

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 5, 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 discussions with Planning Director, Leisure Services Director, HR Director,
- Staff meeting with senior staff
- Airport discussion with senior staff
- Continued budget discussions with departments

Spoke to, attended and/or met with:

- As requested, agenda discussion with Commissioner Boehm, Commissioner Stowers and Commissioner Partington
- FDOT representatives Frank O'Dea and Rick Morrow and City staff on Nova Road mid-block crossing and A1A
- Phone call with d Mrs. Kennedy regarding building permits
- City staff and citizens Matt Coleman, Jenny LeCates, and Pam Meyers on soccer programs
- Phone call with Reverend Branch on American Legion
- Phone call with Volusia County Schools Transportation Coordinator, Chip Kent
- CIP Workshop and Commission Meeting
- Neighborhood Improvement Advisory Board Meeting
- Preparation of Rotary bulletin
- Volusia League of Cities Annual Banquet
- Walk with the Manager
- Assistant City Manager and County staff members George Baker and Michelle Lee on EVAC ambulance plug-in project
- Community Garden Ribbon Cutting
- Phone call with Asst .County Manager Maryann Connors on North Peninsula force main, and Ormond By the Sea Annexation and other issues

Community Development

Planning

- The Planning Director met with the City Manager and Assistant City Manager regarding 21 Shadow Creek Way. Alternatives to assist the property owner were discussed.
- The Planning Director attended the City Commission Workshop on the draft CIP.
- The Planning Director met with Larry Bartlett regarding Andre's Automotive at 297 Wilmette. The property owner was issued a Notice of Violation of working outside, installing outdoor lifts and operating a Type B Vehicle Repair (heavy repair) business when the Business Tax Receipt for the business is a Type A Vehicle Repair (light repair). The alternatives discussed were: Remove all outdoor lifts; Cease and desist outdoor repair and Go back to Type A work that Andre is authorized under the BTR. Otherwise, Andre's Automotive would require a Special Exception for a Type B Vehicle Repair business but outdoor lifts and work is not permitted in the B5 zoning district.

- The Planning Director attended the 2040 Long Range Transportation Plan meeting concerning the Cost Feasible List and Unfunded Needs List. The Committee agreed to score Hand Avenue Extension and rank it in order based upon the score in the Unfunded Needs List.
- The Planning Director attended a budget review meeting on the Department's budget.
- The Department's UF Master of Urban Planning intern is about 50% completed on developing various alternatives for bike trails, expanded sidewalks and bike lanes as part of a future Pedestrian & Trail Plan. The alternatives are being developed through the use of the City's GIS.
- The Department was noticed by the Federal Environment Protection Agency that our Brownfield Assessment and Clean-up Grant request in the amount of \$400,000 was not approved. EPA received more than 500 proposals requesting over 730 grants or consideration and had funds to award approximately 253 grants from the highest ranking proposals. Staff intends to inquire from EPA a debriefing as to why the proposal was not funded and what needs to be done to make it more competitive.

Building Inspections, Permitting & Licensing

- 217 inspections performed.
- 5 business tax receipts issued.
- 96 permits issued with a valuation of \$1,537,677.00

NOTE: Private Provider inspection services conducted 83 inspections of the 201 inspections performed.

Development Services

- The SPRC activities for this week included:
 1. 146 N Orchard Street, RV Parking
 2. Environmental Learning Center
 3. Trails shopping Center request to remove coquina wall

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 is meeting with Tomoka Holding to discuss options for facilitating the development of the Commerce Park portion of the Ormond crossings Project.
- 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.

- Staff met with a prospective business interested in purchasing Lot 2 in the Airport Business Park. A conceptual plan will be prepared to determine whether the lot can accommodate the proposed industrial facility.

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 prepared a preliminary proposal to an out of state aviation related business that is in the process of selecting a 10 acre site. Staff met with a representative of the company to visit the potential site and continue discussion of the proposed economic development incentive package.
- Staff met with representatives of DuvaSawko and the Career Source Agency to discuss the training grant funds available for the Company’s job growth.

