

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: May 29, 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:

- Reviewed agenda for commission meeting

Spoke to, attended and/or met with:

- Memorial Day Remembrance event
- FCCMA Annual Conference

### **Community Development**

#### **Planning**

- Staff worked on the goal statements resulting from the City Commission's Strategic Planning Session.
- The Planning Director interviewed the Building Division's Plans Examiner for the Chief Building Official.
- The City has been noticed that EPA will be announcing Brownfields Assessment and Cleanup grant selections this week. The City submitted a grant request in the amount of \$400,000 in December 2014.
- Main Street reviewed the proposed CIP and the only substantive comments made were about the street light replacements on East Granada. The Board suggested that their priority would be the town dock proposal submitted by Jerry Janaro. The proposal is to build 500 total feet of dock on the south side of the Granada Bridge in Cassen Park.
- Training has been completed by ProjectDox for Engineering and Planning. A soft launch is scheduled for June. A soft launch is the use of ProjectDox and the review of paper documents. Assuming no major process issues, a hard launch is scheduled for July.

#### **Building Inspections, Permitting & Licensing**

- 201 inspections performed.
- 6 business tax receipts issued.
- 78 permits issued with a valuation of \$918,573.00

**NOTE:** Private Provider inspection services conducted 65 inspections of the 201 inspections performed.

#### **Development Services**

- The SPRC activities for this week included:
  1. Window World at 1142 North US1
  2. Huntington Villa, utility review only- Flagler County.
  3. CVS at Granada Boulevard & Nova Road.

## **Economic Development/Airport**

### Ormond Crossings

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

### Airport Business Park

- Staff is working with a local existing manufacturing firm to assist in their location of additional space to accommodate expansion plans. The buyer is expected to purchase the property in the next several weeks.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers. The parties continued to move forward with their discussions on a purchase and sale of the property.
- Staff met with a local business that is in the process of expanding its workforce and has outgrown their current office building. A number of sites in the city are being considered. Additional Ormond Beach sites have been presented to the business representative.

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

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

### Prospective Business Attraction/Retention/Expansion

- Staff prepared a preliminary proposal to an out of state aviation related business that is in the process of selecting a 10 acre site. Staff met with a representative of the company to visit the potential site and continue discussion of the proposed economic development incentive package.
- Staff met with representatives of DuvaSawko to monitor the company's job creation since relocating to Ormond Beach in 2013.
- Staff met with a prospective business to lease a parcel in the Southeast Quadrant for the construction of a corporate hangar.

### Airport Operation and Development

- Staff worked with MAC Charter, Inc. to increase the utilization of Gate 10 by the general airport tenants of FBO Area 1. Staff assisted MAC Charter with acquiring remote gate controls for their tenants and distributing access codes for the gate.
- Staff worked with Riverbend Golf Course to assess damage to one section of the landscape wall adjacent to Hangar Way. Staff will work with Riverbend to acquire quotes from the original contractor to repair the wall.
- Staff successfully repaired the computer system that controls the Automatic Terminal Information Service (ATIS) at the air traffic control tower. As a result, ATIS services were unavailable to the flying public for only a short time, and the airport incurred no expense for outside service personnel.
- Iron Pixel Media, LLC filmed an aviation themed music video at the airport this week. Staff was on-site at all times to provide safe escort for the production company's personnel while on the airport. As consideration for this opportunity, the production company has offered to return to the airport at a future date and film various locations and activities at the facility, for use by the City in marketing and promoting the airport.

- Primary repairs to Gate 13 have been completed; however the gate remains partially out of service, pending delivery and installation of a memory chip that is needed in order for the gate to function with the airport's existing gate management software.

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

- On-going Projects
  - Preparation of the five-year Capital Improvement Program.
- Completed Projects - Weekly
  - Processed 36 Journal Entry Batches (#3532 - 3615).
  - Approved 15 Purchase Requisitions totaling \$319,357.81.
  - Issued 8 Purchase Orders totaling \$25,988.31.
  - Processed 3,001 cash receipts totaling \$600,515.93.
  - Prepared 166 Accounts Payable checks totaling \$536,858.44 and 41 Accounts Payable EFT payments totaling \$361,903.09.
  - Prepared 25 Payroll checks totaling \$20,110.92 and 330 Direct Deposits totaling \$386,410.60.
  - Transferred IRS 941 payment of \$144,660.13.
  - Processed 1,100 utility bill payments through ACH totaling \$113,648.92.
  - Processed and issued 6,550 utility bills with billed consumption of water of 19,322k.
  - Issued 326 past due notices on utility accounts.
  - Auto-called 134 utility customers regarding receipt of a past due notice.

### **Grants/PIO**

- Public Information
  - Press Releases
    - Florida Licensing on Wheels (6/2)
  - Other
    - Citizen Contacts
    - Media Contacts

### **Fire Department**

#### **Weekly Statistics**

- Fires: 1
- Fire Alarms: 5
- Hazardous: 4
- EMS: 62
- Motor Vehicle Accidents: 9
- Public Assists: 39
- TOTAL CALLS: 120

- Aid provided to other agencies: 11 Calls: Daytona Beach (5), Holly Hill (1), Volusia County (5)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 18
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 47

#### **Training Hours**

- NFPA 1001: Firefighting 28
- NFPA 1002: Driving 2
- NFPA 1021: Officer 21
- NFPA 1410: Hose Drill 9
- NFPA 1500: Safety/Equipment 34

- EMT/Paramedic 14
- TOTAL TRAINING HOURS: 108

#### Station Activities

- Serviced 91 fire hydrants
- Updated 25 pre-fire plans
- Participated in Vehicle Day at Pathways Elementary
- Held pinning ceremonies for recently promoted personnel.

