

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 27, 2015

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- Chamber Leadership presentation for Government Day
- Quality of Life Board agenda packet
- General discussions with Police Chief, Finance Director, and IT Manager.

Spoke to, attended and/or met with:

- Special Magistrate hearing
- United Way Board meeting
- Project Ray meeting
- County/City Managers Meeting
- UCF School of Public Administration Advisory Board meeting
- Chamber of Commerce Board meeting
- Quarterly update with Chamber of Commerce and Ormond MainStreet
- Claims Committee meeting

### **Community Development**

#### **Planning**

- The Department hired John Hyman as a Building Inspector. Mr. Hyman brings with him over 30 years of experience and he has licenses in plumbing, mechanical and building. Mr. Hyman's state licenses compliment our current inspection team who has electrical, building, and fire. All four trades will be represented in the field once he starts. The Chief Building Inspector remains vacant after interviews. The Building Official position is also vacant as of this date after three interviews. It is hoped that perhaps next week an offer will be extended for the Chief Building Official.
- The City is currently using a private provider to fill the vacant Building Official position and provide plan review assistance to the Plans Reviewer. Once the Chief Building Official is hired, it is anticipated this portion of the private provider service will not be needed.
- The Planning Director met with the 2014-15 Host License Holders at Destination Daytona to discuss the Itinerant Merchant Criteria that will be proceeding through public hearings beginning in April with the Planning Board and ending with the City Commission in late April and early May. A few changes will be made to clarify concerns made at the meeting and two property owners (Broken Spoke and Boot Hill/Wild Bill's) believe their properties should not be amortized.
- Staff attended a neighborhood meeting at the Hampton Inn regarding Vystar's proposal to build a credit union on land located at 1301 West Granada and adjacent to the proposed Zaxby's. The credit union is an alternative to the 12,000 square foot shopping center that was planned for the site at rezoning.
- The Planning Director met with Mark Levitt, the City's litigation attorney, regarding an ADA lawsuit related to Votran.

#### Building Inspections, Permitting & Licensing

- 220 inspections performed.
- 9 business tax receipts issued.
- 90 permits issued with a valuation of \$1,129,296.00

#### NOTE:

80 of the inspections were completed by the private provider inspectors that the Department is paying for from Universal Engineering.

#### Development Services

- The SPRC activities for this week included:
  1. Ormond Beach Sports Complex, Restroom building
  2. 1142 N US 1, Window World Concept plan.
  3. Entry gates at 550 West Granada Boulevard.
  4. Pre-construction meeting for AmeriTech at 1 East Tower Circle

#### **Economic Development/Airport**

##### Economic Development

##### Ormond Crossings

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

##### Airport Business Park

- Staff is working with a local existing manufacturing firm to assist in their location of additional space to accommodate expansion plans. Additional discussions between the parties continued this week.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers. The parties continued to move forward with their discussions on a purchase and sale of the property.

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

- Staff met with economic development practitioners from 8 communities from Oak Hill to Ormond Beach along the US1 corridor to discuss an initiative to improve the business activity along US 1 from Oak Hill to Ormond Beach. The "Rediscover US 1: America's Business Highway" effort will involve local business participation in a scavenger hunt and is expected to be launched on April 11 until April 19. Staff is preparing the flyer that will be distributed throughout the communities in east Volusia County.

##### 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. There was no further discussion this week.

#### Airport Operation and Development

- American Infrastructure Development, Inc. has completed and delivered an Independent Fee Estimate (IFE) needed as part of the application for federal funding of the construction phase of the

Taxiway "G" project. Staff requested and received four quotes from qualified firms to conduct the IFE. American Infrastructure Development provided the most competitive quote and was therefore engaged to provide the estimate.

- Staff completed work with AVCON, Inc. to prepare and submit an application to the Federal Aviation Administration for federal funding of the Taxiway "G" Construction and Airfield Electrical Improvements Project. This project is comprised of several distinct project elements; the construction of Taxiway "G," the installation of Precision Approach Path Indicator (PAPI) systems on Runways 17, 35, 8 and 26 and the installation of Runway End Identifier Lights (REILs) on Runway 17, and the installation of new lighting and signage on Taxiway "C," to include renovation and expansion of the existing electrical vault building or construction of a new electrical vault, including a standby generator.
- Staff completed work with Hoyle, Tanner and Associates, Inc. (HTA) to compile preliminary estimates for possible future pavement projects at the airport, including re-surfacing of the parking lot at the air traffic control tower and the creation of additional ramp space for aircraft parking.
- Staff worked with AVCON, Inc. to review a request from Bright House Networks to conduct a directional bore on the airport as part of a project to expand service availability to businesses located on Hangar Way, such as Tomlinson Aviation.
- The final drafts of the Senate and House bi-partisan letters organized by Senators Inhofe and Manchin and Congressman Goodlatte and Congresswoman Wilson (signed by 26 Senators and 72 House members) were sent to the leaders of the Senate and House appropriations committees this week, requesting full and dedicated funding for the federal contract tower program in FY 2016.
- Staff completed work last week with HTA to prepare the draft forecast chapter of the airport master plan update document. The draft forecast has been submitted to the FAA for review and comment. The forecast and other aspects of the master plan update process will be presented at a public meeting scheduled for April 28 from 6-8pm. The location will be determined next week and will be advertised in the local newspapers.

