

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 26, 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:

- Quality of Life Board agenda prep
- General discussions with City Attorney, HR Director and Planning Director

Spoke to, attended and/or met with:

- City Commission meeting
- Phone call with Mr. Nabin, discussed 19 Iroquois Trail property maintenance
- City staff and Waste Pro representatives discussed service concerns
- Senior staff and Sunrise Aviation representative discussed airplane tie downs
- Chamber Board meeting
- Volusia Safe Harbor Work Group meeting
- Claims Committee meeting
- Phone discussion with Commissioner Partington on various topics

Community Development

Planning

- Final basic training for staff members who did not receive it initially occurred this week by Avolve (ProjectDox). Intermediate Markup Training for ProjectDox occurred this week for those staff members who are on the SPRC. Planning and Engineering have been doing test submittals, reviews and return comments electronically with the engineers and builders who were trained by Avolve to ensure the process works as intended.
- Staff met with the property owner of the old Julian's site. Issues discussed included demolition but best way to lock in impact fee credits without erosion of credits after demolition, street vacation, public/private drainage and land use/zoning change. Since there is no current development plan for the site, a Planned Business Development would not work. Staff is investigating whether a Development Agreement could accomplish both the City's and property owner's objectives.
- Tom Griffith, Plans Examiner, will be promoted to Chief Building Official effective June 29th. Tom started out in Code Enforcement, became a Building Inspector in 2006, and continued training to get his Plans Examination promotion in 2007. Tom recently received word from the Building Code Administrators and Inspectors Board of Florida that he will receive his Provisional CBO License at the next meeting of the Board. Tom has a Standard Review License for Mechanical/Building/Plumbing. He holds a Building Inspector License and is a Certified Fire Inspector. He has nine years of supervisory experience on the private side. He is well respected by the engineers, architects and surveyors whose plans are reviewed by him. Tom has been President and Treasurer in the Local Chapter of Building Official Association of Florida. Tom is also an Ohio State University graduate.
- The Chief Building Inspector, Engineering Inspector and the Plans Examiner positions are vacant. Interviews for the Chief Building Inspector and Engineering Inspector positions are scheduled for next week.

Building Inspections, Permitting & Licensing

- 254 inspections performed.
- 3 business tax receipts issued.
- 104 permits issued with a valuation of \$3,469,667.00

NOTE: Private Provider inspection services conducted 89 inspections of the 254 inspections performed.

Development Services

- SPRC activities to be reported for this week include:
 1. Giant Recreation World, 280 Destination Daytona Lane
 2. 1298 West Granada Boulevard fire line/water clearance

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 met with Tomoka Holdings to discuss options for facilitating the development of the Commerce Park. Follow up planning sessions will be scheduled over the next several months.

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 and have been presented to the business representative.
- Staff met with a prospective business interested in purchasing Lot 2 in the Airport Business Park. Staff is preparing a purchase and sales agreement for review by the prospective buyer. The plan includes the construction of a 40,000 square foot industrial facility for the relocation of the company's headquarters.

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

- Staff met with Chamber of Commerce staff to revise the "Doing Business in Ormond Beach" resource guide, is expected to be published in September.
- Staff attended the Team Volusia Board meeting and Florida Secretary of Commerce/President of Enterprise Florida addressed the Board. Team Volusia also announced 2 completed projects. Project Traveler is an Ormond Beach educational company that is planning an expansion project.

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 provided an economic development incentive outline to the prospective company last week. The company is evaluating competing proposals.

Airport Operation and Development

- Staff has been advised that the Senate Transportation and Housing and Urban Development Appropriations Subcommittee has approved an appropriations bill for FY 2016 that includes \$154.4 million in statutory bill language for the Federal Contract Tower Program. This is the full amount requested, and is expected to fund all 252 contract towers currently operating in the United States.