#### Significant Incidents

- 5/21/15, 10:08 PM: I-95, Mile Marker 275 – Motor Vehicle Accident – Responded to a car vs. semi tractor trailer accident – upon arrival found one vehicle trapped under trailer – single patient extricated from car and transported by Air One as a trauma alert.

#### Human Resources

##### Staffing Update

##### Position Requisitions

- Engineering Inspector (Planning and Building)
- Part Time Recreation Leader at The Casements (Leisure Services)
- Part Time Recreation Leader at Nova Community Center (Leisure Services)

##### Approved/Active Recruitment

- Chief Building Official (Planning & Building) was advertised 3-6-15 on the City web site; internally; on the Building Officials Association of Florida (BOAF) web site; on the International Code Council (ICC) web site; and will remain open until filled.
- Chief Building Inspector (Planning & Building) was advertised 2-16-15 on the City web site; internally; on the Building Officials Association of Florida (BOAF) web site; on the International Code Council (ICC) web site; and will remain open until filled.
- Community Service Officer (Police Department) was advertised 5-21-15 on the City web site and internally and will remain open until 6-5-15.
- Records Clerk (Police Department) was advertised 5-21-15 on the City web site and internally and will remain open until 6-5-15.
- Maintenance Worker III (Streets – Public Works) was as advertised 5-26-15 on the City web site and internally and will remain open until 6-10-15.
- Part Time Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was advertised 4-29-15 on the City web site and will remain open until filled.

##### Applications Under Review

- Office Assistant II (Public Works). Sixty-five applications were received.

##### Interviews Scheduled

- Maintenance Foreman (Leisure Services). Interviews will be held 5-29-15 and the week of 6-1-15.

##### Background/Reference Checks/Job Offers

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

- Summer Camp Counselors (Leisure Services). Candidates were selected and began pre-employment processing.

#### Promotions /Changes of Status

- Neighborhood Improvement Manager (Police Department). Promotion of Neighborhood Improvement Officer effective 6-28-15.
- Building Inspector Planning & Building). Engineering Inspector to Building Inspector.
- PT Maintenance Worker II (Leisure Services) – Maintenance Worker II from Full Time to Part Time effective 6-01-15.

#### Terminations/Resignations/Retirements

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

#### City Events/Employee Relations Update

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

#### Risk Management Projects

- Attended Wellness Council Executive Board meeting.
- Began initial planning for 2016 Mayor's Health & Fitness Challenge.
- Prepared RFP for Property, Casualty and Workers' Compensation insurance.

#### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
    - Community Development – Electronic Plan Review – Moving forward with implementation plans.
    - WindowsXP to Windows7 implementation – Phase 2- Project Completed. All production machines have been upgraded. Only a few application specific machines remain and will be phased out as the applications are replaced.
  - iSeries system (HTE Sungard Naviline) - Installed NaviLine-ProjectDox Interface (completed)
    - Windows Servers: - Replacement Fire Department Remote Desktop Server (started)
    - Networking System: - None.
    - Work Orders: - 17 New work - 52 completed - 39 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28120	Inbound E-Mails Blocked	14649
Delivered Inbound E-Mails	13471	Quarantined Messages	329
Percentage Good Email	47.9%	Virus E-Mails Blocked	70

- Notable Events:
  - Windows 7 Upgrade Project Completed. All production machines have been upgraded. Only a few application specific machines remain and will be phased out as the applications are replaced.
  - iSeries Operations Console and LaserVault iSeries backup server replaced.

- Geographical Information Systems (GIS)
  - Addressing Additions: 4 Changes: 5 Corrections: 0
  - Map/Information Requests: 8
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 1
  - Meters GPS Located this week: 33: Total in system = 22,950; 22,293 potable, 646 Irrigation, 11 Effluent
  - Notable Events: None.

## Leisure Services

- Administration
  - Assistant City Manager's Meeting
  - Public Works Meeting
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - Memorial Day Remembrance Ceremony
  - VCRDA Meeting
  - CIP Review
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
  - Lady Renegades Softball of the OBYBSA continued their spring practices this week on Tuesday and Thursday at 6pm at the Sports Complex on the Softball Quad.
  - OBYBSA recreational games finished this week, playing Monday through Friday at both the Sports Complex and the Nova Community Park fields.
  - OBSC Club level had fall tryouts this week Tuesday through Friday at the Sports Complex on the soccer fields.
  - OBYBSA Golden Spikes Baseball continues practicing Tuesday and Thursday evenings at 6pm at both the Nova and Wendelstedt fields.
  - SHS Summer American Legion Baseball continued practicing this week for games in June and July at the Sports Complex.
  - Halifax Academy hosted their spring football game on Friday night at 6pm on the Championship Field #7 at the Sports Complex.
- Athletic Field Maintenance
  - Cleaned park, tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Cleaned Skateboard Park
  - Cleaned handball, tennis and basketball courts at Nova
  - Cleaned Magic Forest and the common area of Nova Park
  - Daily clean up of Limitless Playground by the softball Quad
  - Cleaned all sports parks daily of debris/trash from the events during the week
  - Marked and painted baseball, softball, baseball, and t-ball fields for games all week
  - Dragged infield clay daily for practices and/or games
  - Painted bases on Quad, Kiwanis, t-ball and Wendelstedt fields
  - Prepared fields for USSSA Baseball Tournament on weekend
  - Prepared seven 6-a-side soccer fields for Camacho's summer league
  - Painted football field for Halifax Academy spring football game
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm

- Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
- 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: Kopy Kats held regular classes. CMT held summer camp registration. Theatre Workshop onstage rehearsal was held.
    - Tuesday: Theatre Workshop onstage rehearsal was held.
    - Wednesday: CMT held summer camp registration. Theatre Workshop rehearsal was held.
    - Thursday: Kopy Kats held regular classes. CMT held special class.
  - The Performing Arts Center is preparing to host the following events:
    - "Filomena's", Friday and Saturday 7:30pm to 9:30pm and Sunday 2:30pm to 4:30pm
  
