

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 13, 2015

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- Agenda packet review
- General discussion meetings with Police Chief and Finance Director
- General budget discussion with Finance Director
- Conducted performance evaluations with senior staff

Spoke to, attended and/or met with:

- Individual meetings with commission members on gateway signage and ballfield maintenance
- Interviewed HR Director candidate
- Marilyn Crotty, VLC/John Scott Dailey Florida Institute of Government, community conversation/strategic planning
- James Moore representatives on the Comprehensive Annual Financial Report for 2014
- PACE Center for Girls board meeting
- Team Volusia Executive Committee meeting
- Lori Catron, Halifax Media Group, on United Way project
- Planning Board meeting
- Planning, NID and Legal staff on enforcement of codes in unincorporated area of US1

Community Development

Planning

- Staff met with the Brownfield Advisory Board to discuss the EPO Grant application submitted in December 2014 for \$400,000.
- The Planning Board conducted public hearings on the ISBA related zoning amendments; the Residential-Office-Retail zoning amendments; amendments to the Pool Screen Enclosure recommended by the Board of Adjustment; and the Bring-Your-Own-Bottle of wine amendment submitted by Masterpiece Mixers. All the amendments were recommended for approval by the Planning Board.
- The Planning Director was invited to participate in VCARD's Forum entitled, "Development Permitting...advances and opportunities" in Development Permitting at the Halifax Plantation Clubhouse. The subject discussed by the Planning Director was the City's recently approved Electronic Plan Review and Submittal software ProjectDox.
- A meeting with NID, Legal and City Administration was held to discuss City enforcement of City code provisions outside of the Land Development Code in the unincorporated area of US1 North. Now that the Land Use Plan amendments have been approved, the City officially has jurisdiction for land use, zoning, building and other non-development related codes.

Building Inspections, Permitting & Licensing

- 221 inspections performed.

- 10 business tax receipts issued.
- 107 permits issued with a valuation of \$1,750,691.00.00

Development Services

- The SPRC activities for this week included:
 1. Pineland subdivision restart
 2. Gold's gym parking expansion, 333 W Granada Boulevard.
 3. Kingston Shores sewer connection
 4. 407 Airport Road lot split

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 met with Tomoka Holdings, prepared conceptual site plans for a 10 acre parcel in the Commerce Park that will be used in marketing for recruitment of an industrial development project. Staff is contacting possible developers to review the site opportunities.
- Staff met with Tomoka Holdings to discuss 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 will contact the County officials regarding the support for the extension.

Airport Business Park

- Staff is working with a local business on the expansion of their business and building a new facility on Lot 2 in the Airport Business Park. A meeting to discuss financing options was held on December 17 and the prospective business will be pursuing these options.
- Staff is working with a local existing manufacturing firm to assist in their location of additional space to accommodate expansion plans.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers.

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

- Staff met with the Main Street Economic Restructuring Committee to discuss demographic and retail data to determine future business recruitment strategies.
- The City's GIS staff has prepared the inventory forms for the Main Street volunteers to undertake a project to update land use inventory of properties and uses, which will be conducted in the next week.
- Staff met with economic development practitioners 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 may be launched in April.

Prospective Business Attraction/Retention/Expansion

- The City Commission has approved the growth assistance agreement for SKYO Industries and the State of Florida is in the process of preparing a QTI contract for SKYO. The resolution consenting to the sale of 2 Sunshine Boulevard, approved by the City Commission, resulted in the closing of the property on January 28. The owners of SKYO Industries, the Anderson family, will be moving the SKYO headquarters to Ormond Beach in phases over the next 9 months.
- 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 the new owners and management company for the Trails Shopping Center, which is Sabal Financial out of Newport Beach, California. Sabal's representatives are preparing

proposals to make significant capital investment into the retail center over the next several years. Sabal is negotiating leases with several of the existing tenants.

Airport Operation and Development

- Staff worked with FDOT to finalize a Supplemental Joint Participation Agreement (SJPA) to fund replacement of the backup power generator at the air traffic control tower. The SJPA will be provided to the City next week, and will supplement FDOT funds already allocated for the ongoing air traffic control tower systems upgrade project.
- The first quarterly meeting of the Aviation Advisory Board was conducted on February 9th at 7:00 p.m. in the Human Resources Training Room.
- A non-mandatory pre-bid conference for the construction phase of the Taxiway "G" project was conducted on February 10th at 2:00 p.m. in the Human Resources Training Room. Ten representatives of current and potential bidders attended the conference, which included a site visit to the airport and the air traffic control tower.
- Staff compiled and provided zoning, land use and airport overlay zone data to Hoyle, Tanner and Associates for the purpose of updating regional setting and land use information for the airport.
- Staff completed work to revise the Air Traffic Control Tower Standard Operating Procedures document in response to new guidelines from the Federal Aviation Administration.
- Staff completed work to collect and compile responses to the Airport Tenant and User Survey