Airport Operation and Development

- The minutes of the Airport Master Plan public meeting held on April 28th have been posted to the airport section of the City’s website.
- Staff submitted two resolution items for the June 23rd meeting of the City Commission. The resolutions provide for approval of a Supplemental Joint Participation Agreement from the FDOT to fund the acquisition of a new backup power generator for the air traffic control tower, and approval of a purchase authorization for the power generator.
- Staff completed a draft revision of Section 3.3 of the City’s Code of Ordinances which is designed to allow more aviation-related businesses at the airport to benefit from provisions in the Florida statutes that allow such businesses to be exempt from ad valorem and tangible personal property taxes.
- Staff participated in a conference call with the Florida Airports Council (FAC) General Aviation Committee this week. Topics discussed included the FAC Annual conference, FAC Specialty conference, federal contract tower funding, and an update on consultant selection per a recent circular from the Federal Aviation Administration.
- A pre-construction meeting for the Air Traffic Control Tower Systems Upgrade Project was held this week on Friday, June 5th.
- Repairs to Gate 13 have been completed, and the gate is now fully operational.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
- Completed Projects - Weekly
 - Processed 46 Journal Entry Batches (#3627 - 3738).
 - Approved 31 Purchase Requisitions totaling \$1,362,026.79.
 - Issued 37 Purchase Orders totaling \$189,025.79.
 - Processed 4,775 cash receipts totaling \$629,338.68.
 - Prepared 78 Accounts Payable checks totaling \$82,842.83 and 28 Accounts Payable EFT payments totaling \$105,450.02.
 - Processed 1,186 utility bill payments through ACH totaling \$116,102.46.
 - Processed and issued 3,016 utility bills with billed consumption of water of 14,488k.
 - Issued 615 past due notices on utility accounts.
 - Auto-called 100 utility customers regarding receipt of a past due notice.

Grants/PIO

- Press Releases
 - Florida Licensing on Wheels (6/16)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended CIP workshop and City Commission meeting.
 - Attended VOCA FY 14-15 on-site monitoring meeting.
 - Attended NIAB Special Meeting.
 - Completed June Employee Newsletter.
 - Attended Independence Day planning meeting.

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

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 2
- Hazardous: 5
- EMS: 91
- Motor Vehicle Accidents: 7
- Public Assists: 52
- TOTAL CALLS: 160

- Aid provided to other agencies: 13 Calls: Daytona Beach (3), Holly Hill (2), Volusia County (8)
- Total staff hours provided to other agencies: 17
- # of overlapping calls: 76
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 76

Training Hours

- NFPA 1001: Firefighting 61
- NFPA 1002: Driving 8
- NFPA 1021: Officer 40
- NFPA 1500: Safety/Equipment 23
- NFPA 1620: Preplanning 26
- EMT/Paramedic 30
- TOTAL TRAINING HOURS: 188

Station Activities

- Serviced 106 fire hydrants
- Updated 38 pre-fire plans
- Conducted 6 fire inspections
- Participated in Hurricane Expo at Lowes. Sponsored by Volusia County Emergency Management.

Significant Incidents

- 5/25/15, 2:00 PM: W. Granada Blvd. / Cone Rd. – Motor Vehicle Accident – Provided assistance to Volusia County for a vehicle rollover with multiple ejections – vehicle tire blew causing accident – nine patients with multiple trauma alerts and one fatality – multiple air and ground units transported patients.

Human Resources

Staffing Update

Position Requisitions

- Recreation Program Specialist (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.
- Engineering Inspector (Planning and Building) was advertised 6-2-15 on the City web site and internally and will remain open until filled.
- Community Service Officer (Police Department) was advertised 5-21-15 on the City web site and internally and will remain open until 6-5-15.
- Neighborhood Improvement Officer (Police Department) was advertised 6-3-15 on the City web site and internally and will remain open until 6-17-15.
- Records Clerk (Police Department) was advertised 5-21-15 on the City web site and internally and will remain open until 6-5-15.
- Maintenance Worker III (Streets – Public Works) was as advertised 5-26-15 on the City web site and internally and will remain open until 6-10-15.
- 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 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 Recreation Leader at Nova Community Center (Leisure Services) was re-advertised 6-2-15 and will remain open until filled.
- Part Time Recreation Leader at The Casements (Leisure Services) was advertised 6-1-15 on the City web site and will remain open until filled.
- Part Time Custodian at The Casements (Leisure Services) was re-advertised 6-2-15 on the City web site and will remain open until filled.

Interviews Scheduled

- Maintenance Foreman (Leisure Services). Interviews held 5-29-15 and the week of 6-1-15.
- Office Assistant II (Public Works). Interviews will be held 6-3-15 and 6-4-15.

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.

Promotions /Changes of Status

- Neighborhood Improvement Manager (Police Department). Promotion of Neighborhood Improvement Officer effective 6-28-15.
- Building Inspector Planning & Building). Engineering Inspector to Building Inspector
- PT Maintenance Worker II (Leisure Services) – Maintenance Worker II from Full Time to Part Time effective 6-1-15.

Terminations/Resignations/Retirements

- Office Assistant II (Public Works/Leisure Services) – effective 5-31-15
- Community Service Officer (Police) – effective 6-1-15
- Police Officer (Police) – effective 6-18-15
- Recreation Program Specialist (Leisure Services) – effective 6-19-15
- PT Office Assistant I (Leisure Services) – effective 6-26-15
- Police Sergeant – (Police) – effective 6-30-15
- Neighborhood Improvement Manager – effective 6-30-15
- Police Officer (Police) – effective 7-31-15

City Events/Employee Relations Update

- Our Nationwide representative will be available to meet with employees on 6-11-15.
- Blood Drive at City Hall is planned for 6-8-15.
- Sam's Club will be available to meet with employees on 6-19-15

Risk Management Projects

- Attended Wellness Council workshop.
- Attend Leadership wrap-up meeting.