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

- Completed Projects - Weekly
  - Processed 34 Journal Entry Batches (#2547-2647).
  - Approved 16 Purchase Requisitions totaling \$106,296.07.
  - Issued 13 Purchase Orders totaling \$261,313.17.
  - Processed 3,671 cash receipts totaling \$479,321.34.
  - Prepared 130 Accounts Payable checks totaling \$669,161.90 and 45 Accounts Payable EFT payments totaling \$276,658.92.
  - Processed 1,093 utility bill payments through ACH totaling \$103,459.79.
  - Processed and issued 6,331 utility bills with billed consumption of water of 46,671k.
  - Issued 231 past due notices on utility accounts.
  - Auto-called 47 utility customers regarding receipt of a past due notice.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Florida Licensing on Wheels (3/31)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

## **Fire Department**

### **Weekly Statistics**

- Fires: 7
  - Fire Alarms: 3
  - Hazardous: 4
  - EMS: 82
  - Motor Vehicle Accidents: 8
  - Public Assists: 43
- TOTAL CALLS: 147

- Aid provided to other agencies: 19 Calls – Daytona Beach (5), Holly Hill (2), Volusia County (12)
- Total staff hours provided to other agencies: 20
- # of overlapping calls: 37
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 66

### **Training Hours**

- NFPA 1001: Firefighting 38
- NFPA 1002: Driver 28
- NFPA 1500: Safety/Equipment 14
- NFPA 1620: Preplanning 16
- EMT/Paramedic 12
- TOTAL TRAINING HOURS: 108

### **Station Activities**

- Serviced 262 fire hydrants
- Conducted 5 fire inspections
- Updated 25 pre-fire plans

### **Significant Incidents**

- 3/16/15, 6:08 PM: W. Granada Blvd. / Breakaway Tr. – Motor Vehicle Accident – Responded to a two vehicle collision with one vehicle on its roof – two patients extricated and transported to hospital.
- 3/17/15, 6:55 AM: 300 S. Nova Rd. – Car vs. Pedestrian Accident – Pedestrian fatality called on scene.
- 3/18/15, 11:30 PM: Old Wiggins Rd. – Structure Fire – Upon arrival found single story residence with smoke showing from garage and flames coming from side window – fire located in laundry room and originated from clothes dryer – flames contained to laundry room and adjoining kitchen – significant heat and smoke damage to home – all occupants exited safely – property value saved estimated at \$300,000 with loss estimated at \$50,000.

## **Human Resources**

### **Staffing Update**

#### Approved/Active Recruitment

- Chief Building Official (Planning & Building) was advertised 3-6-15 on the City web site and internally, and will remain open until filled.
- Chief Building Inspector (Planning & Building) was advertised 2-16-15 on the City web site, internally, and on the Building Officials Association of Florida (BOAF) web site and will remain open until filled.
- Firefighter/EMT (Fire Department) was advertised 2-3-15 on the City web site and internally and will remain open until 3-28-15. Candidates apply and test via [www.NationalTestingNetwork.com](http://www.NationalTestingNetwork.com).
- Summer Camp Counselors (Leisure Services) was advertised 3-2-15 on the City web site and will remain open until filled.

- Part Time Recreation Leader at Nova Community Center (Leisure Services) was advertised 3-17-15 on the City web site and will remain open until filled.

#### Applications Under Review

- Police Officer (Police Department). Twenty-one applications were received.
- Utility Sludge Hauling Technician (Public Works). Ten applications were received.

#### Background/Reference Checks/Job Offers

- Human Resources Director (Human Resources). A candidate was selected and began pre-employment processing.
- Accreditation Manager (Police Department). A candidate was selected and began pre-employment processing.
- Building Inspector (Planning & Building). A candidate was selected and began pre-employment processing.
- Mechanic II (Fleet Maintenance). A candidate was selected and began pre-employment processing.
- Office Assistant III (Leisure Services). A candidate was selected and began pre-employment processing.

#### Risk Management Projects

- Leadership: Government Day planning
- Mayor's Health & Fitness Challenge: wrap-up-planning meetings
- Attended Wellness Council Executive Board meeting
- Attended Claims Committee meeting
- Attended body camera webinar

#### 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 – New large monitors being tested.
    - WindowsXP to Windows7 implementation – Continue upgrading the remaining systems at Public Works.

- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 11 New work - 32 completed - 43 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	26,562	Inbound E-Mails Blocked	13,791
Delivered Inbound E-Mails	12,619	Quarantined Messages	152
Percentage Good Email	47.5%	Virus E-Mails Blocked	298

- Notable Events:
  - None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 4 Changes: 1 Corrections: 0
  - Map/Information Requests: 18
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0

- Meter GPS locate and ID: 22,502 total, completed 22,738 (101.1%) potable 22,138, Irrigation 591, Effluent 9
- Notable Events: None.

### **Leisure Services**

- Administration
  - City Manager's Meeting
  - Supervisory Staff Meeting
  - Assistant City Manager's Meeting
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - Skate Park Progress
  - Native American Festival
- Athletics
  - The Ormond Beach Shuffleboard Club held their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
  - Lady Renegades Softball of the OBYBSA continued their spring practices this week, Tuesday and Thursday at 6pm at the Sports Complex on the Softball Quad.
  - FLHS Softball continued their spring practices at the Sports Complex on the Softball Quad and had a home game this week on Friday at 6pm.
  - SHS Baseball hosted their annual "Bash at the Beach" Tournament Monday through Thursday at the Wendelstedt Fields at 11, 12 and 2pm daily.
  - Coed Softball continued their games for this spring season this week with games Monday through Wednesday nights at 6:20, 7:30 and 8:40pm.
  - OBYBSA recreational games are off this week due to spring break.
  - The City's Youth Volleyball Program is off this week due to spring break.
  - OBSC is off this week due to spring break.
- Athletic Field Maintenance
  - Cleaned park, tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Nova Park - mowed infields and outfields
  - Cleaned Skateboard Park
  - Cleaned handball, tennis, and basketball courts at Nova
  - Cleaned Magic Forest and the common area of Nova Park
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance Building
  - Continue mowing of baseball fields, three times a week
  - Continue mowing of the soccer fields, two times a week
  - Continue mowing of the softball fields, two times a week
  - Continue mowing, edging and trimming the T-Ball fields
  - Replacing sprinklers as necessary
  - Mowing SONC softball field weekly
  - Mowed fields at Ormond Beach Middle School weekly
  - Daily clean up of Limitless Playground by the softball Quad
  - Cleaned all sports parks of debris/trash from the events during the week
  - Placed portable bleachers at The Casements for the Native American festival.
  - Preparing for the Freedom Sports Softball Tournament and the USSSA Baseball Tournament at both Airport Sports Complex and Nova Sports Complex.

- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
  - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
  - Granada Squares Dance was held on Tuesday from 6:30 to 9:00pm
  - Big Band America was held on Thursday from 7:00pm to 9:00pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Show Club, CMT and Kopy Kats held regular classes.
    - Tuesday: Show Club held on stage rehearsal. CMT held regular classes.
    - Wednesday: Show Club held on stage rehearsal. CMT held regular classes
    - Thursday: Show Club held on stage rehearsal. Kopy Kats and CMT held regular classes
    - Friday: CMT held regular classes.
  - The Performing Arts Center is preparing to host the following events:
    - “Follies Goes to the Movies – The Sequel”, Friday and Saturday 7:30pm, Sunday 2:30pm
  
- South Ormond Neighborhood Center
  - Splash Pad open 10am to dusk
  - Open park and playground sunrise to 11pm daily
  - Center Opens at 11am (Monday-Friday) this week for spring break; 1pm Saturday and Sunday
  - Fitness room open Center hours
  - Open gym Center hours
  - Activity room rental Sunday
  - Jazzercise Monday
  - YMCA Soccer Wednesday and Thursday
  
- Community Events
  - New Community Events Coordinator began employment
  - All staff assisted with Native American Festival in Rockefeller Gardens
  - Weekly administrative tasks, office work, meetings and activities
  - Memorial Day Committee meeting and assisting with event planning tasks- finding guest speaker, flyover, bands, marching groups (on-going).
  - Updated sponsor letters and prepared for mail out for 2015 Art in the Park show – researching potential new sponsors to solicit (on-going).
  - Tracking participant applications for 2015 show and sending confirmation letters (on-going). Currently 55 applicants.
  - Securing food vendors and bands for Art in the Park.
  - Creating and placing ads for Art in the Park.
  - July 4<sup>th</sup> – Contacting bands and entertainment (on-going).
  
- Gymnastics
  - Classes are going well and growing
  - Registration taking place for the April/May session
  - Open Gym scheduled for 3/27 6-8pm
  - AAU Competition took place in Perry, FL 3/20-3/22
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Cash reports were completed and submitted each day for rentals and open play passes.
  - 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 continued to meet at various times throughout the week.

- Youth Coed Volleyball is off this week for spring break.
- The Casements
  - Classes met this week including Pilates, Yoga and The History of Rock n Roll.
  - Tours continued from 10am to 3:30pm Monday through Friday.
  - The Casements Camera Club photography exhibit continues in The Gallery.
  - The Casements Guild held their monthly meeting and pot luck luncheon on Wednesday.
  - The Citrus Council Girl Scouts held a meeting in honor of “National Women’s Month,” including a program on Juliette Gordon Low, the founder of Girl Scouting, Wednesday evening from 6pm-7:30pm.
  - Command Medical Products held a meeting in Room 205 on Thursday morning from 8am-noon.
  - A Greek cooking class was held in The Casements kitchen on Thursday evening.
  - The Guild Crafters met in Room 203 on Thursday afternoon.
  - The Casements Camera Club met in Bailey Riverbridge on Thursday evening.
  - Ormond MainStreet held a meeting in Room 205 on Thursday afternoon.
  - The Casements Camera Club took their photographs down on Friday after showing their exhibit for the month of March.
  - Staff prepared for the second annual Tomoka Marathon on Friday.

#### Parks Maintenance

- Delivered supplies to Ormond Beach Community Garden
- Restroom inspections citywide
- Installed new decal on “Ormond Beach Lions Club” park sign
- Replaced missing boards on catwalk at the Magic Forest
- Cleaned up debris from auto accident at Birthplace of Speed Park
- Replaced toilet paper holder in men’s room at Fortunato Park
- Delivered portable generators to Fleet for preventative maintenance
- Replaced basketball net at Central Park III
- Repaired parking lot curbing at Riviera Park
- Replaced missing soap dispenser at Cassen Park
- Citywide safety inspections of parks and equipment.
- Weekly inspections of park facilities for reservations
- Call Out = 0
- Building Maintenance
  - Weekly inspection of airfield runway, taxiways and directional signage
  - Preventative maintenance of City vehicles and equipment as necessary
  - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
  - Weekly inspection of the water wheel and sump pumps at The Casements
  - Weekly inspection of DOT and facility lighting at various city locations
  - Replaced existing weather stations at various locations
  - Checked Gate #9 for malfunction at Airport
  - Replace American flag at Soccer/Playground
  - Checked A/C unit that is hot in City Hall
  - Assisted contractor with installation #10 gate controller at the main gate at the Airport
  - Checked A/C unit that is hot in Fleet
  - Ice machine storage bin full of water; clogged drain at Water Distribution
  - Met with chemical sales to restock chemical items at Building Maintenance
  - Repaired pass through door in office area at The Casements
  - Installed new batteries in clocks at City Hall
  - Met contractor for the French doors at The Casements