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of annual audit reports.
- Completed Projects - Weekly
 - Processed 53 Journal Entry Batches (#1798-1930).
 - Approved 16 Purchase Requisitions totaling \$186,629.31.
 - Issued 32 Purchase Orders totaling \$733,700.13.
 - Processed 4,240 cash receipts totaling \$586,686.34.
 - Prepared 138 Accounts Payable checks totaling \$133,600.92 and 32 Accounts Payable EFT payments totaling \$55,143.57.
 - Processed 1,803 utility bill payments through ACH totaling \$139,670.42.
 - Processed and issued 6,280 utility bills with billed consumption of water of 31,528k.
 - Issued 932 past due notices on utility accounts.
 - Auto-called 77 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - "Filomena's" Auditions
 - Youth Volleyball League
 - Valentine's Day Parents Night Out (2/14)
 - FAST Fly-in
 - Nova Community Park Paving
 - Legal Aid Clinic – Estate Planning (3/5)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended IPTM training on Highway Safety Grant Programs.

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

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 4
- Hazardous: 2
- EMS: 82
- Motor Vehicle Accidents: 5
- Public Assists: 33

TOTAL CALLS: 128

- Aid provided to other agencies: 9 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 37
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 63

Training Hours

- NFPA 1001: Firefighting 127
- NFPA 1002: Driver 15
- NFPA 1021: Officer 2
- NFPA 1500: Safety/Equipment 11
- NFPA 1620: Preplanning 15
- EMT/Paramedic 42
- TOTAL TRAINING HOURS: 212

Station Activities

- Updated 16 pre-fire plans
- Conducted 5 fire inspections

Significant Incidents

- 2/5/15, 12:18 PM: Sandpoint Cir. – Structure Fire – Upon arrival found smoke showing – fire located in closet – space heater and computer plugged into extension cord which melted and caused fire – fire was confined to closet.
- 2/7/15, 5:16 PM: Bent Stream Way – Animal Rescue – Assisted Animal Control with a small dog trapped in a couch – dog's tail was wrapped around the couch gear system – firefighters used tools to disassemble the gear system – dog was taken to vet by owner.

Human Resources

Staffing Update

Staffing Requisitions

- Mechanic II (Fleet Department)
- Accreditation Manager (Police Department)
- Police Sergeant (Police Department)
- Police Officer (Police Department)
- Summer Camp Counselors (Leisure Services)

Approved/Active Recruitment

- Firefighter/EMT (Fire Dept.) was advertised 2-3-15 on the City web site and internally and will remain open until 3-28-15. All candidates apply and test via www.NationalTestingNetwork.com.

- Community Events Coordinator (Leisure Services) was advertised 2-2-15 on the City web site and internally and will remain open until 2-13-15.
- Maintenance Worker II (Public Works/Streets) was re-advertised 2-3-15 on the City web site and internally and will remain open until 2-17-15.
- Part Time Box Office Attendant at the Performing Arts Center (Leisure Services) was advertised 2-12-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader/Theater Technician at the Performing Arts Center (Leisure Services) was advertised 1-27-15 on the City web site and will remain open until filled.

Interviews Scheduled

- Office Assistant III (Leisure Services). Interviews scheduled for 2-11-15 and 2-13-15.
- Contract Manager for Buildings and Facilities Maintenance (Leisure Services). Interviews were held 1-9-15 and 1-16-15.
- Human Resources Director (Human Resources). Interviews were held 1-30-15.

Background/Reference Checks/Job Offers

- Part Time Recreation Leader at The Casements (Leisure Services). A candidate was selected and began pre-employment processing.
- Police Officer (Police Department). Three candidates were selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Police Sergeant (Police Department) effective 1-30-15
- Sludge Hauling Technician – Water Plant (Public Works) effective 1-31-15
- Mechanic II – Fleet Operations (Public Works) effective 2-9-15
- Maintenance Worker II – Athletic Fields Maintenance (Leisure Services) effective 2-10-15

City Events/Employee Relations Update

- HR staff members Quinn and Sandy will attend Volusia County HR meeting on 2-17-15.
- Nationwide 457 Deferred Compensation representative Ruth Marquez will be available to meet with employees on 2-19-15.
- ICMA 457 Deferred Compensation representative Dee Turner will be available to meet with employees on 2-23-15.
- One Blood - blood drive City Hall parking lot 3-2-15.