- South Ormond Neighborhood Center
  - Splash Pad open 10am to dusk
  - Open park and playground sunrise to 11pm daily
  - Fitness room open Center hours
  - Open gym Center hours
  - Youth basketball practice Wednesday
  - Staff is preparing for summer camp
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Memorial Day Remembrance Service: rehearsal Saturday, event Monday and clean up of supplies and equipment
  - July 4<sup>th</sup> – Contacting bands and entertainment (on-going)
  - Distribution of "Reel in the Fun Fishing Tournament" flyers to schools and additional City facilities
  - Saturday, May 30<sup>th</sup> - Assisting with Ormond Beach Chamber of Commerce "Corporate Challenge," Andy Romano Beachfront Park
  
- Gymnastics
  - Classes are going well and growing
  - May session in progress
  - Now registering for June session
  - Upcoming Parent's Night Out session tonight Friday, May 29
  - Working on plans for library display window
  - Working on plans for Junior Olympics in August
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
  - Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
  - Staff continues to plan for summer activities.
  
- The Casements
  - Pilates classes met this week.
  - Tours continued from 10am to 3:30pm Tuesday through Friday and Saturday from 10am to 11:30am.
  - A wedding ceremony was held in Ormond Memorial Gardens on Saturday from 1pm to 2pm.
  - A wedding ceremony was held in Bailey Riverbridge Saturday from 10am to noon.
  - Wall Ministries met at the Bailey Riverbridge on Sunday from 11:00am to 12:00pm.

- The Memorial Day Remembrance rehearsal and ceremony were held in Rockefeller Gardens.
- Casements staff reset the home for tours this week after the Memorial Day ceremony.
- The Casements Coordinator held interviews for the part-time custodial position on Tuesday.
- Ormond MainStreet held a planning meeting on Thursday from 8am to noon.
- The Casements Guild Crafters met this week on Thursday from 12pm to 3:30pm.
- A wedding rehearsal took place in the South Garden on Thursday from 6:30 to 7:30pm.
- A wedding ceremony was held in the North Lawn Gazebo on Friday at 2pm.

Parks Maintenance:

- Installed new park benches in Main Street park
  - Constructed retaining wall at Bailey Riverbridge Gardens
  - Repaired bike rack at Central Park I
  - Installed new memorial bench at Cassen Pier
  - Replace overturned trash can at Ormond Shores Park
  - Cleaned wasp nests from porch at Ames House
  - Cleaned up broken glass in parking lot at Bailey Riverbridge Gardens
  - Installed new trash cans at Cassen Park
  - Installed one pallet of sod at Bailey Riverbridge Gardens
  - 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
    - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
    - Weekly inspection of the water wheel and sump pumps at The Casements
    - Weekly inspection of DOT and facility lighting at various City locations
    - Performed preventative maintenance inspections on 13 City owned A/C systems
    - Changed water filters on three City owned ice machines and on drinking supply hose bib in Streets Division
    - Bait Shop Cassen Park- replaced A/C unit and secured window
    - Replaced lamps in directional signs at the Airport
    - Replaced straps on Airport Tower
    - Installed a hose bib lockout at Central Park I
    - Repaired phone line on the controller at Gate13 Airport
    - Replaced broken urinal at Fleet Operations
    - Cleaned various water jets on splash pad at SONC
    - Repaired clogged urinal at Central Park I
    - Installed new outside lockers at the skate park at Nova
    - Repaired ladies room toilet and outside bathrooms at Osceola
    - Installed new padding on basketball backboard at Nova Gym
    - Repaired wall lights; installed new photo eyes at City Hall
    - Repaired clogged toilet in ladies room at Central Park I
    - Repaired outside men's room toilet at Nova
    - Met contractor for fire extinguishers at Bailey Riverbridge, PAL and Fire Stations 92,93 and 94
    - Met the tile contractor for elevator repair at City Hall
    - Adjusted bathroom doors at Field House at Airport Sports
    - Met State Health Inspector for Splash Pad at SONC
    - Checked iPad charging stations in the chambers at City Hall
    - Replaced flag pole pulley system at Nova concessions and Hidden Hills entrance
    - Installed wall and beam padding in Nova Gym



## **Police Department**

### **Administrative Services**

- Staff met with the State Attorney's Office to review a cold case homicide investigation.
- Staff attended the annual Law Enforcement memorial service held in Daytona Beach.
- Staff attended the annual Crime Stoppers Banquet.
- Staff met with the Ordinance Review Board concerning seized/found firearms disposition and disposal.
- Captain Godfrey was the guest speaker at the Citizens Police Academy.
- Staff attended DARE Graduation at Osceola Elementary and Ormond Beach Elementary.

### **Community Outreach**

- A celebration pizza party will be May 27<sup>th</sup> at 11:25 AM at Ormond Beach Elementary School. Twenty one students will attend the pizza party and receive 3 new books. Books are provided through a grant from First Book Inc.
- Members of the Youth Director's Council assisted as hosts during READ program exhibition on May 21 from 4:30 – 7:15 PM.
- Members of the 8<sup>th</sup> grade Boys Basketball team participated in the United States Specialty Sports Association (USSSA) Tournament, The Miami Hoopfest, May 22-24, 2015. The team won in their division and which now qualifies them for participation in the USSSA State and National tournaments to be held in June.
- Coffee with a COP at Panera Bread with 60 participants.
- DARE graduation at Osceola Elementary School and Tomoka Elementary School.
- Taught TASER & OC for Citizen Police Academy.