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 – Training classes held by vendor.
 - WindowsXP to Windows7 implementation – Phase 2- Project Completed. All production machines have been upgraded. Only a few application specific machines remain and will be phased out as the applications are replaced.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 12 New work - 40 completed - 37 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	19,601	Inbound E-Mails Blocked	7,157
Delivered Inbound E-Mails	11,601	Quarantined Messages	305
Percentage Good Email	60.9%	Virus E-Mails Blocked	894

- Notable Events:
 - Fire Department – The FireHouse application migration/upgrade to VCSO data services project completed. This major project requiring significant efforts and coordination between the City's IT and Fire staffs, VCSO IT services, and the vendor FireHouse.
 - Planning/Engineering – ProjectDox training classes held for staff and external engineers/developers that will be utilizing the system for electronic plans submittals and review.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 6 Changes: 3 Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 1

- Meters GPS Located this week: 3: Total in system = 22,953; 22,296 potable, 646 Irrigation, 11 Effluent
- Notable Events: None.

Leisure Services

- Administration
 - Assistant City Manager's Meeting
 - City Manager's Meeting
 - Public Works Meeting
 - Supervisory Staff Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Soccer Meeting
 - CIP Workshop
 - City Commission Meeting
 - Janitorial Quarterly Review
 - Maintenance Foreman Interviews
 - Environmental Learning Center Volunteer Meeting
 - City Services Meeting
 - Volusia League of Cities Awards Banquet
 - Community Gardens Ribbon Cutting
 - Movies on the Halifax
- 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, Wednesday and Thursday at 6pm at the Sports Complex on the Softball Quad.
 - OBYBSA recreational playoff and all-star games finish this week Monday through Friday at both the Sports Complex and the Nova Community Park Fields.
 - OBYBSA Golden Spikes Baseball continues practicing Tuesday and Thursday evenings at 6pm at both the Nova and Wendelstedt Fields.
 - SHS Summer American Legion Baseball continued practicing this week on Wednesday at 5pm for games in June and July at the Sports Complex.
 - 6-a-side soccer started this past Saturday at the Soccer Fields (#9 - #11) at the Sports Complex at 10am. 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 skate park, 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 fields for games all week
 - Dragged infield clay daily for practices and/or games
 - Put out flags and repaired nets for 6-a-side games on Saturday
 - Sprayed weeds in playgrounds at Sports Complex
 - Removed soccer goals from Fields #4, #5 and #8 (finished season and tryouts)
 - Swept out Maintenance Building
 - Filled in "travel areas" at Sports Complex with dirt

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats held regular classes.
 - Tuesday & Wednesday: Dance and Acting with Ms. Debby held onstage rehearsal.
 - Thursday: Kopy Kats held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Dancing and Acting Recital with Ms. Debby, Sunday, 1:30 to 3:30pm
- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Fitness room open Center hours
 - Open gym Center hours
 - Youth basketball practice Monday and Wednesday
 - Staff is preparing for summer camp
 - Pavilion rental Saturday and Sunday
 - Activity Room rental Saturday and Sunday
- Community Events
 - Weekly administrative tasks, office work, meetings, and activities
 - Assisted with Corporate Challenge Event Saturday
 - Attended "The Loop" event meeting
 - Attended City Services meeting for July 4th Celebration
 - Attended Walk with the Manager, June 5th
 - Preparation for Community Garden Ribbon Cutting Friday evening
 - Summer Sounds Concert Series - Contacting bands and entertainment
- Gymnastics
 - Classes are going well and growing
 - June session in progress
 - Upcoming Open Gym session this evening
 - 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 basketball, pickleball, ping pong, the game room and exercise room.
 - Adult Jazzercise continues to meet at various times throughout the week.
 - Preparation for Camp T-Rec continues.
 - Embry Riddle held their annual Basketball camp Thursday and Friday.
- The Casements
 - Classes met this week including Pilates and Yoga.
 - Guild Tour hours changed this week for the summer to 1:00pm to 4:00 pm Monday through Friday and Saturday from 10am to 12:00pm.
 - A wedding ceremony was held in Rockefeller Gardens on Saturday from 1:00pm to 5:00pm.
 - A wedding ceremony was held on Saturday afternoon in Ormond Memorial Gardens from 3:00pm to 5:00pm.

- A wedding ceremony was held in Ormond Memorial Gardens on Sunday from 9:00am to 10:00am.
- Wall Ministries met at the Bailey Riverbridge on Sunday from 11:00am to 12:00pm.
- Staff members are preparing for Movies on the Halifax, the feature is The Boxtrolls.
- On Wednesday, members of the Memorial Day Remembrance Committee met at The Casements to wrap up their event.
- The Casement Guild Crafters met this week on Thursday from 12pm to 3:30pm.