Risk Management Projects

- Completed subrogation requests for damage to City property.
- Mayor's Health & Fitness Challenge: activity planning meetings and activities.
- Reviewed Risk Management Ordinance with Legal.
- Attended Wellness Team meeting.
- Prepared/updated Chamber's Leadership Government Day material.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Selection Committee meeting scheduled.
 - Community Development – Electronic Plan Review – New large monitors being tested.
 - WindowsXP to Windows7 implementation – Continue upgrading the remaining systems at Public Works, and Leisure Services.
 - Fire Dept – Migrate/Upgrade to Enterprise version to be hosted by VCSO – First run at data conversion completed, Software installed on workstations for OBFD staff to test converted data on the Enterprise system hosted by VCSO over the Metro-E data connection.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 17 New work - 42 completed - 45 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	29,001	Inbound E-Mails Blocked	15,821
Delivered Inbound E-Mails	12,972	Quarantined Messages	208
Percentage Good Email	44.7%	Virus E-Mails Blocked	2,439

- Notable Events:
 - Noticeable rise in number of Virus emails being blocked by our outside service. Normal range is between 150 and 500, this week over 2,400 virus laden emails were blocked from entry to our system.
 - Installed a laptop computer in the Human Resources lobby area. The internet connected laptop will be available for applicants to use with the new online Job Application system being implemented by HR.
- Geographical Information Systems (GIS)
 - Addressing Additions: 30 Changes: 4 Corrections: 2
 - Map/Information Requests: 40
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 21,905 (97.3%) potable 21,306, Irrigation 590, Effluent 9
 - Notable Events: None.

Leisure Services

- Administration
 - City Manager's Meeting
 - Public Works Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Attended Funeral for Andy Romano
 - Workshop Discussions
- 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.
 - OBYBA Basketball continued games this week, Monday through Thursday at Nova Gym at 6, 7 and 8pm. Games were also played at the South Ormond Neighborhood Center on Monday, Wednesday and Friday at 6, 7 and 8pm.
 - The Lady Renegades Softball of the OBYBSA had their spring practices this week Monday through Friday at 6pm at the Sports Complex on the Softball Quad.
 - FLHS Softball has continued their spring practices at the Sports Complex on the Softball Quad Monday through Wednesday at 3 or 4pm. They also play games this Thursday and Friday night at 6pm.
 - SHS Baseball continued practices this week and also had two JV games on Wednesday and Thursday at the Wendelstedt Fields.
 - SHS Softball played host this week to games on Tuesday at 4:30 and 6:30.

- Coed softball practices for this upcoming spring season were held this week on Monday, Thursday and Friday.
- USSSA Baseball is holding one of their tournaments this weekend at both the Sports Complex Baseball Fields and all five fields at the Nova Community Park.
- 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
 - Continued mowing baseball fields, three times a week
 - Continued mowing soccer and softball fields, two times a week
 - Continued mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field and OBMS fields weekly
 - Daily clean up of Limitless Playground
 - Cleaned all sports parks of debris/trash from the events during the week
 - Getting ready for recreational soccer; will be changing some field layouts.
 - Softball and baseball tryouts start this weekend at the Softball Quads.
 - Working on baseball field repairs, all four fields.
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm.
 - Chinmaya Church was on Sunday from 10:00am to 2:00pm.
- 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 and CMT held regular classes.
 - Wednesday: Show Club held on stage rehearsal and regular classes. CMT held regular classes.
 - Thursday: Show Club held on stage rehearsal and regular classes. CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Off Kilter, Orlando Firefighters Pipes and Drums, Saturday 7:00pm to 9:30pm
 - Lorri Gill and The Notebenders, Sunday 2:00pm to 4:00pm
- South Ormond Neighborhood Center
 - Splash Pad closed for the season through March 14
 - Open park and playground sunrise to 11pm daily
 - Fitness room open Center hours
 - Open gym Center hours
 - Youth basketball games Monday, Wednesday and Friday
 - Activity room rental Saturday/Sunday
 - Jazzercise Monday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Updated sponsor letters and prepared for mail out for 2015 Art in the Park show - researching potential new sponsors to solicit
 - Printed and distributed AITP "call for artist" flyers (on-going)
 - Assisting with recruiting participants for Memorial Day Remembrance Service
 - Tracking participants for upcoming kids' fishing tournament
 - Prepared second round of advertising for the fishing tournament
 - Printed and distributed promotional flyers for the fishing tournament (on-going)
 - Reviewed July 4th task sheet with staff; preparing bid processes
 - Assisted in four interviews with Casements Coordinator
 - Various/ongoing inspections of landscape/maintenance work sites
 - Various site visits with landscape contractor

- Gymnastics
 - The February Gymnastics classes are in session.
 - Adult Beginner Gymnastics started February 2 as part of the Mayor's Fitness Challenge.
 - Continuing to promote the program via social media and face-to-face interaction with the community.
 - Valentine's Parent's Night Out this Saturday, February 14th.
 - Working with team girls getting ready for competition in Gainesville on February 20-22.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted daily
 - Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise met at various times throughout the week.
 - Ms. Debby's Dance and Acting classes continued with various classes throughout the week.
 - Explore the Arts, a program for children with special needs, met on Wednesday from 3:30-4:30pm.
 - The Boys' Basketball Youth League continued this week Monday through Thursday.
 - Challenger Sports of All Sorts met on Tuesday, this week the group played basketball.
 - The SPARC Valentine Dance will be held in the Nova Community Gym from 6-8pm this evening.