- Staff conducted an initial review of the draft airport master plan update report. Comments will be forwarded to Hoyle, Tanner and Associates for consideration as additional drafts are developed. The next public meeting for this project has been scheduled to take place on August 24th.
- Staff worked with AVCON, Inc. and Economy Electric to determine how antennae located on the roof of the air traffic control tower may have to be reconfigured to afford maximum protection from new lighting rods that will be installed prior to commencement of the construction phase of the Air Traffic Control Tower Safety NAVCOM Systems Upgrade project. Construction and installation activities at the control tower are expected to commence in early July.
- Staff worked with AVCON, Inc. to finalize federal grant closeout documentation related to the design phase of the Taxiway Golf project.
- Staff continued work with Hoyle, Tanner and Associates to develop a scope of services for a proposed airport security project. The project will focus on improvements to airport security lighting and surveillance systems, and also upgrades to the airport's gates and security fence.
- Staff worked with Wolen, LLC to investigate and diagnose an apparent minor malfunction of the Automated Weather Observation System (AWOS).
- Staff has been advised that a project to install new light poles at the US1 and I-95 interchange northwest of the airport is under consideration by the FDOT. Staff has been in contact with the contractor who will perform this work, and is coordinating the required airspace studies needed to determine if this lighting project will in any way impact the airport's approaches or airspace.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
 - Perpetration for the operating budget for fiscal year 2015/16.
- Completed Projects - Weekly
 - Processed 43 Journal Entry Batches (#3903 - 4006).
 - Approved 15 Purchase Requisitions totaling \$115,862.43.
 - Issued 20 Purchase Orders totaling \$713218.68.
 - Processed 3672 cash receipts totaling \$575,860.94.
 - Prepared 140 Accounts Payable checks totaling \$398,720.01 and 42 Accounts Payable EFT payments totaling \$665,074.66.
 - Prepared 24 Payroll checks totaling \$23,397.12 and 326 Direct Deposits totaling \$382,199.30.
 - Transferred IRS 941 payment of \$145,890.19.
 - Processed 1,108 utility bill payments through ACH totaling \$114,444.78.
 - Processed and issued 7,654 utility bills with billed consumption of water of 58,414.
 - Issued 1004 past due notices on utility accounts.
 - Auto-called 147 utility customers regarding receipt of a past due notice.

Grants/PIO

- PIO
 - Press Releases
 - Independence Day Celebration (7/4)
 - Open Gym (6/26)
 - Granada Bridge Lane Closures (6/28-7/1)
 - Florida Licensing on Wheels (7/7)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.

- Attended City Commission meeting.
 - Picked up hurricane pamphlets from Volusia County Emergency Management for HOAs that have requested them.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended via teleconference Assistance to Firefighters Grant Program Post Award Orientation and supplied additional information to get ready for implementation.
 - Submitted FY 2015 Local JAG application (federal) for three (3) in-car digital cameras.

Fire Department

Weekly Statistics

- Fires: 2
 - Fire Alarms: 2
 - Hazardous: 6
 - EMS: 73
 - Motor Vehicle Accidents: 10
 - Public Assists: 51
- TOTAL CALLS: 144

- Aid provided to other agencies: 11 Calls: Daytona Beach (4), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 55

Training Hours

- NFPA 1001: Firefighting 34
- NFPA 1002: Driving 21
- NFPA 1021: Officer 17
- NFPA 1500: Safety/Equipment 32
- NFPA 1620: Preplanning 22
- EMT/Paramedic 11
- TOTAL TRAINING HOURS: 137

Station Activities

- Updated 29 pre-fire plans
- Conducted 5 fire inspections

Significant Incidents

- 6/18/15, 9:36 AM: 601 W. Granada Blvd. – Motor Vehicle Accident – Responded to a two vehicle accident – pick-up truck struck an SUV and collided head-on into concrete utility pole – one fatality on scene – cleared call at 12:19 PM.

Human Resources

Staffing Update

Position Requisitions

- Police Officer (Police Department)
- Office Manager (Police Department)
- Tradesworker (Leisure Services)
- Plans Examiner (Planning and Building)
- Maintenance Worker II (Streets/Public Works)
- System Maintenance Supervisor (Wastewater/Public Works)

Approved/Active Recruitment

- Chief Building Inspector (Planning & Building) was advertised 2-16-15 on the City web site; internally; on the Building Officials Association of Florida (BOAF) web site; on the International Code Council (ICC) web site; and will remain open until filled.
- Engineering Inspector (Planning and Building) was advertised 6-2-15 on the City web site and internally and will remain open until filled.
- Recreation Program Specialist (Leisure Services) was advertised 6-5-15 on the City web site; internally; on FRPA web site; with UCF; with Embry Riddle; and on craigslist and will remain open until filled.
- Part Time Special Events Technician at The Casements (Leisure Services) was advertised 6-17-15 on the City web site and will remain open until 6-24-15.
- 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 Recreation Leader at Nova Community Center (Leisure Services) was re-advertised 6-2-15 and will remain open until filled.