- Parks Maintenance:
 - Trimmed overgrowth along the raised boardwalk
 - Sprayed herbicide in exercise stations citywide
 - Delivered two bench slats for engraving
 - Carpentry repairs at the Magic Forest
 - Repaired children's swing at the Boundless Playground
 - Repaired loose deck board at Birthplace of Speed park
 - Cleaned litter from the water at Joyce Ebbets Pier
 - Removed rusted bike rack from Bailey Riverbridge Gardens
 - Sprayed weeds in playground at Riviera Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

- 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
 - Hung plaque in Records section at Police Station
 - Hung mirror in women's room on 2nd floor at City Hall
 - Cleaned ice machines at Fire Station 91, 92 and 93, Building Maintenance Shop, Waste Water Treatment Plant, City Hall Conference Room, Police Station, Water Plant and Performing Arts Center kitchen
 - Perform operational and safety check on swing arm gate at airport, cantilever gate at Breakaway Trails, cantilever gate at WWTP, cantilever gate at Fleet, rolling gate at Public Works, two cantilever gates at Water Plant, three cantilever gates at Airport and four swing at Police Station
 - Replaced window unit in Parts Room at Fleet
 - Reprogram thermostat (time and temperature) in Public Works Administration
 - Call Outs = 2 - Fortunato Park ladies room toilet repair; Fire Station 92 condensate fan motor bearings burnt
 - Hung new TV in Room 204 at The Casements
 - Replace door transition strip at the Police Department
 - Remove old copiers from the Senior Center to Fleet
 - Stabilize stone wall at the Airport
 - Repaired toilet at the Softball Quad
 - Repaired sink and toilet at Osceola
 - Repaired sink at Ames House
 - Repaired pole lights at Waste Water
 - Meet pest control contractor at Airport Tower
 - Repaired toilet and sink at Cassen Park
 - Repair toilet handle outside ladies room at Nova
 - Repair urinal at Fleet

Police Department

Administrative Services

- Command Staff attended DARE Graduation at Ormond Beach Elementary.
- Staff and agency firearms instructors attended a range safety meeting at the Volusia County Sheriff's Office.

Community Outreach

- Members of the Youth Director's Council held a meeting on Monday and discussed upcoming community service projects. Youths will be assisting as chaperones during the 2015 Summer Connections program partnership with the Department of Leisure Services.
- Members of the 8th grade boys' basketball team held practice in preparation for the upcoming United States Specialty Sports Association (USSSA) State and National Tournaments in June and early July.
- Plans for the PAL summer program partnership with the Department of Leisure Services are being finalized.
- Mentoring students at Ormond Beach Elementary and Tomoka Elementary.
- Continued the anti-bullying program at South Ormond Neighborhood Center.
- Contacted all of the known HOA, condo, and apartment managers in a crime prevention effort regarding recent car breaks and burglaries.

Community Services & Animal Control

- Animal Calls responded to : 38
- Animal Bites: 1
- Animal Reports: 1
- Animals to Halifax Humane: 2
- Solicitor Permits: 1

Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 27
- Inactive: 18
- Fraud: 8
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 11
- Grand Theft: 1
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0
- Death Undetermined: 3

Records

- Walk - Ins / Window 104
- Phone Calls 129
- Arrest / NTA'S 30
- Citations Issued 183

- Citations Entered 240
- Reports Generated 137
- Reports Entered 105
- Mail / Faxes / Request 39