### **Community Services & Animal Control**

- Animal Calls: 51
- Animal Bites: 2
- Animal Reports: 7
- Animals to Halifax Humane: 3
- Dogs Returned to owner: 2

### **Criminal Investigations**

- Cases Assigned: 58
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 3
- Inactive: 0
- Fraud: 6
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 34
- Grand Theft: 5
- Auto Theft: 5
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 1
- Vandalism: 1
- Weapons Complaint: 0

#### Narcotics

- 05/21/2015 – Operation in Holly Hill , 6 Felony Arrest and 2 Misdemeanors  
Seized powder and crack cocaine, Xanax, Dilaudid, Suboxone, Cannabis.
- 5/22/15- Assisted FBI Safe Streets in Deland all day.

#### Records

- Walk - Ins / Window 095
- Phone Calls 097
- Arrest / NTA'S 39
- Citations Issued 157
- Citations Entered 153
- Reports Generated 185
- Reports Entered 162
- Mail / Faxes / Request 23

#### Patrol

- Total Calls 1,585
- Total Traffic Stops 165

#### Operations

##### Crime Opportunity Report Forms Issued: 154

- 5/21/15
  - Burglary-Residence. 300 South Orchard Street. Victim's vehicle removed from her attached garage. Purse was within the vehicle and her credit cards were used in Ormond Beach and other locations. Vehicle crashed in Daytona, suspect fled.
  - Shoplifting Arrest, 1521 West Granada. (Wal-Mart) Suspect initially detained for retail theft was found to be in possession of multiple items of drug paraphernalia and to have a civil arrest warrant for her arrest.
  - Warrant Arrest, 300 Block North Halifax. Traffic stop resulted in the discovery of an open warrant on the driver.
  - Warrant Arrest. 900 Block North United States Highway One. CID received information reference to subjects attempting to purchase goods with fraudulent credit cards in Holly Hill. The same suspects moved north and attempted the same activity at 30 South Yonge Street. Subjects were contacted near the River Grille restaurant and arrested. Numerous stolen and fictitious credit cards and IDs recovered.
  - Burglary-Residence, 394 Fleming Avenue. Victim reported that sometime during the day an unknown suspect entered her residence and stole several hundred dollars in cash and change.
  - Car Break (X2), 412 Cherrywood Drive. Victim reported that sometime during the night his two vehicles in his attached carport were entered; however, nothing appears to have been taken from either vehicle. The victim advised the vehicles should have been locked but no signs of forced entry were observed.
- 5/22/15
  - Stolen Vehicle, 103 Shady Branch Trail. The victim left her vehicle parked (unlocked/keys in vehicle) in her driveway. When the victim went outside she discovered her vehicle stolen.
  - Carbreak, 2 Whispering Pine Trail. The victim reports that his unlocked vehicle was entered.
  - Carbreak, 117 Shady Branch Trail. The victim reports that her unlocked vehicle was entered sometime over night and ransacked. Expensive jewelry, makeup and a Tony Burch bag taken.

- Carbreak, 117 Shady Branch Trail. The victim reports that his unlocked vehicle was entered sometime over night and ransacked. The victim is missing a black Springfield XDS 9mm handgun.
- Resisting without Violence Arrest, 3 North Yonge Street (Sunoco), a transient adult was arrested for resisting without violence.
- Loitering or Prowling Arrests (x2), 19 North Yonge Street. While conducting surveillance of the area for recent business burglaries, officers observed two juveniles sneak into the area on foot and come out with two bicycles. One stopped and one ran when contacted. Both were detained and arrested. The two bicycles were recovered.
- 5/23/15
  - Grand Theft, 131 Bosarvey Drive. The victim reports that on Friday night he was at the Oyster Pub on Seebreeze Boulevard. The victim was drinking and met a female at the location. The victim later left the establishment and the female followed him to his home on Bosarvey where they hung out until he fell asleep. When the victim woke up in the morning the female was gone. The victim also discovered his wallet, credit cards, phone, car keys and \$1,200 in cash missing.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect arrested for felony shoplifting.
  - Carbreak, 128 Shady Branch Trail. The victim reports that his unlocked vehicle was entered sometime over the past two nights and ransacked and a flashlight taken.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), Suspect was arrested for retail theft.
  - Grand Theft, 731 Fleming Avenue, Firearms stolen, possible known suspect.
  - Shoplifting Arrest (X2), 1521 West Granada Boulevard (Wal-Mart), Adult female and male arrested for retail theft and transported to the Volusia County Branch Jail.
  - Loitering or Prowling Arrest (x3), US1/New Britain Avenue. Officers were conducting concentrated surveillance in this area in reference to recent business burglaries. Officers spotted three suspicious males running from this area across US1. Perimeter was quickly set, and all three were apprehended in a short time. They were all juveniles who were not involved in the business burglaries but had committed car breaks in the immediate area.
- 5/24/15
  - Carbreak, 420 Lake Bridge Plaza Drive #203. The victim reports that his unlocked vehicle was entered sometime over night and ransacked.
  - Carbreak, 4 Rocky Ridge Trail. The victim reports that his unlocked vehicle was entered sometime overnight and ransacked. The victim's check book from a closed account was taken.
  - Carbreak, 420 Lake Bridge Plaza Drive #308. The victim reports that his unlocked vehicle was entered sometime overnight and ransacked. An iPhone 5, a wallet and expired Florida Drivers License was taken.
  - Carbreak, 174 Ormond Parkway. The victim reports that her vehicle was entered sometime overnight and ransacked. Two music CD's were stolen.
  - Carbreak, 941 Northbrook Drive. The victim reports that his unlocked vehicle was entered sometime overnight and ransacked. Credit cards and a wallet were stolen from the vehicle.
  - Carbreak, 2 Boxwood Court. The victim reports that his unlocked vehicle was entered sometime overnight and ransacked. Nothing missing.
  - Carbreak, 115 Rockefeller Drive. Unlocked vehicle was entered sometime overnight and ransacked. House keys to the residence were taken and a pack of cigarettes.
  - Carbreak, 500 Shadow Lakes Boulevard #43. The victim reports that his unlocked vehicle was entered sometime overnight and ransacked. The victim's Sirius radio receiver was taken from the vehicle.
  - Traffic Arrest, 359 Wilmette Circle. Suspect was arrested for driving with a revoked driver license/habitual traffic offender.
  - Carbreak, 290 South Center Street, homeowner observed a suspect burglarizing her car. She waited 45 minutes before calling police to report the incident.