Interviews Scheduled

- Neighborhood Improvement Officer (Police Department). Interviews will be held 7-1-15.
- Community Service Officer (Police Department). Interviews will be held 7-2-15.

Background/Reference Checks/Job Offers

- Records Clerk (Police Department). A candidate was selected and began pre-employment processing.
- Maintenance Foreman (Leisure Services). An internal candidate was selected.
- Part Time Recreation Leader at the Casements (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.

Promotions /Changes of Status

- Neighborhood Improvement Manager (Police Department). Promotion of Neighborhood Improvement Officer effective 6-28-15
- Chief Building Official (Planning & Building). Promotion of Plans Examiner effective 6/29/15.

Terminations/Resignations/Retirements

- PT Office Assistant I (Leisure Services) – effective 6-26-15
- Police Sergeant – (Police) – effective 6-30-15
- Neighborhood Improvement Manager (Police) – effective 6-30-15
- Police Officer (Police) – effective 7-31-15

City Events/Employee Relations Update

- HR staff members attended PlanSource training on 6-16-15.
- HR staff members attending presentation on Flex spending benefits provided by TASC 6-25-15
- HR staff members attending presentation on FHCP benefits and wellness provided by account manager Dave Miller 6-25-15
- ICMA representative will be available to meet with employees on 6-29-15.
- New employee orientation will be held on 6-29-15.

Risk Management Projects

- Mayor's Health & Fitness Challenge Team meeting; planning for 2016 event.
- Attend Claims Committee meeting.
- Attend Ordinance Review meeting.

Information Technology (IT)

- **Information Systems (IS)**

- Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working thru the contract review process.
 - Community Development – Electronic Plan Review – Training classes held by vendor.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 13 New work - 46 completed - 49 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	29,036	Inbound E-Mails Blocked	16,491
Delivered Inbound E-Mails	12,309	Quarantined Messages	236
Percentage Good Email	42.4%	Virus E-Mails Blocked	68

- Notable Events:
 - Major upgrade of the two servers that handle the Utility Billing website and payment engines. The upgrade was tasked remotely by the vendor with major involvement of the City IT staff. The upgrades enhance the security of both servers and place them on the most current Microsoft server version, Windows Server 2012. This was accomplished without purchasing new hardware as the servers were constructed in the VMware virtual environment.
 - Fire Department – Completed the implementation of the APN connections to Volusia County Sheriff's Office (VCSO). This special cellular configuration allows the Fire Mobile Data Terminals (MDTs) to connect directly to the VCSO's data servers without the additional Virtual Private Network (VPN) software. The VPN connection required additional steps to connect or reconnect as the cellular connection dropped.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 4 Changes: 1 Corrections: 0
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS Located this week: 0: Total in system = 22,973; 22,315 potable, 647 Irrigation, 11 Effluent
 - Notable Events: None.

Leisure Services

- **Administration**

- Assistant City Manager's Meeting
- City Manager's Meeting
- Public Works Meeting
- Supervisory Staff Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Reel in the Fun Fishing Tournament
- City Commission Meeting
- Leadership Flagpole Project Meeting

- **Athletics**

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.

- Lady Renegades Softball of the OBYBSA continued their spring practices this week Monday through Thursday at 6pm at the Sports Complex on the Softball Quad.
- 6-a-side soccer games continued this Saturday at the Soccer Fields (#9 - #11) at the Sports Complex at 10am. This is a rental.

- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned 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
 - Dragged infield clay daily for practices
 - Put out flags and repaired nets for 6-a-side games on Saturday
 - Swept out Maintenance Building
 - Picked up trees and palms at Optimist Park
 - Fixed horseshoe pits at Optimist Park
 - Cleaned marquee
 - Replaced moved rocks and sign at front gate
 - Moved Pride football equipment
 - Filled in holes at walk-in gates at soccer
 - Removed soccer goals from Field #4
 - Installed new batter's eye screen on Wendelstedt Field #2
 - Cleaned fitness trail signs at Nova Community Park

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

- Performing Arts Center
 - The Performing Arts Center hosted the following events:
 - Laura Vaughan Celebration of Life, Tuesday 6:00pm to 8:00pm

- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Fitness room open 5:30pm-9pm Monday-Friday, 11am-5pm Saturday, 1pm-5pm Sunday
 - Open gym 5:30pm-9pm Monday-Friday, 11am-5pm Saturday, 1pm-5pm Sunday
 - Youth basketball practice Monday and Wednesday
 - Summer Camp Monday through Friday 7:30am-5:30pm
 - University of Florida Family Nutrition Program Tuesday 5:30pm-7pm
 - Pavilion Rental Saturday

- Community Events
 - Weekly administrative tasks, office work, meetings, and activities
 - Summer Sounds Concert Series - contacting bands and entertainment
 - Follow up of tasks for all June and July scheduled events
 - Beginning NIMS training online
 - Beginning event plans for October 3rd Loop Event
 - Cleaning and organization of Community Events storage areas
 - Continued planning for the 2015 Independence Day Celebration
 - Assisted with daily lunch meals for Community Outreach Program

- Gymnastics
 - June session in progress – registration now open for July
 - Upcoming Open Gym session Friday, June 26
 - 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 continues to meet at various times throughout the week.
 - Camp T-Rec began on Monday.
 - Summer Basketball League began on Monday.
 - Free breakfast and lunch through the County Summer Food Program is offered Monday through Friday
 - Coed Youth Volleyball League began on Tuesday

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Guild Tour hours continued this week for the summer to 1:00pm to 4:00 pm. Monday through Friday and Saturday from 10:00 am to 12:00 pm.
 - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00am to noon.
 - Summer Art Camp began its 2nd week with artist Pat Spano.
 - Enviro Camp lead counselor began final planning for campers and counselors.
 - Linda Flynn, certified Zumba Gold instructor, held a free demonstration on Monday from 11:00 am to 11:45 am. Classes are set to begin on August 3rd.
 - The Coordinator helped the Chamber's Beautification Committee deliver awards for this quarter on Tuesday.
 - The Casements Camera Club met at Bailey Riverbridge on Thursday evening for their monthly meeting from 7pm-9pm.
 - The Casement Guild Crafters met this week on Thursday from 12pm to 3:30pm.
 - Casements staff assisted with a wedding reception on Friday evening in Rockefeller Gardens.

- Parks Maintenance:
 - Repaired broken snail toy in playground at Central Park I
 - Installed two new memorial benches at Bailey Riverbridge
 - Cleaned out overgrowth at Sanchez Park and at Ormond Memorial Gardens with assistance from Campus Outreach volunteers
 - Installed pedestrian safety signs at trail head entrance at Central Park I
 - Repaired broken deck board on dock at Cassen Park
 - Installed new bike rack at the Nova Skate park
 - Repaired vandalized baby changing station at Andy Romano Beachfront Park
 - Installed posts for compost pile at the Ormond Beach Community Garden
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = Block off dangerous sidewalk area at Ames Park

- Building Maintenance
 - Tri-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
 - Tri-weekly inspection of DOT and facility lighting at various City locations
 - Cleaned ice machines at Fire Station 94 and Ormond Beach Sports Complex
 - Checked west gate which is in a locked closed position at Police Station

- Checked alarm sound in Sally Port at Police Station
- Drained and removed old light assemblies in the fountain at Bailey Riverbridge
- Replaced four 50' fountain light assemblies at Bailey Riverbridge
- Replaced 2nd floor breezeway door closer at City Hall
- Replaced front door knob on Tennis Building at Nova
- Replaced bathroom door knob in Gymnastics Center
- Repaired three loose sink faucets at Andy Romano Park
- Repaired leaking water cooler at SONC
- Repaired two trap primers in the outside bathrooms at Nova
- Flushed the outside bathrooms vent stack at Nova
- Installed new water cooler at Cassen Park
- Installed new light transformer at Bailey Riverbridge
- Replaced gymnasium office ceiling tiles at Nova
- Replaced the directional wind sock at the airport
- Reset timer for parking fountain pump and lights at Bailey Riverbridge
- Repaired street lights on Tomoka Avenue
- Replaced door closer in Skate Park at Nova
- Repaired sink and toilet at soccer fields
- Checked priming default for feature pump at SONC
- Hung projection screen in the gym at SONC

Police Department

Administrative Services

- Staff members attended Florida Internal Affairs Investigators training.
- Held swearing in ceremony for two new police officers.
- Staff attended monthly Volusia-Flagler Police Chiefs Association meeting.