- The Casements
 - Classes met this week including Pilates and Yoga Monday through Friday.
 - Tours were given this week from 10am to 3:30pm Monday through Friday and on Saturday from 10am to noon.
 - A wedding was held in Bailey Riverbridge on Saturday afternoon.
 - A wedding was held in Rockefeller Gardens, followed by a reception in The Casements on Saturday evening.
 - Taste of Ormond was held in Rockefeller Gardens on Sunday.
 - The Wall Ministries met in Bailey Riverbridge on Sunday morning.
 - The Guild Board met in The Preservation Room on Monday morning.
 - The Casements Coordinator met with James Boettner to discuss the upcoming Native American Festival.
 - Staff worked to reorganize holiday décor storage by creating wider shelving in Carriage House with financial help from The Guild.
 - Coordinator met with two new instructors this week with hopes of adding new ongoing classes.
 - A wedding was held in Ormond Memorial Gardens on Friday afternoon.

Parks Maintenance

- Replaced broken soap dispenser at Sanchez Park

- Repaired playground border at Central Park I
- Repaired bench under Fortunato Pier
- Repaired men's room toilet at Cassen Park
- Removed graffiti from men's and women's restrooms at Ames Park
- Installed bronze memorial plaque at the Magic Forest playground
- Repaired pavers at the Birthplace of Speed Park
- Repaired deck board on pier at Ames Park
- Citywide safety inspections of parks and equipment
- Weekly inspections of park facilities for reservations
- Call Out = met with new janitorial company about access problems

- Building Maintenance
 - Weekly inspection of airfield runway, taxiways and directional signage
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Weekly inspection of DOT and facility lighting at various City locations
 - Performed preventative maintenance on 28 City owned A/C systems
 - Performed preventative maintenance service on 14 City owned gates
 - Cleaned ice machine at Streets and PAC
 - Assisted contractor with repair to pressure switch on air compressor at City Hall
 - Installed repaired truck assembly on flagpole at Senior Center
 - Repaired the air handler in Water Utilities Supervisor's Office at Public Works
 - Insulated A/C copper lines at OBTC
 - Ice machine repair at PAC - called contractor for replacement of bad part
 - Repaired emergency lights at the Tennis Center
 - Installed new water heater on the second floor at the Senior Center
 - Repaired chain link fence at Nova
 - Repaired lights at the Airport tower
 - Replaced fluorescent light bulbs at the Police Department
 - Repaired men's room toilet at Fleet
 - Repaired ladies room toilet at Cassen Park
 - Repaired lights at Nova
 - Repaired decorative light pole on Tomoka Avenue
 - Repaired chain link fence behind racquet ball court at Osceola Elementary
 - Met contractor for floor repair at Nova
 - Repaired step lights at City Hall
 - Repaired and replaced emergency lights at SONC
 - Raised bay lights for the new loft at Street Division
 - Repair work in men's room at Public Works, Central Park I and Softball Quad
 - Met the new cleaning service for walk through at Public Works
 - Met Chief Inspector for fire inspection walk through at SONC and Nova
 - Installed two fire extinguishers at SONC
 - Clean basement floor drains at The Casements
 - Replaced outside men's room toilet seat at Ames

Police Department

Administrative Services

- Captain Crimins continues his leadership training in the Command Officer Development Course in Sanford.
- Captain Godfrey and Officer James hosted an open house for the local Police Academy students in an effort to enhance our recruiting efforts.

- Command Staff attended an inaugural D.A.R.E. graduation at Temple Beth-El.
- Command Staff hosted the Citizen's Law Enforcement Advisory Board meeting.

Community Outreach

- The YDC members met on February 11th to drop off the final collection of blankets from the blanket drive.
- The R.E.A.D. (Reading, Exploration, Adventure and Discovery) program was held at Ormond Beach Elementary School last week. The third grade class has 12 youths and the fourth/fifth grade program also has 12 youths. Four students from the fifth grade attended the third grade class as mentors.
- Tutors R Us began February 9th. Twenty youths are registered for the program that is held in partnership with the Leisure Services Department. The program is offered at the South Ormond Neighborhood Center, Monday through Thursday from 3:00 – 6:00 p.m.
- Basketball practice was held on Thursday and Saturday for the OBPAL basketball teams. Tournaments are being reviewed and a schedule of tournaments is being completed. Applications for the tournaments are being collected.
- Finalized details for Police Appreciation lunch with Riverbend Church.
- Robbery Prevention Presentation at Gateway Bank.

Community Services & Animal Control

- Animal Calls: 32
- Animal Bites: 2
- Animal Reports: 3
- Animals to Halifax Humane: 2 Cats
- Animals Returned: 2
- Injured Wildlife: 1

Criminal Investigations

- Cases Assigned: 33
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 15
- Inactive: 12
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Carbreak: 5
- Grand Theft: 9
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 2
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 1
- Assaults: 2
- Police Information: 0
- Vandalism: 1
- Weapons Complaint: 0

Comments

- Detectives were able to link a suspect to two different carbreaks that occurred in the Trails Subdivision. Suspect was placed under arrest and confessed to being involved.