- Replaced all batteries for restroom sensors and cleaned actuators for the splash pad at Andy Romano Beachfront Park
- Repaired restroom deadbolt lock at The Casements
- Picked up new vertical blinds for Senior Center
- Installed new toilet paper dispensers at the new field house at Airport Sports
- Replaced sink faucet for the fish cleaning table at Cassen Park
- Reset splash pad feature pump motor at SONC
- Install ceiling fan in the Ballroom at the Senior Center
- Checked lights in Gymnastics at Nova
- Ordered runway edge light bulbs for the Airport
- Adjusted water cooler at Cassen Park
- Checked street lights that are not working on South Nova Road
- Adjusted water fountain at Riviera Park

### **Police Department**

#### Administrative Services

- Command Staff attended an FBI luncheon held at the Daytona International Speedway.
- Both captains attended an awards committee meeting regarding our annual Departmental awards ceremony to be held on May 20, 2015.
- Command staff attended a PAL Board meeting at the South Ormond Neighborhood Center.
- Command Staff attended a check presentation ceremony at the PAL house. A local citizen made a generous donation to PAL.

#### Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program was held at Ormond Beach Elementary School last week for second grade students. McGruff visited the class and brought each child two new books to encourage them to read during spring break.
- Tutors R Us continued at the South Ormond Neighborhood Center. Twenty youths are registered for the program which is held in partnership with the Department of Leisure Services. The program is offered Monday through Thursday from 3:00 pm – 6:00 pm.
- Basketball practice was held. The 14U team will participate in the State of Florida Association of Police Athletic Leagues Annual Tournament on March 28 and 29 in Jacksonville, Florida.
- A grant with First Book, Inc was submitted. The grant provides new books to at-risk youth for the cost of 75¢ per book. Ormond Beach Police Athletic League (OBPAL) is a registered member of the First Book program since 2008 and as such can apply for one book grant per year. If the grant is received, all books will be given to youths participating in OBPAL educational programs.
- All PAL education programs are on break from March 23 until March 30 due to the Volusia County School Spring Break.
- Taught DARE classes at Tomoka Elementary and Ormond Beach Elementary.
- Continued recruiting for the next Citizen Police Academy.
- Coffee Club at Aberdeen Community Center for their coffee club and community.
- Continued planning and recruitment for Law Enforcement Torch Run in April.

#### Community Services & Animal Control

- Animal calls responded to: 58
- Animal Bites: 2
- Animal Reports: 5
- Animals to Halifax Humane: 3
- CSO's assisted in Radio Upgrades.
- Bear's seen in the Aberdeen Community.

#### Criminal Investigations

- Cases Assigned: 26

- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 19
- Inactive: 23
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Carbreak: 11
- Grand Theft: 3
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 2
- Recovered Missing Persons: 3
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 0
- Police Information: 0

Records

- Walk - Ins / Window 101
- Phone Calls 115
- Arrest / NTA'S 28
- Citations Issued 154
- Citations Entered 90
- Reports Generated 152
- Reports Entered 135
- Mail / Faxes / Request 26

Patrol

- Total Calls 1,623
- Total Traffic Stops 243

Operations

Crime Opportunity Report Forms 142

- 3/19/2015
  - Stolen Vehicle, 7 London Lane. The victim's vehicle was stolen from their driveway. The vehicle was locked and the victim has the keys.
  - Felony Criminal Mischief Arrest, 76 John Anderson Drive. Officers responded to a report of a female throwing large rocks at the residence. Suspect was placed under arrest after she damaged several windows and doors at the residence.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by Loss Prevention and arrested for retail theft.
- 3/20/2015
  - Battery – Domestic Violence Arrest, 1208 Northside Drive. Suspect arrested for battery on her boyfriend during an argument.
  - Carbreak, 230 Country Club Drive. Unknown method of entry, victim advised the vehicle was locked but no signs of forced entry were found. An iPhone, Aviation Head Set and other items taken.
  - Carbreak(X2), 174 Royal Dunes Circle. Two unlocked vehicles ransacked with prescription sunglasses taken.
  - Carbreak(X2), 176 Royal Dunes Boulevard. Two unlocked vehicles were entered. Purse/wallet and a GPS unit were taken.
  - Carbreak, 700 Oceanshore Boulevard. Vehicle was left unlocked, \$2 in change taken.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by Loss Prevention personnel for shoplifting and arrested.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect tried to conceal some items in his pocket. When he was confronted he fled from Loss Prevention and then from officers on foot. He was stopped on the off ramp of I-95 and taken into custody.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect attempted to take 10 packs of Pokémon Cards. He was arrested for retail theft.
- Carbreak, 440 North Nova Road. The victim advised that while she was in the park someone broke out the back window of her vehicle and stole her purse.
- Grand Theft, 869 South Atlantic Avenue (Riptides). The victim advised that she left her purse on the back of her chair while having dinner. When she left the restaurant, she noticed that she didn't have the purse and drove to Flagler to make sure the purse was not at her residence. She then drove back to Riptides to report it missing. The purse contained the victim's wallet and iPhone 6.
- 3/21/2015
  - Narcotics Arrest, 901 South Beach Street (Riviera Park). Two suspects were arrested for possession of marijuana and paraphernalia.
  - Narcotics Arrest, 38 East Granada Boulevard. The suspect was stopped for a traffic violation driving a motorcycle. During the course of the traffic stop, he was attempting to hide several pills in his pants and would not comply with officer's commands to keep his hands in plain view. He was arrested for possession of Xanax and resisting arrest.
  - Stolen Vehicle Arrest, Fleming Avenue/South Center Street. Report of a vehicle that crashed into a tree on Fleming Avenue. The passenger was found on the ground next to the passenger door and witnesses said the driver fled from the scene on foot. A perimeter was set up and VCSO K-9 responded to the scene. The vehicle was reported stolen out of Ponce Inlet. After a search of the area was conducted, the driver was located in a back yard at 19 Arrowhead Circle and arrested.
- 3/22/2015
  - Burglary-Residence, 344 Collins Street. Suspect(s) entered the garage through the unlocked side door and removed two dirt bikes.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). The suspect was detained by Loss Prevention for taking a phone and arrested for retail theft.
  - Burglary-Residence, 87 Grove Street. The victim arrived home to find the door frame of the rear door damaged. The neighbor advised that he saw a male in a red truck in front of the residence earlier in the day. A screw driver was located at the rear of the residence by the door.
- 3/23/2015
  - Carbreak, 250 Tropical Lane. Unlocked vehicle entered and a GPS and cell phone stolen.
  - Stolen Vehicle Recovery, 1513 San Marco Drive. A stolen vehicle was tracked via GPS to the San Marco apartment complex. The vehicle was locked and unoccupied. The vehicle was stolen out of Daytona Beach on this date. Vehicle was recovered and towed from the scene.
  - DUI Arrest, 500 block Pineland Trail. Driver was arrested after a DUI investigation.
  - Narcotics Arrest, 300 block South Halifax Drive. An officer stopped a vehicle for an equipment violation at which time he noticed an odor of burning marijuana coming from the interior of the vehicle. The driver was arrested after search yielded two glass pipes with cannabis residue. A white powdered substance (suspected narcotic) also located was collected for processing/testing.
  - Narcotics Arrest, North Halifax Drive/East Granada Boulevard, suspect was arrested for possession narcotics paraphernalia following a traffic stop.
  - Robbery, Vining Court/Coquina Court, a transient living out of a car with her husband, states that she was sitting in their parked car when an unknown male suspect approached her and robbed her of her purse. She stated that she chased the suspect around the block. Officers located the victim's purse inside of her car. The victim could not explain how her purse stolen