- 5/25/15
  - Carbreak, 1104 Parkside Drive. The victim's vehicle was entered but nothing was taken.
  - Burglary-Residence. 41 Pinehurst Circle. A vehicle inside the garage was entered and generator stored in the garage taken.
  - Carbreak, 471 Harbour Lights Drive. A 9mm Ruger pistol, keys and an iPod taken from an unlocked vehicle overnight.
  - Carbreak (X2) 851 East Lindenwood Circle. Time lapse overnight, two unlocked vehicles entered and ransacked. No items missing.
  - Stolen Vehicle, 846 West Lindenwood Circle. Unlocked vehicle with keys left within was taken from the driveway.
  - Carbreak (X2), 712 Lucerne Circle. Two unlocked vehicles entered, around \$15 worth of change stolen.
  - Carbreak(X2), 722 Lucerne Circle. Two vehicles entered and two custom suit jackets taken.
  - Carbreak, 127 South Halifax. \$21.50 cash/change and several music CDs taken from locked vehicle.
  - Carbreak, 401 Harbour Lights Drive. Unlocked vehicle entered, car charger, credit card and handicap placard were taken.
  - Carbreak, 17 Katrinas Drive. Unlocked vehicle was entered, checkbook, gift cards and loose change taken.
  - Carbreak, 604 North Yonge Street. A .45 Sig Sauer pistol taken from center console of the vehicle.
  - Carbreak, 985 Parkwood Drive. \$5.00 in change and a small flashlight taken from the unlocked vehicle.
  - Carbreak, 944 Northbrook Drive. Unlocked vehicle entered but nothing was taken.
  - Carbreak, 24 Coquina Ridge Way. Victim reported his unlocked Ford F-150 was entered sometime during the overnight hours. Prescription medication (Ritalin) was the only thing missing.
  - Carbreak, 417 Pine Road. Witness observed two suspects enter a vehicle parked at 417 Pine Road. He then observed the males get into a waiting grey or silver car, possibly a Mitsubishi car and take off southbound on Riverside Drive.
- 5/26/15
  - Stolen Vehicle, 417B Pine Road. 2013 Chevy Malibu taken, keys may have been with the vehicle.
  - Carbreak, 232 Benjamin Drive. Purse, wallet and other miscellaneous items taken.
  - Stolen Vehicle, 212 Woodland Avenue. Victim reported that her 2003 Honda Accord four door was stolen from her driveway sometime over night.
- 5/27/15
  - Carbreak, 190 Dix Avenue. The victim reports that her unlocked vehicle was entered sometime over night and ransacked. A wallet and rewards card taken.
  - Carbreak, 272 South Beach Street. The victim reports that his unlocked vehicle was entered sometime over night. The victim's wallet, credit cards and keys were taken.
  - Carbreak, 155 North Ridgewood Avenue. The victim reports that her unlocked vehicle was entered sometime over night. A Glock hand gun and two Eric Clapton music CD's were taken.
  - Shoplifting Arrest, 1525 West Granada (Wal-Mart). Suspect was placed under arrest for shoplifting.
  - Warrant Arrest (X2), 19 North Yonge Street. Two burglary suspects were taken into custody after a brief surveillance of the trailer park.
  - Burglary Arrest (X2), 400 North US-1 (Total Comfort). Officers observed a stopped vehicle on North US1 then observed two males leaving the business compound. They were attempting to steal scrap metal.
  - DUI Arrest, 100 block South Atlantic Avenue. Motorist was observed speeding and swerving. Driver was arrested following a DUI investigation.

- Narcotics Arrest, Fleming Avenue/Collins Street. Motorist was stopped for a traffic violation. Consent search revealed Schedule II pills unlawfully in possession.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 79
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 87
  - Number of Written Warnings Issued: 4
  - Number of Parking Citations Issued: 1
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 14
  - Number of Crashes with Injuries: 4
  - Number of Crashes with Serious Bodily Injuries: 0
  - Number of Crashes with Fatal Injuries: 0
- Traffic Complaints Received:
  - 27 Lincoln Avenue; Parking Complaint; Truck and Boat Trailer parked in the driveway blocking the sidewalk.
  - Abacus Avenue; Speeding Complaint; Reportedly an ongoing issue on weekends and after school with speeders and children playing in the street. Complaint forwarded to patrol supervisors to handle the weekend issues.
- 1. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Public Schools in Ormond Beach
  - Reason for this STEP: School Zones
  - Number of times worked: 2; Total Hours Spent: 1.12
  - Citations Issued: 1; Written Warnings Issued: 0
  - Comments: No School on Monday, 05/25/2015 (Memorial Day)
- 2. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 400-Block Clyde Morris Boulevard
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 2; Total Hours Spent: 1
  - Citations Issued: 4; Written Warnings Issued: 0
  - Comments: None
- 3. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 500-Block Hand Avenue
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 3; Written Warnings Issued: 1
  - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 200-400-Block South Old Kings Road
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 2; Total Hours Spent: 0.75
  - Citations Issued: 1; Written Warnings Issued: 0
  - Comments: Very light traffic one of the times worked
- 5. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 2000-Block W Granada Boulevard