Patrol

- Total Calls 1,531
- Total Traffic Stops 223

Operations

Crime Opportunity Report Forms distributed: 146

- 5/28/15
 - Stolen Vehicle Recovery, Tymber Creek Road and Granada Boulevard. A stolen semi truck from South Carolina was abandoned at the above location. The vehicle was processed and towed.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by loss prevention for shoplifting several items of merchandise and was placed under arrest by officers for retail theft.
 - DUI Arrest, 100 block West Granada Boulevard. Officers conducting a crash investigation charged the at-fault driver with DUI.
 - Narcotics Arrest, 215 Ormond Parkway. Detectives were working a carbreak suppression detail. While doing so, they were approached by a subject who offered to sell them Xanax. After she presented it for sale, she was arrested.
 - Warrant Arrest, 1622 North U.S. HWY-1 (Burger King), Flagler County deputies located a fugitive wanted in their jurisdiction at this location and requested OBPD assistance in taking the subject into custody.
 - Burglary-Residence, 25 Laurel Oaks Circle. Victim reported a chainsaw was stolen from inside their garage that had been left open.
 - Battery-Domestic Violence Arrest, 91 Ford Street. Suspect was arrested for domestic battery committed against his wife during an argument.
 - Aggravated Battery Arrest, 94 Domicilio Avenue. A group of subjects got into a drunken disturbance. Suspect made contact with/bumped into the victim that was standing in front of her car as she was trying to leave. She departed the area prior to officers arrival on scene and was located a short time later in Daytona Beach Shores. Officers responded to her location and arrested her for battery with a motor vehicle.
- 5/29/15
 - Narcotics Arrest, Tomoka Avenue and South Washington Street. Suspect stopped for a traffic violation. Further investigation revealed driver was in possession of a small amount of marijuana.
- 5/30/15
 - Narcotics Arrest (X2), West Granada and Old Tomoka Road. Vehicle was stopped for a traffic violation at which time a strong odor of marijuana was detected within the vehicle occupied by a driver and front seat passenger. First suspect was issued a Notice to Appear for possession of narcotics under twenty grams and possession of narcotic paraphernalia. The second suspect was transported to the branch jail as they did not meet the criteria to be issued a Notice to Appear.
 - Traffic Arrest, 295 South Center Street. Officer stopped a vehicle for a routine traffic stop at which time the driver was found to have a revoked driver license as a habitual traffic offender.
 - Battery-Domestic Violence Arrest, 570 Collins Street. Suspect was arrested for battery on his girlfriend (mother of his child) and resisting without violence.
 - Battery-Domestic Violence Arrest, 2180 Warden Trail. Suspect called police about a physical fight between her and her husband. Victim had marks on his neck from a dog leash that the suspect whipped him with. Suspect was determined to be the primary aggressor and was taken into custody.

- Warrant Arrest, 20 Laurel Oaks Circle. Suspect was stopped for a window tint violation near his residence. Suspect attempted to close the garage door before the officer could approach him. The suspect exited the car and refused to get back in and refused to cooperate with officer's commands. Investigation revealed that the suspect was wanted on an open warrant and had drugs concealed in one of his shoes.
- 5/31/15
 - Carbreak, 35 Winding Creek Way. Two unlocked vehicles entered overnight, nothing taken from either.
 - Carbreak, 22 Winding Creek Way. Two unlocked vehicles entered overnight, nothing taken from either.
 - Carbreak, 29 Creek Bluff Way. Two unlocked vehicles entered overnight, Taurus PT111 9mm handgun, loaded magazine and box of 100 rounds taken.
 - Carbreak, 2 Creek Bluff Way. Unlocked vehicle entered overnight, nothing taken.
 - Carbreak, 33 Forest View Way. Unlocked vehicle entered overnight, custom surfboard taken.
 - Warrant Arrest, 800 Block North US Highway One. Received a call of a female walking in the southbound lane of US1 in traffic. Contact was made with the suspect. She was found to have an open warrant for arson, no bond out of Roanoke, Virginia.
- 6/01/15
 - Burglary, 610 South Yonge Street (Simply Self Storage). Suspects used bolt cutters to cut the lock off the victim's storage unit. Flat screen, microwave and a jewelry box taken.
 - Carbreak, 16 Forestview Way. The victim's unlocked vehicle was entered sometime over the weekend and his Garmin GPS and a Cobra radar detector was stolen.
 - Shoplifting Arrest, 1521 West Granada (Wal-Mart). Two suspects were placed under arrest for shoplifting. Both were issued Notice to Appear and trespassed from the property.
 - Warrant Arrest, 19 Shadowcreek Way, Juvenile was arrested on warrants for Failure to Appear/Grand Theft.
 - Battery-Domestic Violence Arrest, 1118 Parkside Drive. Juvenile was arrested for battery resulting from a physical altercation with a family member.
 - Battery-Domestic Violence Arrest, 1300 Wandering Oaks. Juvenile was arrested for battery on sibling that occurred during an argument.
 - Theft (Failure to Pay Cab Fare), 170 N Nova Rd. Suspect tried to run from a \$26 cab fare from Daytona. Instead, he was run down and pinned to the road by the cab driver until police arrived.
 - Burglary-Business, 323 South Yonge Street (Mama's Market), came in as a commercial burglary alarm. Door glass was smashed out. Cash register containing about \$500 was taken from the counter. Security surveillance video of suspect obtained.
- 6/02/15
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was caught shoplifting by loss prevention and placed under arrest for retail theft.
- 6/03/15
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect caught by loss prevention stealing misc items and was arrested for retail theft.
 - Battery-Domestic Violence Arrest, Byron Ellinor Drive 5B. An anonymous neighbor called to report that the suspect was chasing and attempting to hit her live in boyfriend. Suspect was arrested for battery upon officers' arrival.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 89
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 131
 - Number of Written Warnings Issued: 4
 - Number of Parking Citations Issued: 1

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Public Schools in Ormond Beach
 - Reason for this STEP: School Zone
 - Number of times worked: 1; Total Hours Spent: 0.1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-Block John Anderson Drive
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 5.25
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: None

- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-400 Block Clyde Morris Boulevard
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 1.5
 - Citations Issued: 6; Written Warnings Issued: 0
 - Comments: None

- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 500-Block Lincoln Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 6; Written Warnings Issued: 0
 - Comments: None

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 1000-Block North Tymber Creek Road
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 5; Written Warnings Issued: 0
 - Comments: None

- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 300-Block Division Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.75
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: None.