- during an alleged robbery had ended up back in her car. When the victim's husband returned to the car, he was arrested for an injunction violation out of California and was transported to the Volusia County Branch Jail without incident.
- 3/24/2015
    - Battery-Domestic Violence Arrest. Suspect was placed under arrest after he went to his sister's home and attempted to kick in the door after a verbal dispute. The victim was struck by the door and injured.
    - Loitering or Prowling Arrest, 87 Grove Street. Resident called in reference to an acquaintance sneaking around his property. He is a suspect in a burglary to this residence earlier this week.
    - Warrant Arrest, 14 Byron Ellinor Drive #B, suspect was arrested on a Citrus County Writ and transported to the branch jail.
    - Narcotics Arrest, 600 Block South Nova Road, traffic stop turned into a narcotics investigation and two female suspects arrested for possession of a controlled substance.
  - 3/25/2015
    - Battery – Domestic Violence Arrest, 8 Waterfront Court. Suspect was involved in a physical fight with another male at his home.
    - Carbreak, 3 Thomas Street. The victim advised that an unknown subject entered his unlocked vehicle and removed several items to include a Samsung tablet, Grey Garmin GPS, and several electronic tools.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 58
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 82
  - Number of Written Warnings Issued: 2
  - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 12
  - Number of Crashes with Injuries: 3
  - Number of Crashes with Serious Bodily Injuries: 0
  - Number of Crashes with Fatal Injuries: 0
  - Crash Investigation General Information:
    - Traffic Homicide Investigation from last week completed and turned in for review.
- Traffic Complaints Received:
  - Speeding Complaint: Speeding in the daytime on Warwick near North Ridgewood Avenue. Assigned the traffic unit to work extra patrol at this location.
- 1. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Public Schools in the City
  - Reason for this STEP: School Zone
  - Number of times worked: 2; Total Hours Spent: 0.55
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: Spring Break for the last part of this period
- 2. 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: 0.75
  - Citations Issued: 2; Written Warnings Issued: 0
  - Comments: None

- 3. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 900-Block John Anderson Drive
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 2;      Total Hours Spent: 1.5
  - Citations Issued: 4;      Written Warnings Issued: 0
  - Comments: None
  
- 4. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 400 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
  
- 5. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 300-Block North Orchard Street
  - 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
  
- 6. Strategic Traffic Enforcement Program (STP) Information:
  - Location: North Ridgewood Avenue / Warwick Avenue
  - Reason for this STEP: Speeding Complaint
  - Number of times worked: 2;      Total Hours Spent: 0.75
  - Citations Issued: 1;      Written Warnings Issued: 0
  - Comments: None
  
- 7. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 300-Block Clyde Morris Boulevard
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1;      Total Hours Spent: 3
  - Citations Issued: 19;      Written Warnings Issued: 0
  - Comments: None
  
- 8. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 800-Block Arroyo Parkway
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1;      Total Hours Spent: 1
  - Citations Issued: 1;      Written Warnings Issued: 0
  - Comments: None
  
- General Comments:
  - Training plan completed for the week(s) trainees coming into the Traffic Unit.

#### Neighborhood Improvement

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 13 Cases initiated
- Zone 3: 8 Cases initiated
- Zone 4: 3 Cases initiated
- 22 signs have either been removed or sign cases created.
- 10 tree removal permit requests.

- Administrative staff assisted with three (3) walk-ins and seventy-five (75) telephonic inquiries.

