.
- 5/20/15
 - Carbreak, 48 South Orchard Street. Stihl backpack blower taken out of the back of a pickup truck.
 - Stolen Vehicle Arrest, 1608 North United States Highway One #141. Volusia County was attempting to locate a stolen vehicle using the LoJack system. Vehicle was located and contact was made with a female in possession of the vehicle. Vehicle was confirmed stolen and the female was the listed suspect. The suspect was taken into custody and the vehicle recovered.
 - Shoplifting arrest, 1521 West Granada Boulevard. (Wal-Mart) Suspect was issued a Notice to Appear and released from the scene after attempting to steal costume jewelry and other items.
 - Stolen Vehicle, 1614 North US Highway One #226. The victim advised that she met a person named Adrian in Daytona two days prior and let him stay in her hotel room. On this date she left the room to run errands and when she returned she found 'Adrian' gone and her vehicle stolen.
 - Grand Theft, 500 Sterthaus Drive. Victim advised that he parked and left his Trek bicycle in front of the YMCA. When he returned the bicycle was gone.
 - DUI Arrest, US Highway One/North Nova Road. A black Honda was observed driving recklessly northbound on US1. A traffic stop revealed the driver to be intoxicated and was placed under arrest following a DUI investigation.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 150
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 174
 - Number of Written Warnings Issued: 9
 - Number of Parking Citations Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 22
 - Number of Crashes with Injuries: 8
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
- Traffic Complaints Received:
 - Illegal Parking 111 Hilldale Avenue: Boat trailer parked in driveway causing a road hazard by blocking the view. 10-Motor-14 investigated and the complaint was unfounded. Complaint came through Neighborhood Improvement and they are following up for code violations.
- 1. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: Public Schools in Ormond Beach
 - Reason for this STEP: School Zones
 - Number of times worked: 5; Total Hours Spent: 2.08

- Citations Issued: 2; Written Warnings Issued: 0
- Comments: None

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 400-Block Clyde Morris Boulevard
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 3; Written Warnings Issued: 0
 - 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: 1; Total Hours Spent: 30
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- 4. 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

- 5. 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: 0.25
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800-Block Hull Road
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 2.25
 - Citations Issued: 10; Written Warnings Issued: 4
 - Comments: None

- 7. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 200-Block Main Trail
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: 1 verbal warning

- 8. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800-Block Wilmette Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 21; Written Warnings Issued: 1
 - Comments: None

- 9. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Breakaway Trails

- Reason for this STEP: Home Owners Association complaint
- Number of times worked: 1; Total Hours Spent: 1
- Citations Issued: 7; Written Warnings Issued: 0
- Comments: None

- 10. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 300-Block Division Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0

- General Comments:
 - National Click-it or Ticket campaign started May 18th and will end May 31st

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 10 Cases initiated
- 4 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with sixty-one (61) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – The contractor is finalizing punchlist items.
- Nova Community Park Skate Park Expansion – A ribbon cutting ceremony was held on Saturday, May 16, the project is complete.
- Nova Community Park Paving Improvements - Final sod was installed, the 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. The demo and irrigation is complete on the beachside. Fifty (50) date palms will be installed over the next (2) week period in Phase II, (John Anderson Drive to A1A).
- Riverside Drive Drainage Improvements – As-builts are being finalized for final project closeout.
- South Peninsula Reclaimed Water Extension – The contractor is continuing directional drilling on South Halifax Drive towards Bosarvey.
- A1A North Peninsula Forcemain Extension (Volusia County project) – Directional drilled 700 feet of pipe and connected four pipe runs from previous directional drilled pipe.
- Sports Complex Restrooms Utilities Extension - Sanitary sewer pep tank system is being ordered. Water and sewer service have been constructed to the site. Electrical power service is in progress. Building construction is anticipated to begin in approximately two weeks.
- Laurel Oaks Stormdrain Extension – Completed work on headwall, began final surface grading of site for drainage between the two yards. Curb/gutter and sidewalk damaged or removed during construction was replaced.
- OBSC ADA Parking and Sidewalks (CDBG) – The contractor is digging out and forming the new sidewalk between the Wendelstedt baseball fields.
- Fiber Optic Network Expansion - Phase 3 – Work commenced on Monday, May 11 and is continuing down Orchard Street toward Division Avenue.