- Reason for this STEP: Self-Initiated
- Number of times worked: 1; Total Hours Spent: 1
- Citations Issued: 3; Written Warnings Issued: 0
- Comments: None
  
- 6. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 100-Block John Anderson Drive
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 0.5
  - Citations Issued: 2; Written Warnings Issued: 1
  - Comments: None
  
- 7. Strategic Traffic Enforcement Program (STP) Information:
  - Location: North Halifax Drive / Neptune Avenue
  - Reason for this STEP: Click-it-or-Ticket
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 4; Written Warnings Issued: 0
  - Comments: Arrested one suspect on a Volusia County Warrant
  
- 8. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 800-Block Hull Road
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 4; Written Warnings Issued: 1
  - Comments: None
  
- 8. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 2000-Block West Granada Boulevard
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1.5
  - Citations Issued: 13; Written Warnings Issued: 0
  - Comments: Multiple 20+ Miles per hour stops

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 11 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 0 Cases initiated
- 2 signs have either been removed or sign cases created.
- 17 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and sixty-nine (69) telephonic inquiries.

#### Public Works

- Engineering

##### Project Summary

##### Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – All mast arms identified in the contract have been painted. Final contract closeout is underway.
- Nova Community Park Paving Improvements - speed tables are on order by the Contractor.
- Downtown Streetscape Planting (Orchard to A1A) – The contractor has completed all the proposed planting from US1 to Beach Street. The demo and irrigation is complete on the beachside. Fifty (50) date palms will be installed over the next (2) week period in Phase II (John Anderson Drive to A1A).

- Riverside Drive Drainage Improvements – As-builts were submitted for final project closeout.
- South Peninsula Reclaimed Water Extension – The contractor has completed pipe installation work to just north of Bosarvey.
- A1A North Peninsula Forcemain Extension (Volusia County project) – Volusia County held a project progress meeting.
- Sports Complex Restrooms Utilities Extension - Water and sewer service have been constructed to the site. Electrical power service is in progress. Reviewed building plans for sanitary sewer pep tank control system connection. Building construction is anticipated to begin in approximately three weeks.
- Laurel Oaks Stormdrain Extension – The stormpipe and headwall have been installed. Sidewalk and curb & gutter were replaced. Site restoration is underway.
- OBSC ADA Parking and Sidewalks (CDBG) – The contractor is digging-out and forming the new sidewalk between the Wendelstedt baseball fields.
- Fiber Optic Network Expansion - Phase 3 – Work continuing down Orchard Street toward Division Avenue.
- Ormond Beach Sports Complex – Designed drainage swale improvement for area south of the baseball quad and playground. Coordinating with contractor to perform work.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Held pre-construction meeting.
- 2015 Roadway Resurfacing - Held pre-construction meeting.

Design Projects:

- City Welcome Sign – ZCA submitted the revised plan set to the FDOT for Community Aesthetic Features (CAF) review and approval. District 5 FDOT completed their review and have forwarded the plans to Tallahassee for final review.
- Nova Community Park Trail – Staff is finalizing the drawings and preparing the bid documents.
- Fleming Avenue Drainage – Zev Cohen study of the area concluded that the pond serving Hickory Village Subdivision is undersized and recommends looking to purchase undeveloped property to the south to expand the storage capacity and also recommended that the outfall ditch be regraded and cleaned. In addition should the Phase 2 Central Park Lift Station project be approved for funding by FEMA, the possibility to connect the Fleming Drainage System directly to Laurel Lake should be investigated. Staff intends to include a CIP project for the purchase of a drainage maintenance easement along the outfall ditch and for the purchase of property for additional stormwater storage.
- Water and Wastewater Master Plan Update – The formal adoption of the document by the City Commission is scheduled for the June 2 meeting.
- North US1 Landscaping (Airport Road to I95) – Staff submitted revised plans and response comments for FDOT final review.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and requesting installation proposals for the proposed shelter.
- Downtown Stormwater – SJRWMD issued a permit on May 18 for the Phase 1 and 2 construction improvements including the work on New Britain Avenue and utilizing 64 Lincoln Avenue. Consultant is finalizing construction plans for the first phase improvements.
- Ph II 2-Inch Water Main Replacement - Mainland – Bid awarded and construction administration work authorization approved at the May 19 City Commission meeting. Contract is being prepared for execution.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Bid awarded and construction administration work authorization approved at the May 19 City Commission meeting. Contract is being prepared for execution.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Bid awarded and construction administration work authorization approved at the May 19 City Commission meeting. Contract is being prepared for execution.

- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted to FAA for review.
- Environmental Learning Center – Staff and the Construction Management firm have been working together to prepare final costs for construction. Received SJRWMD permit for site construction. Plans were submitted to SPRC to address comments. An update of the project's design status was on the May 19<sup>th</sup> City Commission agenda.
- Water Treatment Plant Lime Silo Dust Arrestor – Design is in process.
- Water Treatment Plant Controls and Pump Upgrade – Work authorization for design services was approved at the May 19 City Commission meeting.
- Granada Bridge Lighting Feasibility Report – The final draft report was presented to the Main Street Executive Board. The presentation included several lighting conceptual designs and costs. Main Street has responded that this initial study was to determine the feasibility and general costs for lighting the bridge and with that done, they feel the project is a good one and worth moving forward. They have requested that a competitive design process occur which would yield a wider variety of lighting concepts. Staff has included this in the CIP for design funding.
- FEMA Phase 2 Central Park Flood Mitigation Project – Staff has submitted the Phase 2 HMGP grant to FEMA and will await their review comments.
- WWTP Sludge Thickener Improvements – The work authorization was approved on April 7<sup>th</sup>. The consultant has submitted 30% plans for review.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going), and old engineering drawings.
  - Reviewed multiple SWMP submittals for residential construction (on-going).
  - A1A Forcemain Extension- Progress meeting was held by Volusia County.
  - Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits, per FPL request.
  - Completed Tree-in-the-Right-of-Way stakeout at 25 Rosewood Avenue, per Streets Division request.
  - Completed sketch and legal description for 1105 North US1 annexation, per Planning Department request.
  - Modified the construction plan sets for the Oak Drive Watermain replacement, per staff comments.
  - Completed property line stakeout at 62/70 Ivanhoe Drive, per Neighborhood Improvement Division request.
  - Modified the drawings for the proposed Tomoka State Park Sidewalk Phase 2 per project manager's comments.
  - Began research and started construction plan drawings for the proposed Shadow Crossings Forcemain upgrade, per Utilities Division request.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Built lockers for installation in the Streets area of the Public Works Yard
        - Asphalted around meter box on 1200 block of Oceanshore Blvd
        - Repaired spillway for sidewalk on Clydesdale Dr.
        - Asphalted a patch for Water Dept. on Sandy Oaks near Roble Ln.
        - Asphalted a patch for Wastewater on Windward Dr.
        - Filled in potholes on Pineland Trl.
        - Reduced and filled in with concrete around a storm drain on 1300 block of Overbrook
        - Installed concrete around valves for the Water Dept. on N. Beach St. at Tomoka State Park



#### 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
- Installed and then removed flags and banners on the Granada Bridge and on SR40 at Washington St.
- Removed an oak tree on Deer Moss Trl.
- Removed stumps at Cameo and N. Beach St.
- Removed a palm from the Memorial Gardens
- Trimmed deadwood off of trees in the 600 block of Shady Branch Trl.
- Trimmed around trees at the Memorial Art Museum and on Santa Fe Ave.
- Removed a tree from Sanchez Park

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Picked up litter at various bus stops, on FDOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Trimmed ROW (Right-of-Way) areas on Beach St. between Mary Ann & Northbrook
- Trimmed bushes blocking view to north at Hernandez & N. Beach St.
- Removed flags and banners from Granada Bridge and at SR40 & Washington
- Trimmed for sight hindrance at Lincoln & N. Beach St.
- Trimmed bushes & palms blocking roadway on Midway Ave.
- Removed limb from roadway at N. Ridgewood & Greenwood Ave.

#### Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, and put away stock that was received
- Fleming & Laurel Dr., replaced stop sign
- Bear Creek, checked backside regarding signage & trimming
- McIntosh & Putnam, replaced 2 stop signs, on east & west sides
- Woodmere Dr., replaced a 25 mph speed limit sign
- Parkwood Dr. & Northbrook Dr., replaced a stop sign
- Public Works Yard, cut up old posts for disposal

#### 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

##### Vactor

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

Mowing

- Brush Hog – on SR40
- Reachout Mower – on Tomoka Ave., and on US1
- Slope Mower – on Northbrook Dr., and on SR40

Street Sweeping/Streetsweeper

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

• Fleet

Mileage Traveled by all City Departments for the week  
30,605

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
7	15

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 13,827 gallons of unleaded and 5,627 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,183 gallons of unleaded and 764 gallons of diesel.
- Fleet completed 50 work orders this week.

• Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
- Backflow Prevention Device Testing, Certification and Repair Services – The notice to proceed date is 6-15-15.
- Breakaway Trails Lift Station Control Panel Replacement – This work to be incorporated with additional electrical site modifications.
- Division Avenue Well Field Raw Water Piping – Conformed contracts were received. The preconstruction meeting will be scheduled in early June.
- Fire Hydrant Replacement Program – A pre-bid meeting was held on May 28.
- Hunters Ridge Low Pressure FM Upgrade – Plans are being drafted by Engineering.
- Laboratory Testing Services – An addendum is being prepared to answer questions & answers received during the bid process.
- Lift Station 8M1 – Legal Department is reviewing survey information concerning partial encroachment of existing lift station outside of the easement to determine appropriate resolution. Pumps proposed by the consultant were determined to be acceptable.
- Oak Drive Water Main Replacement – Plans were drafted by Engineering and received for review.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Legal Department is working with the attorneys for the contractor and supplier to determine appropriate measures needed to schedule replacement of the impellers in pumps 1 & 2. Specifications for replacing the sodium hypochlorite storage tanks are prepared.
- Rima Wells Auxiliary Power Generator – desired operational features for SCADA were obtained from the design engineer for review.
- Storage Tank Repairs and Maintenance – A preliminary report was received from the structural consultant. A man lift is needed to access the water plant and Breakaway Storage tanks in order to complete the report. The cost for this device will add approximately \$6,000 to the work authorization cost. The structural consultant was contacted to determine what progress has been

made on the work. A proposal was received from another continuing firm to prepare design plans and specifications for the water plant elevated tank repair.