Records

- Walk - Ins / Window 105
- Phone Calls 101
- Arrest / NTA'S 22
- Citations Issued 53
- Citations Entered 160
- Reports Generated 139
- Reports Entered 127
- Mail / Faxes / Request 19

Patrol

- Total Calls 1,686
- Total Traffic Stops 172

Operations

Crime Opportunity Report Forms 161

- 2/05/2015
 - Traffic Arrest, Tomoka Avenue/Ramsey Terrace, a reckless driver abandoned his car on Ramsey Terrace. A suspect was located in the area, and probable cause was developed to place him under arrest for Driving While License Revoked/Habitual Traffic Offender.
- 2/06/2015
 - Carbreak, 333 Oak Drive. Time Lapse is sometime in the last three weeks. 380 caliber Kel –Tec handgun is missing from the vehicle.
 - Shoplifting - Notice to Appear, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by Loss Prevention.
 - Assault – Domestic Violence, 65 North St Andrews. Suspect was placed under arrest for Simple Assault against her mother.
 - Shoplifting – Notice to Appear, 1521 West Granada Boulevard (Wal-Mart). Suspect was issued a Notice to Appear and released.
 - Warrant Arrest, Lincoln Avenue/North Ridgewood Avenue. A stop was conducted on a bicyclist for no bike light. He was found to have an active Writ of Attachment (child support) with a purge amount of \$1,070.00.
- 2/07/2015
 - Shoplifting – Notice to Appear, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by Loss Prevention. He met criteria and a Notice to Appear was issued.
 - DUI Arrest, 448 South Yonge Street. Suspect was arrested for DUI.
 - Domestic Violence-Battery Arrest, 9000 Saint Georges Road #304A. Victim advised that her husband became physical with her during an argument and threw her on the bed.
 - DUI Arrest, Fleming Avenue/South Nova Road. Crash occurred at the intersection when the suspect who was headed northbound at South Nova Road, ran into the rear of another vehicle. He was placed under arrest for Driving under the Influence.
- 2/08/2015
 - Shoplifting – Notice to Appear, 1521 West Granada Boulevard (Walmart). Loss Prevention detained a cooperative suspect and later released with a Notice to Appear.
 - Burglary Business, 525 Parque Drive. Unknown subjects entered the fenced compound of the business. Once inside they removed a hitch from a compartment in an enclosed trailer.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by Loss Prevention and later arrested by officers
 - Battery – Domestic Violence Arrest, 253 South Washington Place. Suspect was arrested for Domestic Battery after she punched he boyfriend that she lives with.
 - Burglary-Residence, 200 Neptune Avenue. Two suspects entered the home by an unlocked rear door.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by Loss Prevention stealing several clothing items and placing them in her purse.

- Stolen Vehicle Arrest, 133 South Halifax Drive. Victim reported that two known suspects stole his 2000 Mercedes on this date and took the vehicle to buy drugs.
- 2/09/2015
 - Grand Theft Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for felony shoplifting and resisting arrest after he fled from Wal-Mart staff and our officers.
 - Grand Theft, 955 South Nova Road (lots #28, #29, #15, #18, #38). Felony amounts of metal stolen off vacant trailers.
 - Burglary-Business, 873 Hull Road #23. Two subjects entered the complex and burglarized two work trailers (captured on video).
 - Traffic Arrest, Hand Avenue/South Nova Road, after a traffic stop for dark tinted windows, suspect was arrested for Driving While License Suspended or Revoked after being classified as a habitual traffic violator.
- 2/10/2015
 - Warrant Arrest, Harvard Drive/Riverside Drive, suspect was arrested on a Volusia County warrant for Violation of Probation.
 - Burglary-Business, 333 South Yonge Street #3, the suspect had broken into the business and was in the process of stacking up the stolen property outside of the business. Unbeknownst to him, the owner's son was inside the business sleeping. The owner's son armed himself with a rifle and chased after the burglar finally catching him on Andalusia Avenue and holding him at gunpoint until the police arrived to investigate.
 - Warrant Arrest, Tomoka Plaza, suspect was arrested on a Volusia County warrant for theft.
- 2/11/2015
 - Stolen Vehicle, 495 Wild Olive Avenue. Victim had a "friend" over. He fell asleep and woke this morning and his vehicle is gone.
 - Dealing in Stolen Property Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for Fraudulent Return. He was also using receipts from other stores and online purchase receipts to further his attempts to return stolen property.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 13
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 10
 - Number of Written Warnings Issued: 5
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 0
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
- Traffic Complaints Received:
 - Illegal parking: 74 North Capri Drive - Assigned out as Extra Patrol.
- 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: 0.25
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: Assisted with traffic congestion at the middle school due to the FPL road closure on North Beach Street.