- Ormond Beach Sports Complex – Designed drainage swale improvement for area south of the baseball quad and playground. Coordinating with contractor to perform work.

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 – SJRWMD issued a permit on May 18 for the Phase 1 and 2 construction improvements including the work on New Britain Avenue and utilizing 64 Lincoln Avenue.
- Ph II 2-Inch Water Main Replacement - Mainland – Bid awarded and construction administration work authorization approved at the May 19 City Commission meeting.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Bid awarded and construction administration work authorization approved at the May 19 City Commission meeting.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Bid awarded and construction administration work authorization approved at 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 was on the May 19th City Commission agenda.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation – Construction contracts are being executed.
- 2015 Roadway Resurfacing - Bid awarded at the May 19 City Commission meeting.
- Water Treatment Plant Lime Silo Dust Arrestor – Design is in process.
- Water Treatment Plant Controls and Pump Upgrade – Work authorization for design services was approved at the May 19 City Commission meeting.
- Granada Bridge Lighting Feasibility Report – The final draft report was presented to the Main Street 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).
- Researched the neighborhood and SJRWMD restrictions regarding the building of a retaining wall at 34 Tymber Run, per homeowners request.
- Created and provided PDF copies of the Trails Subdivision As-Builts to consultant per request.
- On-site meeting regarding placement of the proposed sidewalk at OBSC.
- Completed Tree-in-the-Right-of-Way stakeout at 132 Sanchez Avenue per Streets Division request.
- Completed sketch and legal description for 1090 North US1 annexation per Planning Department request.
- Completed the research, sketch, and legal description required for a proposed sidewalk easement located on 290 Military Blvd.
- Created permit construction plan sets for the 134 and 136 Beau Rivage water service replacements per Volusia County requirements.
- Compiled and orientated numerous exhibit pictures related to the proposed Environmental Learning Center per request.
- Began the research and sketch for the proposed 1105 North US1 annexation per Planning Department request.

- Environment Management

Street Maintenance

Asphalt / Concrete

- Mixed and poured concrete for a storm drain on Lakebluff Dr.
- Ground down trip hazards on Fleming Ave. @ S. Center St.
- Filled in holes with asphalt on Pineland Trl.
- Filled in an asphalt depression at Dormont & John Anderson Dr.
- Did an overlay on Ormond Shores Dr.
- Cut, removed and repaired a section of sidewalk at Fleming Ave. & Brook Station
- Cut, removed and raised asphalt to grade at Melrose Ave. & Andrews St.
- Built lockers to be put in the shop at the Public Works Yard

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
- Maintenance of tools at Public Works Saw Shop
- Maintenance of trucks and equipment at the Public Works Yard
- Trimmed around streetlights in the Spring Meadows Subdivision
- Trimmed trees, where needed, on Iroquois Trl.
- Trimmed various locations in Memorial Gardens
- Removed (3) oaks on Rio Pinar Trl.
- Trimmed around the fence line on Wildwood Trl.
- Removed an oak tree on Deer Moss Trl.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens

- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Picked up litter at various bus stops in the City, on DOT roads, and at Orchard & Wilmette
- Trimmed vegetation on fence and cleaned up at Wildwood Trl.
- Trimmed the ROW (Right-of-Way), where needed, on S. Old Kings Rd.
- Trimmed for view and on sidewalk at Riverside & Pleasant
- Trimmed bushes blocking view at E. Ridgewood & E. Arroyo Pkwy
- Picked up (2) dead deer on SR40, west of Breakaway Trails
- Filled in holes for Building Maintenance at the Airport

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
- Main Trl., installed weight signs
- City Hall, installed emergency exit letters
- Tymber Creek Landing, installed a "No Outlet" sign
- St. Andrews Dr., 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 ditches and ponds
- Nova Recreation Ballfields – repaired jersey barrier
- S. Center St. – built a headwall
- Public Works Training Room – (5) employees attended 2 day training for Stormwater "A" license