- 7. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-Block North Nova Road
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: Left to take crash.

- 8. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 300-Block North Halifax Drive
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 2.2
 - Citations Issued: 11; Written Warnings Issued: 0
 - Comments: None

- 9. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800 Block Wilmette Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.75
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- 10. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 700-Block Fleming Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 0; Written Warnings Issued: 1
 - Comments: None

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 16 Cases initiated
- Zone 2: 9 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 4 Cases initiated
- 14 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with five (5) walk-ins and seventy-two (72) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – The contractor has ordered replacement pedestrian crossing signs and is scheduled to install these and finish touch-up painting next week.
- Nova Community Park Paving Improvements – Work is complete except for installation of the speed tables. Speed tables are on order by the Contractor and will be installed upon their receipt.
- 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-built comments were provided to the contractor for final as-built submittal.
- South Peninsula Reclaimed Water Extension – Pressure testing is underway along South Halifax from Granada to Bosarvey. Work has commenced to connect South Halifax Drive to Seton Trail.
- A1A North Peninsula Forcemain Extension (Volusia County project) – All of the project sanitary sewer forcemain from Spanish Waters to Ocean Shores Drive has been installed and the connection between the directional drill runs are being completed.

- Sports Complex Restrooms Utilities Extension - Electrical line location was field marked and the power conduit is being installed.
- Laurel Oaks Stormdrain Extension – Grading between the homes was resurveyed and requires additional fill and grading which is being completed.
- OBSC ADA Parking and Sidewalks (CDBG) – The contractor is digging-out and forming the new sidewalk between the Wendelstedt baseball fields, 20% have been poured.
- Fiber Optic Network Expansion - Phase 3 – Work 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.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Work is anticipated to begin June 8. The initial work will involve cleaning and TVing the various sanitary sewer gravity mains and stormdrains.
- 2015 Roadway Resurfacing - Notices were distributed to residents and businesses. Work is anticipated to begin the second week of June.

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 occurred at the June 2 meeting.
- North US1 Landscaping (Airport Road to I95) – Staff submitted revised plans and response comments for FDOT review. Received fully executed JPA from FDOT.
- 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 – Bid documents are being finalized for disposition at the July 28th City Commission Meeting.
- Ph II 2-Inch Water Main Replacement - Mainland – Bid awarded and construction administration work authorization approved at the May 19 City Commission meeting. Contract is being prepared for execution.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Bid awarded and construction administration work authorization approved at the May 19 City Commission meeting. Contract is being prepared for execution.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Bid awarded and construction administration work authorization approved at the May 19 City Commission meeting. Contract is being prepared for execution.
- 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 presented at the May 19th City Commission meeting.

- Water Treatment Plant Lime Silo Dust Arrestor – Design is in process.
- Water Treatment Plant Controls and Pump Upgrade – Design is in process.
- 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. Staff has included this in the CIP for design funding; however, the City Commission has elected to place the project in the unfunded section for now.
- 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 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).
 - Utility Coordination - Attended FDOT regional utility coordination conference.
 - Researched and provided document information on plans for proposed retaining wall and grade-and-fill at 48 Levee Lane, per homeowner request.
 - Researched property/right-of-way ownership along Durrance Lane regarding fallen tree removal responsibilities per homeowner/Planning Department request.
 - Reviewed plans and researched commercial dock size and location restrictions with FDEP/Planning Division for proposed dock/observation platform at 849 North US1, per business owner's request.
 - Completed elevation grade shots to verify the slope along the Laurel Oaks Ditch piping project.
 - Researched and provided document information and drawings for the Riverbend Golf Course/OBMA greenbelt buffer per Airport Manager request
 - Continued the modification of the construction plan sets for the Oak Drive Watermain replacement, per Utilities Division comments.
 - Researched and began creating construction plan drawings for proposed enclosed generator location at lift stations 4P and 6M, per Utilities Division request.
 - Continued work on the design plan drawings for the proposed Shadow Crossings Forcemain upgrade, per Utilities Division request.
 - Created location maps showing the location of the irrigation meters along the SR40 corridor.
 - Created as-built drawing plans for the I95 irrigation system.
 - Prepared and delivered Roadway Resurfacing Notifications to the residences and businesses along the following streets: Ormond Lakes HOA, East and West Tower Circle, Aviator Way, Oak Drive, Kent Drive, Jamestown Drive, River Beach Drive, South Ridgewood Avenue.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Asphalt patch at 100 block of Dawn Dr
 - Asphalt patch on Pine Looks Pass
 - Prepped concrete for meters
 - Poured concrete and back-filled around ballfields
 - Poured concrete for picnic table at Central Park II
 - Repaired pot holes on Pineland Trail
 - Ground down trip hazard at Fairview Dr
 - Cut and removed portion of sidewalk(trip hazard) at 200 block of Melrose Ave