Community Outreach

- Members of the Youth Director's Council met on Monday June 22 to review and discuss upcoming community service projects.
- Members of the 8th grade Boys Basketball team are participating in the National United States Specialty Sports Association Tournament in Cocoa, Florida on June 25-28.
- The PAL summer program partnership with the Department of Leisure Services began June 22 and continues through July 30, 2015. Approximately 80 youths are participating in the Summer Art, Summer Science, Summer Math and Summer Reading programs held Monday through Thursday.

Community Services & Animal Control

- Animal Calls responded to: 44
- Animal Bites: 2
- Animal Reports: 10
- Animals to Halifax Humane: 9
- Dogs: 1 Kittens: 5 Cats 3
- Injured Wildlife: 1
- Trap Neuter Release: 1
- Dog Reclaimed: 1

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 21
- Inactive: 27
- Fraud: 9
- Burglary Business: 2

- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 6
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Arson: 1
- Weapons Complaint: 0

Records

- Walk - Ins / Window: 109
- Phone Calls: 101
- Arrest / NTA'S: 28
- Citations Issued: 245
- Citations Entered: 184
- Reports Generated: 148
- Reports Entered: 132
- Mail / Faxes / Request: 26

Patrol

- Total Calls: 1,724
- Total Traffic Stops: 204

Operations

Crime Opportunity Report Forms Issued: 182

- 6/18/2015
 - Disturbance/Warrant Arrest, 27 Oakwood Park. Adult male called police over a child custody dispute with his ex-wife. Officers ran a wanted check on the ex-wife and found she had an open warrant for her arrest. The adult female was arrested and transported to the branch jail.
 - Trespass Arrest, 1521 West Granada Boulevard (Wal-Mart). Adult male had been issued a trespass warning a couple of days prior from Wal-Mart. He was discovered back on the property and inside of the store by loss prevention personnel. The subject was arrested for trespassing after warning at the request of management.
 - Burglary Business, 509 South Nova Road (All Aboard Storage). Time lapse one month. Victims' storage unit was entered and several small miscellaneous items taken.
 - Carbreak, 1340 West Granada Boulevard (Lowe's). Victim parked his truck with lawn equipment unsecured in the bed and went inside Lowe's. A witness observed a male in a red Chevy vehicle reach in and load several of the items into his vehicle and then leave the area.
 - Robbery – Strong Arm, 3 North Yonge Street. An adult male walked into the Sunoco at the above address and asked the clerk how much a carton of cigarettes cost. Once the clerk pulled the carton of cigarettes out at the counter, the suspect reached over and grabbed them. Officers set up a perimeter around the store and searched for the suspect. Officers obtained information from children playing in the street on Selden Avenue that they observed an adult male hiding a bicycle on the side of a house and then walked towards the backyard of an adjacent house. Officers located the bike and searched the yards of area residences. Officers found the suspect attempting to hide in the backyard of 252 Selden Avenue. Officers took the subject into custody for the robbery and transported him to the branch jail.
 - Warrant Arrest, 252 Selden Avenue. While taking the above robbery suspect into custody, he was also found to have an open warrant for his arrest.