## **Public Works**

- Engineering

- Project Summary

- Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – A preconstruction meeting was held March 18; the contractor has started with the traffic signal at the intersection of Granada Blvd. and Ridgewood Avenue.
    - OBSC Wayfinding Signs – All 12 new signs are installed.
    - Nova Community Park Skate Park Expansion – The permanent fence is being installed, final punchlist items are being addressed. As-builts are expected to be complete this week, with all remaining inspections anticipated next week.
    - Nova Community Park Paving Improvements - The Phase 2 area of the project has been excavated and crushed concrete road base is being installed and graded for asphalt pavement.
    - Downtown Streetscape Planting (Orchard to A1A) – The contractor is working to remove existing plant material in conflict with the proposed plantings between US1 and Beach Street.
    - Riverside Drive Drainage Improvements - Construction commenced on March 16 beginning with the work south of Willis Drive and the continuing to the work north of Willis Drive. Full project completion is expected to take no longer than 5–6 weeks.
    - South Peninsula Reclaimed Water Extension – The contractor has submitted shop drawings for review.
    - A1A North Peninsula Forcemain Extension – Approximately 1,500 feet of sanitary sewer forcemain has been installed and is progressing under this Volusia County project, which will eventually connect to the City's sewer system near Spanish Waters.
    - Sports Complex Restrooms Utilities Extension - The watermain and sanitary sewer service has been extended to the future bathroom building location.
    - Laurel Oaks Stormdrain Extension - Held pre-construction conference. Work is tentatively scheduled to begin April 6.
    - I-95 & SR40 Slope Irrigation – The project is 95% complete.
    - OBSC ADA Parking and Sidewalks (CDBG) – The contracts are being executed and staff will schedule the pre-construction meeting.

- Design Projects:

- City Welcome Sign – ZCA and staff is currently in the process of finalizing construction plans to submit to the FDOT for Community Aesthetic Features (CAF) review and approval.
    - Nova Community Park Trail – Staff is finalizing the drawings and preparing the bid documents.
    - Fleming Avenue Drainage – A survey was completed of the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming Avenue. Upon review, excessive siltation has occurred within the ditch and in several locations trees had fallen across the ditch. Temporary drainage maintenance easements are being reviewed by Legal which once finalized will be sent to the property owners indicating that maintenance of the ditch will be performed by the City should they grant the City the temporary easement. If not, they will be directed to clean the ditch in accordance with City Ordinance requirements. Staff has received notice from legal counsel for two of the three property owners indicating their objection to the ordinance requirements. Zev Cohen was authorized to perform a drainage study of the area to analyze the system and see if any improvements can be made to minimize flooding frequency to Fleming Avenue.
    - Water and Wastewater Master Plan Update – A Final Draft was presented to the Public Works Advisory Board on February 26<sup>th</sup>, and will be presented at a City Commission workshop on April 7<sup>th</sup>.
    - North US1 Landscaping (Airport Road to I95) – Staff has submitted plans for FDOT review.

- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and requesting installation proposals for the proposed shelter.
- Downtown Stormwater – Permit applications have been submitted to the City for execution, the consultant is putting final touches on construction plans.
- Ph II 2-Inch Water Main Replacement - Mainland - Bids were received March 11 and are being reviewed by staff.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Bid opening was held on March 5. Bids are under review, the apparent low bidder is General Underground, LLC.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The consultant has submitted their Letter of Recommendation to award the construction contract to the low bidder, Young's Communication.
- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted to FAA for review.
- Environmental Learning Center – The consultant has submitted 85% plans for review and meetings were held with the Construction Management firm who is preparing costs for construction. A presentation was made to the Women's Garden Club and the possibility exists that funds may be donated for expansion of the facility.
- FPL North Substation Drainage Culvert Replacement - Prepared a proposed culvert replacement design for the Laurel Creek crossing on FPL's property, which is currently under sized. The proposed design will replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL for their review. FPL is seeking funding for the culvert replacement.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Bids are being reviewed by staff. Prepared pricing matrix of the nine bidders and fourteen alternate bid items to determine lowest cost combination.
- 2015 Roadway Resurfacing - Project has been advertised for bidding. The project also includes the proposed sidewalk construction along Bermuda Estates Drive from West Granada Blvd to the Bermuda Estates development entrance.
- Water Treatment Plant Lime Silo Dust Arrestor – The proposal for design services was approved by the City Commission at the March 3 meeting.
- Water Treatment Plant Controls and Pump Upgrade – A proposal for design services has been submitted by the City's consultant. The City is negotiating the terms of this proposal and will schedule the project for Commission approval at a forthcoming meeting.
- Granada Bridge Lighting Feasibility Report – The final draft report was presented to the Main Street Executive Board and a recommendation will be discussed among the members at their next full Board Meeting.
- FEMA Phase 2 Central Park Flood Mitigation Project – Staff has submitted the Phase 2 HMGP grant to FEMA and will await their review comments.
- WWTP Sludge Thickener Improvements – The work authorization is scheduled for City Commission approval on April 7<sup>th</sup>.
- Fiber Optic Network Expansion - Phase 3 – A kickoff meeting was held on March 11 to begin final design and construction of Phase 3.

#### 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.
- CIP 5-year Outlay - Prepared cost estimate for widening the one way access road located behind ball field 3 at Nova Community Park to two lanes for two way access.
- FPL - Work continues setting new poles along Seminole Avenue between A1A and South Halifax Drive and along Tomoka Avenue between US1 and South Beach Street.