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 300-Block North Ridgewood Avenue
 - Reason for this STEP: RADAR
 - Number of times worked: 1; Total Hours Spent: 0.07
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-Block John Anderson Drive
 - Reason for this STEP: RADAR
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: 1 stop

- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 400-Block Clyde Morris Boulevard
 - Reason for this STEP: RADAR
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: 1 stop

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 13 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Cases initiated
- 17 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and fifty-eight (58) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- John Anderson Drive –The contractor has completed work. Contract closeout is underway.
- Traffic Signal Maintenance (Mast Arm Painting) – FDOT will not permit lane closures during the upcoming special events (Race Week and Bike Week). A start date is now established for the intersection of Nova Road and Wilmette Blvd/Main Trail for March 16, with a kick off meeting set for the week of March 9.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – FDOT is finalizing closeout of the project with the contractor.
- OBSC Wayfinding Signs – The signs are currently being fabricated and are scheduled for installation later this month.
- Nova Community Park Skate Park Expansion – Storm drainage construction is continuing, the Street Plaza Area (west side) is complete. Grading and shaping of the final area (east side – bowl) is occurring this week and next week. Interior work continues on the pro-shop building.
- Nova Community Park Paving Improvements - The Phase 1 section of the project is underway with site grading activities to prepare the parking area and road section for asphalt.
- Sports Complex Restrooms - The survey layout of the watermain extension, beginning off of Hull Road is underway. Construction is anticipated to begin late February.
- Downtown Streetscape Planting (Orchard to A1A) – Contracts are fully executed and the project is scheduled to begin in March.

- Riverside Drive Drainage Improvements – Contracts have been sent to the contractor for execution. Shop drawings are being prepared and submitted to the Engineer of Record.
- South Peninsula Reclaimed Water Extension – Contracts have been sent to the contractor for execution.

Design Projects:

- City Welcome Sign – Staff is finalizing drawings and cost estimates for final 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 drainage 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 will be presented to the Public Works Advisory Board on February 26th before presenting it to the City Commission at a workshop on April 7th.
- 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.
- OBSC ADA Parking and Sidewalks (CDBG) - The bid was advertised on January 11th.
- Downtown Stormwater – Staff is continuing to work with the Engineer to complete project design for submittal to St. Johns River Water Management District. Easements have been sent to the property owner of 65 New Britain Avenue and City Attorney for review & execution.
- Ph II 2-Inch Watermain Replacement - Mainland – Project has been advertised for competitive bidding with bid opening scheduled for March 11. A Pre-Bid conference has been scheduled for February 25.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The project was advertised for bid on January 25. Volusia County Health Department has issued a permit for construction. A pre-bid meeting was held on February 12.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The project was advertised for bid on January 25. Volusia County Health Department has issued a permit for construction. A pre-bid meeting was held on February 11.
- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted for FAA compliance review.
- Environmental Learning Center – a pre-submittal meeting was held with SJRWMD to discuss the permitting aspects and the consultant should be submitting for the permit in a couple of weeks. The construction manager is compiling some rough costs to confirm we remain within budget. The second volunteer meeting was held to further refine programs for the facility when it opens.
- Laurel Oaks Stormdrain Extension - Bid award is scheduled for the City Commission meeting on February 17.
- 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 - Project has been advertised for competitive bidding. Bid opening is scheduled for March 12.
- 2015 Roadway Resurfacing - Project has been prepared for bidding and will be presented to Commission for disposition on March 3. 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 Limo Silo Dust Arrestor – A design proposal is scheduled for City Commission approval at the March 3 meeting.
- Water Treatment Plant Controls and Pump Upgrade – City Staff met with the engineering consultant. A proposal for design services is anticipated for Commission review at the March 17 meeting.
- Granada Bridge Lighting Feasibility Report – an initial draft report was submitted that identified four lighting options and this will be presented to the Mainstreet Board on Monday February 16th. Upon their approval the Engineer will proceed with further development of the options and preparation of the final draft for presentation to the City Commission.
- WWTP Sludge Thickener Improvements – Discussed scope of work with consultant. Consultant is preparing a proposal.

Department Activities

Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS and old engineering drawings (on-going).
 - Reviewed SWMP submittal (537 North Beach Street) for residential construction (on-going)
 - Nova Road Landfill Closure - Reviewed semiannual ground water monitoring report, prepared for and submitted to the FDEP.
 - A1A North Peninsula Forcemain Extension - The County is constructing a forcemain extension along A1A to serve various customers on the north peninsula. The project limits will be from Ocean Grove Drive to Spanish Waters Drive. Pipe has been delivered for directional boring of the forcemain.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for FPL pole replacement/additions for several streets along the US1 corridor.
 - Located requested drawings from the OBSC Perimeter Road and created PDF copies to be sent to consultant (HTA) per request.
 - On-site visits to 1 Broadwater and 4 Waterfront to verify dock permit modifications with contractor.
 - Completed elevation survey of wetlands and drainage control ditches at OBSC perimeter road to determine berm location.
 - Completed stakeout of the survey control point locations at the Nova Community Park for the proposed paving project as requested by contractor's surveyor (Sliger).
 - Researched old plans set and located and created PDF As-Builts of pump station #26 as requested by Utilities Division.
 - Began the creating the sketch and legal description for the Microflex property per Planning Department request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured a concrete sidewalk on US1 at Howard's Restaurant
 - Dug out and asphalted across the road for Stormwater on Knollwood Estates Dr.
 - Asphalted the perimeter of the Public Works Complex
 - Moved shed at the Public Works Complex

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 trees on W. Lindenwood Cir., on Scottsdale Dr., on corner of Andrews & Greenwood, at Trina & Fleming, on Brookwood Dr. and on Brookside Cir.
- Removed stumps on Sandpiper Cir., 300 block of Center St., Cuadro Pl., Old Kings Rd., and Trina St.
- Removed trees on Tanglewood Ave.