- 6/19/15
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An adult female was placed under arrest for shoplifting and transported to the branch jail.
 - Shoplifting, 1458 West Granada Boulevard (Bealls). An adult female was placed under arrest for shoplifting and transported to the branch jail.
 - Warrant Arrest, An adult male driver was stopped for a routine traffic violation. During the course of issuing a traffic citation it was discovered the driver had an open warrant for his arrest out of Volusia County. He was taken into custody and transported to the branch jail.
- 6/20/15
 - Disorderly Intoxication Arrest, 711 South Atlantic Avenue (Atlantic Cove Motel). An adult male subject was arrested after being disorderly and had entered several hotel rooms belonging to other motel guests. Officers found the subject passed out and unresponsive on the 5th floor. He was taken into protective custody under a Meyers Act.
- 6/21/15
 - Shoplifting, 530 South Atlantic Avenue (Circle K gas). An adult male stole a bottle of soda and aspirin then fled the store. He was located by officers at Peppers Grill shortly thereafter. The subject was issued a Notice to Appear for retail theft and was released from the scene without further incident.
- 6/22/15
 - Warrant Arrest- 505 South Atlantic Avenue (Lotus Inn). Officers received information from VCSO and a bondsman in reference to a wanted subject at this location. Before officers arrival on scene the suspect began wrestling with the bondsman in an attempt to flee. The bondsman was able to secure the suspect as officers were arriving on scene. The suspect had several open warrants for his arrest. Suspect was transported to the branch jail without further incident.
 - Carbreak- 1521 West Granada Boulevard (Wal-Mart). Victim reported her vehicle had been entered two days prior while parked in the Wal-Mart parking lot.
- 6/23/15
 - Theft – Petty/Narcotics, 1340 West Granada Boulevard. A witness observed an adult male subject remove a Florida license plate off a vehicle in the parking lot at this location. Officers located the suspect with the tag attempting to leave the area with three associates. The suspect was also found to be in possession of 6 Lorazepam pills and a glass crack pipe. The subject was arrested and transported to the branch jail without incident.
 - Stolen Vehicle- 125 Mound Avenue. The victim advised he rented a U-Haul from Pack and Ship and a known acquaintance of his had taken it without his permission and left the area. The U-Haul was located in Georgia in the possession of the suspect identified by the victim. The suspect was subsequently arrested and the U-Haul recovered.
 - Shoplifting- 1521 West Granada Boulevard (Wal-Mart). An adult female was observed by loss prevention switching price tags on items and leaving the store without attempting to pay for the items. Suspect was detained by loss prevention personnel and issued a Notice to Appear, issued a trespass warning and released from the scene.
 - Carbreak- 1 John Anderson Drive (Fortunato Park). Victim reported one day last week her vehicle was burglarized while parked at Fortunato Park. Victim's wallet was stolen but she did not report the incident until it was discovered an unauthorized charge had been made on her credit card.
 - Suspicious Incident, 1634 North United States Highway One, Room 132. Motel employee called in reference to two guests at the motel. The employee advised someone called her general manager last night and claimed they were from the Volusia County Sheriff's Office. The individual on the phone requested the motel give them a compensated room for two individuals for two nights. The general manager agreed and later in the night, an adult male and adult female arrived and were given room keys. On today's date, the motel employee called the Volusia County Sheriff's Office and was advised by them that they had not (and do not) call to request rooms be donated on their behalf. Officers made contact with the male and female subjects inside of the room they had been provided. Both subjects provided false names and dates of birth to officers. A rapid ID fingerprint system was used to identify the

male subject. Both subjects were arrested and transported to the branch jail. The female subject was arrested as a Jane Doe until her true identity is learned.

- Traffic Unit
 - Traffic Enforcement Stats:
 - Number of Traffic Stops: 11
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 35
 - Number of Written Warnings Issued: 1
 - Number of Parking Citations Issued: 0
 - Traffic Crash Reports:
 - Number of Crashes without Injuries: 17
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 1
 - Crash Investigation General Information:
 - 15-06-00320 - Fatal Crash. 600 West Granada Boulevard. Appears driver suffered a medical emergency while driving. Subject crashed into another vehicle twice before crashing into a concrete power pole. The driver was pronounced dead at the scene. West Granada Boulevard was shut down for approximately 3 hours.
 - 15-06-00303 - Hit and Run Crash. Extensive ongoing investigation in reference to a motorist running over a construction worker's foot in the Ormond Lakes neighborhood. Suspect was developed and a photo lineup was conducted. Suspect was selected out of the line up and charges were filed. This case is still open as further investigation is being conducted.
- Strategic Traffic Enforcement Program (STP) Information:
 - Location: 500-600-Block Hand Avenue
 - Reason for this STEP: Citizen complaint & Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 6; Written Warnings Issued: 1
 - Comments: None

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 20 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 0 Cases initiated
- 7 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and seventy-two (72) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Downtown Streetscape Planting (Orchard to A1A) – The contractor is working on the bridge slopes where the remaining (30) palms will be installed. Once all the trees are installed, the contractor will focus on completing the remainder of the under-plantings.
- South Peninsula Reclaimed Water Extension – Restoration of the northern portion of Halifax Drive work is continuing, the contractor is currently installing 16" PVC between Seminole Drive and Ormond Parkway.