- Saddler's Run Lift Station Rehabilitation – A work authorization for consultant construction services is being processed to oversee recently awarded project. Conformed contracts are being processed by the contractor.
- Sanitary Sewer Pipeline Repair – A preconstruction meeting is scheduled 5-28-15.
- Wastewater Sludge Thickener Upgrades (CIP) – Engineer is incorporating staff comments in the design.
- Water Plant Aerator Housing Rehabilitation (CIP) – A revised proposal for design and bidding services was received from the consultant for review.
- SPRC – CVS – Received plans for review. Heritage School – Met with owner and contractor to discuss plans. Huntington Villas – Revised plans were received for review. Window World – Received plans and lift station calculations for review. 1571 N. US1 – Discussed plan to convert the LaQuinta Inn into an assisted living facility.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered 39.555 million gallons for the week ending May 24, 2015 (5.561 MGD)
  - Backwashed 10 filters for a total of 421,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - We had zero (0) Precautionary Boil Water notices this week.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 29.07 Million Gallons.
  - Produced 29.07 Million Gallons of Reuse.
  - Produced 0.00 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.15 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 128.18 (14%-18% Solids).
- Water Distribution
  - Exchanged 6 water meters per Finance Department work orders.
  - Responded to or repaired 12 water service leaks.
  - Installed 3 new residential customer water services/meters.
  - Assisted 13 customers with misc. concerns.
  - Replaced or repaired 16 water meter boxes.
  - Performed water meter accuracy testing on a 3" commercial water meter. Tested a ¾" residential water meter due to customer billing concern.
  - Replaced 2 residential water services due to aged piping. Installed 1 each - 2" casing under road.
  - Repaired a 2" water main break on Arbor Lakes Dr.
  - Assisted 10 customers with water quality and/or low pressure concerns.
  - Pressure tested 7 city owned backflow prevention devices serving facilities.
  - Performed contractual fire hydrant maintenance activities on 13 hydrants in Ormond-by-the-Sea.
  - Located and exercised 10 water distribution system main line valves north of SR40, between N. Beach St and US1 - valve maintenance program.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 101 regular and 3 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
  - Crews responded to seven trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
  - Televised 3, cleaned 4 and root control applied on 4 sewer laterals.
  - Installed 1 inch reuse service at 151 Windward Lane.

- Installed 4 inch sewer lateral at 1320 N. Beach St.
  - Repaired clean out at 502 S. Young St.
  - Televised 574 ft. of sewer main in 4M system and 200 ft of 4" force main 8M1 system.
  - Repaired one inch reuse service at 22 Coquina Ridge Way.
  - Installed new PEP tank at 111 Tomoka Ridge Way.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 20 psi, Ocean Mist Hotel @ 20 psi, Ormond Mall @ 10 psi.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 22/15psi. Foxhunters Flat (2 inch) 19/06 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
- Utilities Maintenance Division  
Wastewater Plant – Lift Stations
    - Influent bypass diesel pump – installed extension cords through underground conduit for battery charger.
    - Influent Pump #2 – pulled motor to send to vendor for repair.
    - Influent Pump VFD #1 - no SCADA control – Ethernet communicator non-operational – transfer unit from VFD #2 – requesting PO for replacement device – reinstall prior to motor return and start-up.
    - 8M2 – installed new pressure gauge at emergency pump out port to facilitate draw down test – performed drawdown test.
    - 2P – performed landscaping.
    - Digester Blower #3 – not working – blower seized – beyond warranty – researching new/refurbish options from vendor.
    - 8M3 – pulled pump #1 - volute blockage – replaced impeller & wear ring -OK.
    - Influent Room – deragged pumps as per direction.
    - SCADA/WIN911 monitor/response: Cypress Place - phase loss – incoming FPL voltage unbalanced - out of tolerance – adjusted monitor – contacted FPL for possible solution; San Marco - high level – confirmed - #1 tripped at motor starter - pump #2 blockage at volute – cleared blockage – ok; Shadow Crossings - phase voltage loss – FPL power ok – phase monitor not operational – phase relay base corroded - replaced – installed new phase monitor – ok; 1P, 8P, Shadow Crossings – SCADA – high starts – clean probe – ok.
    - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
    - Monthly PM's: Grit Snail; Screw Pumps #1, #2, #3; Swing Zone Blowers #1, #2; Sand Filters #1, #2, #3.
    - Lift Station PM's: 26 monthly and 1 annual performed.
    - Plant wide oil & grease route.
    - 69 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
    - High service pump # 2 – breaker tripped – performed complete inspection – no problem found – will monitor.
    - Well 10D – main breaker non-functional – replaced with new stock – ok.
    - Well #8D, 17D – adjusted motor saver to compensate for unbalanced voltage due to nearby FPL hardening project.
    - Backwash pits #2 – replaced guiderail hardware – ok.
    - Lime slurry feed tube #1 – replaced with new stock.
    - Well #36R – removed flow meter for repair.
    - Filters 5&6 – continued electrical upgrades.
    - Housekeeping/Inspection – Wells 18SR, 19SR, 20SR, 40R, 41R, Standish Booster Station.

#### Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation - Staff is collecting the data necessary to calculate the limits and is establishing a sampling regiment to obtain background levels of analytes prescribed by the FDEP in the sewer collections system.
- Industry Pretreatment (IPP) Annual Report - The Enforcement Response Plan (ERP) was submitted to the FDEP after incorporating changes to coincide with the updated City's Sewer Use Ordinance.

#### Water Supply/ Treatment and Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation – The contractor continues installation of backflow prevention devices in the City's N. Peninsula Reuse Service Area. Staff continues to field calls from the residents with questions and concerns regarding this project.
- Consumer Confidence Report - Staff is constructing the 2014 CCR for electronic delivery to the potable water customers. Paper copies will also be provided to large commercial users, such as apartment complexes and facilities on large master meters.
- Wetlands Monitoring Report – Staff is compiling the data and securing an environmental consultant to complete the report for the SJRWMD. The consultant will perform the field analysis of the vegetation surrounding the wetland monitoring wells in Rima Ridge.
- Cross Connection Control Program – Staff is fielding calls from business customers with questions concerning their need to have the backflow device tested for compliance. The new backflow data management company is increasing compliance of the utility along with correcting misinformation within the database.

#### 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
- Staff attended and provided support for May 27, 2015, Budget Advisory Board Meeting
- Staff attended and provided support for May 28, 2015, Public Works Advisory Board Meeting
- Agenda packet preparation, creation and distribution for June 2, 2015 City Commission Meeting and June 2, 2015, CIP Workshop
- Agenda packet preparation for June 3, 2015, Neighborhood Improvement Advisory Board 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.