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Maintenance of trucks and equipment at the Public Works Yard
- Trimmed entire length of Santa Fe Ave, east end of Melrose Ave, at Fire Station 93, on Lakebluff Dr and on Crooked Tree Trl
- Removed dead tree in front of Wastewater Plant and at 100 block of Northbrook Ln
- Removed tree at Public Works entrance
- Ground stumps on Shady Branch Trl, Main Trl and Cherokee Trl, Reynolds Ave, Tidewater Dr, Rio Pinar Trl, Choctaw Trl, North Saint Andrews Dr, and the Tennis Center

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Assisted Tree Crew with trimming

Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Installed 25MPH sign at Pine Rd and Riverside Dr
- Cleaned signs at Division Recreation
- Cleaned Stop Sign on Center St
- Replaced Stop Signs at Sport Complex
- Replaced Speed Limit sign on Division Ave and Tropical Ln
- Fabricated more No Smoking signs for City Hall
- Replaced 25MPH sign at Laurel Dr
- Fabricated Truck Weight sign for Main Trail bridge

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
- Removed tires from Division Ave boat ramp
- System inspection in River Oaks subdivision
- Weed control at mitered ends at SR40
- Weed control at mitered ends on US1

Vactor

- Whispering Pines Trl
- N. & S. Beach St. – inspected outfalls
- Bennett Ln. – took care of overflow

Mowing

- Reachout Mower – US1
- Slope Mower – SR40
- Brush Hog – FDOT ponds

Street Sweeping/Streetsweeper

- 139.0 miles of road cleaned (5 operating days)
- 18.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week

28,425

PM Services completed for the week:

Emergency—Vehicles and Equipment

0

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 11,638 gallons of unleaded and 4,695 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,189 gallons of unleaded and 932 gallons of diesel.
- Fleet completed 38 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 –The notice to proceed date is 6-15-15.
- Division Avenue Well Field Raw Water Piping – A preconstruction meeting is scheduled on 6-5-15.
- Fire Hydrant Replacement Program – A pre-bid meeting was held on May 28. Meeting minutes were distributed to attendees.
- Hunters Ridge Low Pressure FM Upgrade – Plans are being drafted by Engineering.
- Laboratory Testing Services – Addendum 1 was issued to answer questions received during the bid process.
- 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 were determined to be acceptable.
- Oak Drive Water Main Replacement – Plans were drafted by Engineering and received for review.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Legal Department is working with the attorneys for the contractor and supplier to determine appropriate measures needed to schedule 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 – The structural consultant was contacted to determine what progress has been made on the work. Work progress was provided along with a revised schedule to complete the project. Structural tank inspection of the concrete water and reclaimed water storage tanks is scheduled for 6-5-15. 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. A proposal was received from another continuing firm to prepare design plans and specifications for the water plant elevated tank repair.

- Saddler's Run Lift Station Rehabilitation – A work authorization for consultant construction services is being processed to oversee recently awarded project. Conformed contracts were received from the contractor.
- Sanitary Sewer Pipeline Repair – A preconstruction meeting was conducted.
- Wastewater Sludge Thickener Upgrades (CIP) – Engineer is incorporating staff comments in the design.
- Water Plant Aerator Housing Rehabilitation (CIP) – A revised proposal for design and bidding services was received from the consultant for review.
- SPRC: CVS – Reviewed plans. Huntington Villas – Revised plans were reviewed. Shoppes on Granada – Utility easement legal description under review GIS. Window World – Reviewed plans & lift station calculations.
- Attended the FDOT District 5 Annual Utility Liaison & Expo.
- Received system model results for Plantation Oaks utilities considerations. Model results were reviewed and comments provided to consultant for recommended modifications. Upon receipt will assess results for any offsite utilities needs and meet with developer to discuss.

Departmental Activities

Public Works – Utilities Division

• Water Treatment

- Delivered 41.633 million gallons for the week ending May 31, 2015 (5.948 MGD)
- Backwashed 7 filters for a total of 302,000 gallons backwash water.
- Produced and hauled 81 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- We had no (0) Precautionary Boil Water notices this week.

• Wastewater Treatment

- Domestic and Industrial Wastewater flow was 27.49 Million Gallons.
- Produced 26.48 Million Gallons of Reuse.
- Produced 1.01 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 3.93 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 105.35 (14%-18% Solids).