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
- Trimmed various DOT hot spot locations on SR40, on Nova Rd., on US1 and on A1A
- Built up low areas with dirt at Sanchez Park
- Brought tools in and filled new loft at the Streets Division shop in the Public Works Complex
- Repaired road on Airport Rd.
- Repaired loose banner of Granada Bridge

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 signs where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs
- Railroad St., installed outflow delineator
- Beach St., straightened stop sign post and anchor
- Sign Shop, worked with IT Dept. on changing computer & transferring programs
- Various Locations, installed (4) reclaimed water signs
- Building Maintenance, fabricated (2) signs
- South Ormond Neighborhood Center, installed (2) stop signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Bennett Ln. – repaired gate valve

Vactor

- S. Beach St. – cleaned lines
- A1A and at Andy Romano Park – system inspection
- Zones 1 & 3 – inspected and cleaned basins

Mowing

- Reachout Mower – on US1

Street Sweeping/Streetsweeper

- 0.0 miles of road cleaned (In shop for repairs)

- 0.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
27,627

PM Services completed for the week:

Emergency—Vehicles and Equipment
5

Non-Emergency Vehicles and Equipment
11

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 14,042 gallons of unleaded and 9346 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,551 gallons of unleaded and 850 gallons of diesel.
- Fleet completed 40 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 – Bid award action is pending additional consideration.
- 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 – Addendum 1 was prepared. Field investigation made to confirm wetland lines around Well 9D. Wetland lines in that area should not affect construction.
- Lift Station 8M1 – Work authorization request for design services to McKim & Creed is prepared for the February 17 City Commission agenda.
- 17 Briggs Drive – Volusia County Use Permit is pending.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project - Pump Assembly #3 motor was evaluated by TAW shop for suspected bearing wear – A requisition was prepared for the motor repair. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. A quotation to clean the influent pump station is pending from Polston Process.
- Pressure Main Cleaning Services – An agenda item was prepared for City Commission consideration on February 17 recommending award to lowest most responsive bidder. Executed contracts received from vendor.
- Rima Wells Auxiliary Power Generator – Additional design services are being performed.
- Saddler's Run Lift Station Rehabilitation – Responding to bidder questions.
- Sanitary Sewer Pipeline Repair – The project is advertised for bids.
- Storage Tank Repairs and Maintenance – A revised schedule was requested from the design consultant.
- Wastewater Sludge Thickener Upgrades (CIP) – Reviewed information provided by the design engineer for a fixed, low speed bottom aerator mixer assembly in place of the blowers, piping and diffusers presently utilized in the sludge thickeners.
- Water Plant Aerator Housing Rehabilitation (CIP) – A design-build project delivery method is being considered. A design-build project was sent to the engineer for their use in preparing a proposal.
- Wells 18SR – Pump and riser piping is lodged inside casing prohibiting removal for pump replacement. Well Driller proposal forthcoming.