Vactor

- Citywide Locations – cleaned & inspected basins

Mowing

- Brush Hog – on SR40, and at the Airport
- Reachout Mower – on Old Kings Rd., at various FDOT ponds, on Arroyo Pkwy, on Wilmette Ave., and on Tomoka Ave.
- Slope Mower – at various FDOT ponds

Street Sweeping/Streetsweeper

- 133.0 miles of road cleaned (4 days)
- 20.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
26,124

PM Services completed for the week:

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 7,610 gallons of unleaded and 6,391 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,160 gallons of unleaded and 724 gallons of diesel.
- Fleet completed 48 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. Meeting minutes were prepared and distributed. The 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 – Conformed contracts were executed and bonds submitted. The preconstruction meeting will be scheduled after the bonds are validated.
- Fire Hydrant Replacement Program – A pre-bid meeting is scheduled for 5-28-15.
- Hunters Ridge Low Pressure FM Upgrade – Plans were prepared and submitted to Engineering for drafting.
- Laboratory Testing Services – Questions are being received during the bid process. An addendum will be prepared to distribute questions & answers.
- 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 proposed by the consultant are submitted for review.
- Oak Drive Water Main Replacement – Plans were prepared and submitted to Engineering for drafting.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 continues successful operations. Legal Department contacted the attorneys for the contractor and supplier to determine appropriate schedule and parameters for replacement of the impellers in pumps 1 & 2. 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 – A preliminary report was received from the structural consultant. A man lift is needed to access the water plant and Breakaway storage tanks in order to complete the report. The cost for this device will add approximately \$6,000 to the work authorization cost. 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. Coordination of pertinent notice is being coordinated with the Legal Department.
- Saddler's Run Lift Station Rehabilitation – A work authorization for consultant construction services is being processed to oversee recently awarded project. Conformed contracts are being processed by the contractor.
- Sanitary Sewer Pipeline Repair – Contract documents are being prepared.
- Wastewater Sludge Thickener Upgrades (CIP) – Plans received from the consultant were reviewed and staff comments were provided.
- Water Plant Aerator Housing Rehabilitation (CIP) – A revised proposal for design and bidding services was received from the consultant for review.
- SPRC – CVS – Received plans for review. Huntington Villas – A phone conference call was conducted to discuss extending water and reclaimed lines to Ashton Look. The access easement that was granted does not allow for utilities to be constructed. Revised plans were received for

review. Shoppes on Granada – Field checked as-built drawings for partial clearance. Valiant Diner – Received as-built drawings. Window World – Received plans and lift station calculations for review.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 37.483 million gallons for the week ending May 17, 2015 (5.355 MGD)
 - Backwashed 10 filters for a total of 422,000 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 28.48 Million Gallons.
 - Produced 26.67 Million Gallons of Reuse.
 - Produced 1.81 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.07 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 147.61 (14%-18% Solids).

- Water Distribution
 - Exchanged 9 water meters per Finance Department work orders.
 - Responded to or repaired 13 water service leaks.
 - Installed 5 new residential customer water service and meter.
 - Assisted 16 customers with misc. concerns.
 - Replaced or repaired 28 water meter boxes.
 - Performed water meter accuracy testing on a 3" commercial water meter.
 - Replaced 1 residential water service due to aged piping.
 - Repaired a 2" water main break on Candlewood Cir.
 - Assisted 7 customers with water quality and/or low pressure concerns.
 - Pressure tested 12 city owned backflow prevention devices.
 - Performed contractual fire hydrant maintenance activities on 43 hydrants in Ormond-by-the-Sea.
 - Located & exercised 57 water distribution system main line valves this period with 965 valves completed during recent annual period in the peninsula area of the city's water distribution system. Locating & exercising valves north of SR40, between N. Beach St and US1.
 - Performed water main flushing activities on Santa Fe Ave, Calle Grande Ave, S. Nova Rd, subdivisions: The Village, Reflections Village, Sandy Oaks, Mallards Reach and Winding Woods.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 96 regular and 2 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Televised 5, cleaned 7 and root controlled applied on 9 sewer laterals.
 - Locate reuse service at 31 Manderly Lane.
 - Repaired reuse service at 578 N. Halifax Dr.
 - Flushed reuse mains at 715 Ocean Terrace Cr., 177 Orchard Ln. and 149 Diane Dr.
 - Televised 5,674 ft. of sewer main in 4M system and 943 ft. in 3M system.
 - Cleaned 1,147 ft. sewer main 6M system.
 - Found broken pep tank at 18 Deep Woods Way.
 - Installed 12" riser and new pump at 10 Clydesdale Dr.
 - Installed new pep tank at 111 Tomoka Ridge Way.
 - Replaced pep tank control panel at 55 Creek Bluff Way.

- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 22 psi, Ocean Mist Hotel @ 20 psi, Ormond Mall @ 10 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 32/18psi. Foxhunters Flat (2 inch) 20/06 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Chlorine Storage Building – fabricated and installed temporary pumping from secondary containment to Screw Pump Effluent Discharge using existing Peristaltic Metering Pumps – ok.
 - 7P – follow up from call out – pump #2 cleared blockage at volute – repaired check valve #2 – added electrical circuit to disable pumps during phase loss – replaced vacuum pump #1 with stock – order rebuild kit -ok.
 - Scum Well #2 – high level alarm – found no high level - tested floats and pump – will monitor system.
 - Chlorine Dosage Meter – repaired plumbing as needed.
 - Fermentation Submersible Mixer #4 – moisture alarm – moisture present - replaced with inventory – sent to vendor for diagnoses and repair.
 - Spanish Waters LS – vegetation control around electrical equipment.
 - 8P – began diagnoses of control system due to nuisance high level calls.
 - Effluent pump #2 – breaker tripped – soft start shorted – will replace upon receipt of new unit.
 - Influent Room – deragged pumps per direction from operator staff.
 - SCADA/WIN911 monitor/response: 7P - phase voltage loss – FPL restored power – pump volute #2 blocked & not able to pull vacuum to prime – pump #1 overloads tripped – reset station and pumped down - follow up during regular working hours; Deer Creek - phase voltage – found FPL voltage very high – replaced phase monitor with adjustable unit to compensate for higher than normal voltage – ok; Saddlers Run – SCADA – high starts – clean probe – ok; 7M1 – SCADA – high run hours – deragged #1 check valve – ok; McDonalds – SCADA – high starts – found non functional Flygt controller – replaced with inventory.
 - 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 #1; Carrousel Surface Aerators #1N, #1S, #2N, #2S; Digester Blowers #1, #2, #3.
 - Annual PM's: Grit Snail.
 - Lift Station PM's: 14 monthly and 0 annual performed.
 - 58 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 41R – pump and motor replaced – well returned to operations - ok.
- Training - Technician from J.A.W.S. delivered demonstration of Palsa feeder model 25HJ pump rebuild and maintenance.
- Well 10D – main breaker tripped – reset – will monitor.
- Centrifuge Equipment room – received and staged new hoist – received quote to paint/prep. Trolley I-beam – will proceed with painting when PO received.
- Rima wells 35R, 36R, 38R – install new air release valves.
- Housekeeping/Inspect - Division Wells 7D, 8D, 9D, 10D, 15D, 4D, 5D, 6D.

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 installations of the backflow prevention devices in the City's Reuse Service Area. From May 11th to May 16th, 6 valves and 61 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.
 - 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 was issued for June 15, 2015 to begin services. The contractor has been supplying staff with supplemental information leading to beginning work.

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 for May 19, 2015, City Commission Workshop (Appointed Officials Compensation)
- Staff attended and provided for May 19, 2015, City Commission Meeting
- Assistant City Clerk participated in Scouts Tour on May 21, 2015
- Agenda packet preparation and creation for May 27, 2015, Budget Advisory Board Meeting
- Agenda packet preparation and creation for May 28, 2015, Public Works Advisory Board Meeting
- City Clerk attended meeting for review of *Code of Ordinances* with legal staff.

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.