- Attended on-site meeting with billboard company to discuss the North US1 Median Landscaping project.
- Began creating the sketch and legal descriptions for the right-of-way acquisitions on lots 8 and 23 of the Airport Business Park Ph 1 per Economic Development Department request.
- Completed Tree-in-the-Right-of-Way locate at 350 South Center Street per Streets Division request.
- Created multiple exhibit drawings of the Ormond Tennis Center showing parcels for possible sale and appraisal.
- Continued creating multiple conceptual drawings for a proposed recreational complex area adjacent to Pathways Elementary school.
- Continued modification of the North US1 Median Landscaping plans per project manager's comments.
- Performed the bi-monthly monitoring of the gas monitoring and ground water monitoring wells at the Nova Landfill.
- Environment Management
  - Street Maintenance
    - Asphalt / Concrete
      - Removed concrete box for Water Department and backfilled on Hidden Hills
      - Stress cut on sidewalk on Ann Rustin
      - Cleaned basins on beachside
      - Removed & replaced broken sidewalk at N. Orchard and Lincoln
      - Pulled forms and backfilled on N. Orchard
      - Installed car stops at the Performing Arts Center
      - Repaired driveway with concrete for Water Department on Fox Hollow
    - 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 traffic lights at US1 & Division, at Granada and Orchard, at Division & Nova and at Nova & SR40
      - Saw maintenance at the Public Works Shop
      - Trimmed trees on Pinion Cir., and on Spring Meadows
      - Removed trees from at Collins & Hand, on Reynolds Ave., and on Cameo Cir.
    - 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
      - Adjusted Streetscape banners on the Granada Bridge
      - Picked up litter at bus stops on US1 north from a spill, at Orchard & Wilmette, and at DOT areas on US1 and A1A
      - Cleaned & trimmed sidewalks on S. A1A, west side, at Olive Garden & the Black Sheep
      - Trimmed trees at Thompson Creek, at Valencia Ave., and at various ROW (Right-of-Way) locations on Nova Rd.
      - Fixed low areas with recycled concrete at Sanchez Park



- Assisted Building Maintenance with light pole repair at SR40 Bridge and on Nova

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop, speed limit, and "No Parking" signs and 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
- Police Department, relocated the laser area
- Replaced stop signs at corner of Cedar & River Beach, corner of Yonge & Melrose, and corner of Bayberry & Rockefeller,

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds
- Melrose & Andrews – used Gradall for the Water Department to remove stump and concrete curbing

Vactor

- Various Citywide Locations – inspected inlets and cleaned

Mowing

- Reachout – various FDOT ponds on SR40
- Slope Mower – various FDOT ponds

Street Sweeping/Streetsweeper

- 187.0 miles of road cleaned (5 days)
- 102.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

26,197

PM Services completed for the week:

Emergency—Vehicles and Equipment

15

Non-Emergency Vehicles and Equipment

11

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 11,245 gallons of unleaded and 3,037 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,409 gallons of unleaded and 913 gallons of diesel.
- Fleet completed 46 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 City Commission awarded bid to Backflow Prevention and Fire Services on 3-17-15. Coordinated pertinent documentation activities with Finance Dept. for eventual customer billing concerns.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is recommended for longevity purposes. A work authorization is being prepared for Quentin L. Hampton & Associates to perform design services.
- Division Avenue Well Field Raw Water Piping – An agenda item recommending contract award to the low bidder is scheduled for City Commission consideration at the April 7, 2015 meeting.
- Fire Hydrant Replacement Program – Preparing bid documents.
- Lift Station 8M1 – Received a site survey of the lift station. Performed additional research concerning the location of the easement.
- 2891 John Anderson Drive – Application for Volusia County Use permit was submitted for approval.
- 35 Kathy Drive – Application for Volusia County Use permit was received.
- 718 Riverside Drive – Volusia County Use Permit invoice was received.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 was installed and started up on 3-10-15. Warranty discussions regarding hypochlorite storage tanks – Discussed tank filling procedures with the vendor. Bids for the influent pump station wet well cleaning and debris removal activity will be included with the wastewater sludge thickener upgrades project.
- Pressure Main Cleaning Services – Updated insurance was received. An initial purchase order for \$25,000 is being processed.
- Rima Wells Auxiliary Power Generator – desired operational features for SCADA was requested from the design engineer.
- Storage Tank Repairs and Maintenance – A tank inspection was performed by the structural engineer.
- Saddler's Run Lift Station Rehabilitation – An award recommendation to responsive low bidder is prepared for CC consideration on 4-21-15.
- Sanitary Sewer Pipeline Repair – Award recommendation is being prepared by Engineering to be included with drainage system repairs.
- Utility Master Plan – Executive Summary and Final Water and Wastewater Master Plan edits are being performed for preparation of upcoming workshop with City Commission. Future budgetary considerations for funding necessary projects will be discussed.
- Wastewater Sludge Thickener Upgrades (CIP) – Alternate Aquaturbo assembly configurations are being considered for project efficiencies.
- Water Plant Aerator Housing Rehabilitation (CIP) – A design-build project proposal from the design engineer was received for scope review. Engineer is working with a structural engineer to develop a cost proposal was requested for preparing bid plans and specifications.
- Wells 18SR – Casing appears to be damaged and repair may not be feasible.
- Well 20SR – As-built drawings were received from the Engineering Division so an evaluation can be performed to determine the best method to proceed with the broken concrete vault top.
- SPRC – Ameritech Die and Mold - Preconstruction meeting was held. CVS – Reviewed plans. Deer Creek – The punch list for water distribution items is being addressed. Entry Wall Modification – Moss Point – Reviewed plans. Huntington Villas – Reviewed plans. Kingston Shores – Reviewed plans. Ormond Beach Sports Complex – Reviewed plans. River Oaks – Operation and Maintenance manuals were requested from the contractor. Phase 2 record drawings are being reviewed. Window World – Met with developer to discuss site configuration and wastewater pump station location. YMCA Parking Lot Expansion - Reviewed plans.
- 2008 Lift Station Improvement Project – A practice deposition is scheduled on 4-6-15 for addressing contractor claim.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
  - Delivered 39.188 million gallons for the week ending March 22, 2015 (5.598 MGD)
  - Backwashed 11 filters for a total of 522,000 gallons backwash water.
  - Produced and hauled 67.5 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 29.75 Million Gallons.
  - Produced 22.74 Million Gallons of Reuse.
  - Produced 7.01 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.25 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 90.92 (14%-18% Solids).
  