- 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 – Received plans for review. Deer Creek – The punch list for water distribution items is being addressed. Golds Gym Parking Expansion - Discussed conceptual layout for proposed parking. Kingston Shores – Met with the design engineer to discuss utility easement options for the site. Pineland – Met with engineer, contractor and developer to discuss the mechanism for proceeding with construction. Reclaimed water lines will be constructed within this subdivision as part of the project. River Oaks – Pressure monitoring of the Airport Road Force Main data is being evaluated to verify pump design characteristics. Shoppes on Granada – Reviewed proposed fire line relocation request. YMCA Parking Lot Expansion - Received revised plans for review.
- 2008 Lift Station Improvement Program – Copied documents to satisfy a request from the litigant's attorney for project information.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 35.412 million gallons for the week ending Feb. 8, 2015 (5.059 MGD)
 - Backwashed 11 filters for a total of 522,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - We had one (1) Precautionary Boil Water notice this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.42 Million Gallons.
 - Produced 14.78 Million Gallons of Reuse.
 - Produced 16.64 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.49 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 89.14 (14%-18% Solids).
- Water Distribution
 - Exchanged 38 water meters per Finance Department work orders.
 - Installed 11 new water meters and services to residential properties.
 - Responded to or repaired 15 water service leaks.
 - Performed accuracy testing on 7 water meters due to billing disputes/low usage per Finance Dept. work orders. Scheduled 4 commercial water meters for testing.
 - Disconnected 1 water service due to building demolition request.
 - Assisted 5 customers with misc. concerns.
 - Replaced 5 water meter boxes.
 - Located 2 water meter boxes for the Finance Dept. to facilitate meter reading activities.
 - Replaced 1 water services due to low pressure.
 - Responded to 3 water pressure and/or water quality concerns.
 - Completed maintenance activities on 8 fire hydrants as part of the fire hydrant maintenance program.
 - Repaired a 2" GSP water main leak on Niagara Falls Dr.
 - Performed repairs and pressure testing on 2 City owned backflow preventers.
 - Located and exercised 28 water distribution system main line valves.
 - Repaired a leaking 8" pipe in the reuse meter vault at Tomoka Oaks CC.
 - Performed flushing activities on Santa Fe Ave, Calle Grande Ave, S. Nova Rd, Sandy Oaks Blvd, and Willow Run and Mallards Reach subdivisions.
 - Complete excavation restoration on Cotton Seed Trail and S. Yonge Street due to excavations to repair water mains.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 95 regular and 2 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 2 trouble calls Breakaway/Hunters Ridge PEP System service area and 2 in Town.
 - Televised 26, cleaned 5 and root controlled 24 sewer laterals.
 - Cleaned 1,058 feet of sewer main in 8M1 system.
 - Televised 994 feet of sewer main in 8M1 system. TV truck to Cues for repair.
 - Repaired 4 inch sewer lateral service at 216 N. Halifax Dr.
 - Repaired 4¼ bend at 16 Foxcroft Run.
 - Replaced broken pep tanks at 13 Highwood Ridge Trail , 81 Foxcroft Run & 25 Laurel Ridge Break.
 - Repaired 3 inch reuse main at 6 Echo Woods Way.
 - 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) 28/12psi. Foxhunters Flat (2 inch) 22/9 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Influent Room – pump motor #3 – P.O. requested for motor repair.
 - R.A.S., Recycle, Influent, and Effluent Rooms – service sump pumps.
 - 4M – cleared brush & debris from around building.
 - 5P – River Oaks – generator test
 - 2P – replace generator receptacle
 - 4M – replaced #2 motor breaker at cabinet due to intermittent tripping – will monitor.
 - HOMAC, MacDonalds – high starts – cleaned probe
 - Airport Industrial Park – high hours on pump #2 – replaced impeller and wear ring
 - Influent Room – deragged pumps as needed.
 - SCADA/WIN911 monitor/response: 8P - high level – possible electrical problem at control cabinet causing false calls – will follow up with electrician for further testing and diagnosis;
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Quarterly PM's: Screw Pump #1, #2.
 - Annual PM's: Post Anoxic Submersible Mixer #1-1, #2-2.
 - Lift Station PM's: 13 monthly and 1 annual performed.
 - Plant wide oil & grease route.
 - 50 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Chlorine pump #1 - replaced non-functioning gear box.
- Reuse High Service pump #1 – completed installation of new check valve.
- West Ormond Reuse Storage Tank – replaced non-functioning level transmitter.
- Well 17D – replaced non-functioning motor starter.
- Centrifuge pump#1 – replaced unit with new stock.
- Bird Centrifuge – working with operations to increase performance.
- PM's – Granada Booster station.

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 collecting the data necessary to calculate the limits. Also establishing a sampling regiment to obtain background levels of analytes prescribed by the FDEP in the sewer collections system.
- Industrial Pretreatment Program: Staff is reviewing the application from an industry who is requesting an industrial pretreatment permit. The facility recently completed installation of a new

pretreatment system. The industry's request will allow for expansion of their operations and permit the facility to discharge larger pretreated quantities to the City's sewer collection system.

- Florida's Emergency Planning and Community Right-to-Know Act (EPCRA): Staff has begun evaluating the inventory of chemicals at City facilities in preparing the annual report for the Florida Division of Emergency Management. The report is also given to local fire departments in assisting in the response requirements should an emergency occur at a facility with chemical.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation - Rebuild Project: The contractor accomplished installation of 22 new and 11 rebuild kits for recent weekly period. Staff continues to field calls from the residents with project related inquiries.
 - Breakaway Trails Irrigation Report: Staff submitted the BAT irrigation report to the SJRWMD as required by the City's Consumptive Use Permit. The report highlights a large reduction in groundwater utilized for irrigation since completion of the Western OB Reuse Transmission Main Project.
 - Cross Connection Control Program: Staff is collaborating with the City's new backflow device data management contractor to implement their system. The contractor is scheduling a meeting with City staff and local backflow testers to assist in introducing their system.

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 February 13, 2015, Pension Boards Meeting
- Agenda packet preparation, creation and distribution for February 17, 2015, City Commission Meeting
- Agenda packet preparation, creation and distribution for February 17, 2015, City Commission Workshop (Ball Field Maintenance and Brainstorming Session)
- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attending meeting with legal department to review *Code of Ordinances*

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.