• Water Distribution

- Exchanged 6 water meters per Finance Department work orders.
- Responded to or repaired 10 water service leaks.
- Installed 4 new residential customer water service and meter.
- Assisted 13 customers with misc. concerns.
- Replaced or repaired 12 water meter boxes.
- Replaced 5 residential water services due to aged piping.
- Repaired a 2" water main break on Northbrook Lane and Pine Look Pass.
- Assisted 9 customers with water quality and/or low pressure concerns.
- Pressure tested 3 city owned backflow prevention devices serving facilities.
- Performed contractual fire hydrant maintenance activities on 23 hydrants in Ormond-by-the-Sea. Repaired 2 fire hydrants within the city limits.
- Located and exercised 10 water distribution system main line valves north of SR40, between N. Beach St & US1 - valve maintenance program.
- Performed flushing activities in Winding Woods, The Trails, Tidewater, Coquina Point and Chelsea Place Subdivisions.
- Replaced an inoperable 4 inch valve and regraded piping serving the 4 inch water meter at 2099 N. Beach St. (Tomoka State Park)
- Assisted Building Maintenance with water & sand removal in the filter tank serving the splash pad in the South Ormond Neighborhood Center.

- Excavation restorations were completed at 2099 N. Beach St., Dawn Dr., Pine Look Pass and Northbrook Lane.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 103 regular and 1 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Televised 5, cleaned 6 and root control applied on 2 sewer laterals.
 - Flushed reuse mains on Colonial Cr., Windward Lane & Saint Marks Cr.
 - Installed 4” sewer lateral at 831 N. Beach St.
 - Located and marked manhole ID numbers for upcoming sewer main segments in preparation for 2014/15 sanitary sewer lining project.
 - Televised 1,374 ft. of sewer main in 4M system, 200 ft. of 4 inch force main near LS 8M1 and 496 ft. of 8 inch sewer main on Lucerne Cr.
 - Repaired 4’ clean out at 15 Clydesdale Dr.
 - Installed new pep tank at 74 Westland Run.
 - Total rain for Hunters Ridge & Breakaway Trails 5/21/15 to 5/27/15 was 0.00”.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 32 psi, Ocean Mist Hotel @ 34 psi, Ormond Mall @ 18 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 26/18psi, Foxhunters Flat (2 inch) 16/6 psi & Shadow Creek Blvd. (4 inch) 4/2 psi.
- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - McDonalds L.S. – completed mounting of new controller – organized cabinet wiring – removed old controller – sent to vendor for refurbishment.
 - Chelsea Place #2 – washed down hose damaged – replaced damaged pipe to Backflow preventer – replaced all damaged valves, hose & nozzle.
 - Influent Building PLC #4 - UPS failed to change back to normal power after FPL power failure – reset UPS – ok.
 - Influent Room – deragged pumps with operators.
 - SCADA/WIN911 monitor/response: 12m – high level – station controls not calling for either pump – stop float tangled on guide rail – relocated float – ok; 9M – found wet well high – station fully operational – both pumps operating as intended – 12M pumps into this station – constant flow from restart overwhelmed station; 3M – after hours call out from County Dispatch to water plant operator transferred to WW on call – report of odor and sewer overflow in the area of Melrose Park – visual inspection of 3M & Melrose park did not indicate any odor or overflow.
 - SCADA Items (Assist by WTP Chief): LS CRN - replaced 3305 RTU w/ new Control Wave Micro; LS OM - RTU power supply failed, replaced with new design - rewired.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.
 - Monthly PM's: R.A.S. Pump #1, #2, #3, #4, #5; W.A.S. Pumps #1, #2.
 - Lift Station PM's: 16 monthly and 4 annual performed.
 - Plant wide oil & grease route.
 - 59 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Slaker tank – replaced mixer – installed 2” water line.
- Plant – repaired chemical feed line – ok.
- Training – Southeast Industrial Sales provided training on E.I.M. motorized valve actuators.
- L.P.R.O. building – install new 2” water line.
- Filters 5&6 – continue electrical upgrades.

- Well 12D, 26H, Shadow Crossing – replaced non-functioning surge protector.
- Shadow Crossing - install control switch for 8 inch fill valve.
- Rima Wells #41R, #40R, and 39R - Weed control.
- Housekeeping/Inspection – reuse pump and storage stations; Wells 33H, 23H, 22H, 24H, 32H, 30H, 31H, Rima wells, #35R, #36R, #37R, #38R; Standish Booster Station; B.A.T. wells #2, #3, #4.

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 - 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 continues installation of dual check valve backflow prevention devices in the City's North Peninsula Reuse Service Area. From May 18 – 29: 49 new devices & 187 rebuild kits were installed. Staff continues to field calls from the residents with project inquiries.
- 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 is fielding numerous calls from business customers with questions concerning their need to have the backflow device tested for compliance. The new backflow data management company is increasing compliance of the utility along with updating database information.

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 City Manager Staff Meeting
- Staff attended and provided support for June 2, 2015, CIP Workshop and Commission meeting.
- Staff attended and provided support for June 3, 2015, Neighborhood Improvement Advisory Board meeting
- Agenda packet preparation for June 23, 2015, City Commission Meeting
- City Clerk attended code review meeting with Legal Department

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.