- Water Distribution
  - Exchanged 11 water meters per Finance Department work orders.
  - Responded to or repaired 5 water service leaks.
  - Installed 1 new residential customer water service and meter.
  - Assisted 7 customers with misc. concerns.
  - Replaced 7 water meter boxes.
  - Replaced 5 water services due to aged piping.
  - Responded to 4 water pressure and/or water quality concerns.
  - Pressure tested 3 city owned backflow prevention devices serving city irrigation systems. Repaired 1 city owned backflow prevention device.
  - Completed maintenance activities on 12 fire hydrants as part of the fire hydrant maintenance program.
  - Located and exercised 20 water distribution system main line valves.
  - Performed flushing activities in the Indian Springs, Il Villagio, SR40, Hunters Ridge, Airport Rd, Ashford Lakes, Briargate and Deer Creek subdivisions.
  - Performed demolition and removal of broken Well SR20 vault lid. Fill and compacted vault and raised well casing for future use or grout.
  - Installed a 250 ft water service on Hammock Lane to serve the new Community Gardens Project.
  - 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 8 trouble calls Breakaway/Hunters Ridge PEP System service area and 6 in town conventional collection system.
  - Began 8" sewer main repair @ Melrose Ave. & Andrews St.
  - Repaired 4" sewer lateral at Fox Hollow Dr., 88 North Saint Andrews Dr. and 188 Fairway Dr.
  - Televised 17, cleaned 2 and root control applied on 1 sewer laterals.
  - Cleaned 1,520 feet of sewer main in 4M system.
  - Installed new PEP System at 15 Fox Hunters Flat. (18 hrs) very wet.
  - Refill excavations for PEP System at 60 Black Hickory Way – awaiting customer relocation of conflicting buried LP gas tank prior to replacement of failing PEP tank system.
  - Hunters Ridge & Breakaway Trails area precipitation 3/19-23/15 @ 1.00".
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 8 psi.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 20/24psi. Foxhunters Flat (2 inch) 19/24 psi & Shadow Creek Blvd. (4 inch) 6/6 psi.

- Utilities Maintenance Division

- Wastewater Plant – Lift Stations

- Fermentation Submersible Mixer #8 – operators reported malfunction – found tripped at SCADA - moisture alarm – reset SCADA and restarted mixer – will monitor
- Final Effluent Tanks – begin repair of wash down system main feed line.
- 13M – high level - force main pressure high –both pumps fully operational – SCADA antenna not functioning – P.O. submitted for Bucket truck rental to make antenna repairs – found force main blockage – blockage cleared by WW Collections Crews – increase monitoring and visual inspections.
- 5M – begin installation of controller float bypass system by contractor – installed new Dwyer pressure transmitter for potable water.
- Ormond Business Park L.S. – pump #2 not functioning – starter coil wire loose – made repair – ok.
- SCADA/WIN911 monitor/response: Shadow Crossings – high starts – clean probe – ok; San Marco – no starts pump #2 – found blockage at volute – cleared ok; Hunters Ridge - high level – found wet well pumped down and no signs of recent high level – cables contacting probe for possible false signal – relocated cables/ probe – will monitor; Bear Creek – high level confirmed – found force main pressure high – bleed off pressure at Creekside LS – small amount of air – will monitor.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Quarterly PM's: Clarifiers clean Telescopic Valves;
- Lift Station PM's: 11 monthly and 2 annual performed.
- Plant wide oil & grease route.
- 42 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System

- Well 18SR – begin fabrication of blank plate to cover well.
- Lime slurry pump – installed new viewing window.
- West Lime Slaker - installed new shaft contacts.
- Granada booster station – replaced non-operational #1 pump with new shop stock – returned to service – ok.
- Lime Thickener - installed metering pump for polymer injection at the disc flow pump.
- Plant south meter vault – sump pump failed – pumped out vault – replaced pump – ok.
- Clari-cone #1 – installed hatch cover – replaced injection valve – ok.
- Splitter box – repaired leaking chlorine line – ok.
- Distribution panel DP2 – removed non functioning surge protection device – receiving quotes for replacement unit.
- PM's – all interconnects; all scrubbers.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation: As part of the WWTP permit renewal, the Utility is required to evaluate the Local Limits. 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.
- Industrial Pretreatment Program: Staff is issuing clarifications to the industrial pretreatment permit recently issued to a new facility. The changes will streamline the reporting process and limitations.
- Industry Pretreatment Annual Report: Staff received a response from the FDEP regarding the IPP annual report. Staff is drafting a response based on the data being reviewed.

- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Reuse Service Area Dual Check Valve Installation - Staff is preparing a letter for delivery to the North Peninsula Reuse Service Area informing the residents of the project beginning on their properties within the next month. The letter will also invite the residents to attend a meeting at Grace Lutheran Church on Ocean Shore Blvd on April 8, 2015 held by the Utility to field questions concerning the project.
  - Annual Water Quality or Consumer Confidence Report (CCR): Staff continues to compile information for development and preparation of the 2014 calendar year report. The report is made available to all potable water customers as required by the U.S. EPA to disclose pertinent water quality results.
  - Earth Day Event: Staff is organizing for 170 students from Tomoka Elementary to attend the City's Earth Day event at City Hall on April 23, 2015. The children will have a variety of activities to participate in as well as visiting the booths.

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

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for March 25, 2015, Budget Advisory Board Meeting
- Agenda packet preparation for April 1, 2015, Quality of Life Advisory Board Meeting
- Agenda packet preparation for April 7, 2015, City Commission Meeting

#### **Status of Department Projects**

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