- A1A North Peninsula Forcemain Extension (Volusia County project) – Met with County staff and contractor for progress meeting.
- Sports Complex Restroom Facility Construction – The building pad has been backfilled and the slab was formed.
- OBSC ADA Parking and Sidewalks (CDBG) – The contractor is forming and pouring the sidewalk between the soccer and T-ball fields. The courtyard area between the (3) Wendelstedt fields is 95% complete. The overall project is 65% complete.
- Fiber Optic Network Expansion - Phase 3 – Work is commencing on Division Avenue, the Contractor has begun hand trench work and setting of handholes.
- Ormond Beach Sports Complex – Re-grading of the drainage swale {being rescheduled by contractor}.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Manholes and stormwater structures were field marked. Work is scheduled to begin on June 26.
- 2015 Roadway Resurfacing - Ormond Lakes Blvd. from US1 to Jolynn Drive was milled and resurfaced. Curb & gutter replacement has started along Kent Drive.
- Ph II 2-Inch Water Main Replacement - Mainland – Issued Notice to Proceed for July 6, 2015. Work is anticipated to begin along SR40/Granada Blvd. from Mirror Lake Drive to the new Shoppes development. Resident notification were distributed.
- Ph II 2-Inch Water Main Replacement – North Peninsula – A pre-construction meeting is scheduled for July 2, 2015.
- Ph II 2-Inch Water Main Replacement – South Peninsula – A pre-construction meeting is scheduled for June 30, 2015.

Design Projects:

- City Welcome Sign – The consultant 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 has included 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.
- North US1 Landscaping (Airport Road to I95) – The revised plans have been approved by the FDOT review committee. The bid opening is was held on June 25th.
- 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 – Staff comments have been transmitted by ProjectDox to the Design Consultant for finalization of plans. It is anticipated that bid documents will be finalized for disposition at the July 28th City Commission Meeting.
- Ormond Sports Complex Field 9/10 Lighting – Plans are still in review with FAA.
- Environmental Learning Center – The Construction Management firm is preparing final construction costs for staff review. Our environmental contractor has begun removing the invasive plants along the pond banks and within the wetlands.
- Water Treatment Plant Lime Silo Dust Arrestor – Design consultant and City staff met at the site and are working on plans to submit 30% for input and review.
- Water Treatment Plant Controls and Pump Upgrade – Design is in process.
- FEMA Phase 2 Central Park Flood Mitigation Project – Staff has submitted the Phase 2 HMGP grant to FEMA and will await their review comments.
- WWTP Sludge Thickener Improvements – The consultant has submitted 30% plans for review.

Department Activities

Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going), and old engineering drawings.
 - Reviewed multiple SWMP submittals for residential construction (on-going).
 - Proposed Ormond Dock - Prepared cost estimates for several dock configuration options.
 - CIP - Prepared schedules for 2015-2016 fiscal year Capital Improvement Projects.
 - Emergency Operations - Attended Volusia County EOC training workshop for assessing damage to property after a major storm or destructive event.
 - Researched, located and sent requested Water Treatment Plant As-Built Drawings per consultant (McKim & Creed) request.
 - On-site visit to 21 Shadow Creek Way to verify SWMP completion.
 - Completed elevation survey along the boat channel at Cassen Park boat launch for proposed boat mooring pier.
 - Modified and plotted 2 sets North US1 Landscaping, per project manager's comments.
 - Modified parking drawings on CDBG OBSC ADA Improvements, per project manager's comments.
 - Staked out handicap parking for CDBG OBSC ADA Improvements project.
 - Located tree at Ormond Green entrance, per Streets Division request.
 - Researched and provided historical drawings and documents relating to 182 Riverside Drive area, per Risk Manager's request.
 - Created multiple design exhibit drawings relating to the proposed boat mooring pier at Cassen Park.
 - Researched and provided historical documents relating to the Laurel Creek Drainage area, per Legal Department request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Replaced asphalt for Utilities on N. Ridgewood and Lincoln Ave
 - Replaced asphalt around manhole and catch basin for Stormwater at 100 block of Sundance Trl
 - Restored asphalt shoulder on Orchard St, near Public Works
 - Filled potholes on Pineland Trl
 - Replaced concrete patch in driveway around meter box at 300 block of Collins St
 - Backfilled gutter at Lincoln Ave and N Ridgewood Ave
 - Repaired pavers at Riverside Dr for Wastewater
 - Cut gutter and prepared for removal on Bramblewood Ln
 - Excavated lime rock and restored 13' x 25' section of asphalt on roadway at Riverside Dr
 - Replaced 4' x 4' concrete patch for Wastewater on River Chase Way
 - Removed forms and cleaned job on River Chase Way
 - Cut concrete sidewalk at damaged locations on Airport Rd

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
- Removed dead palm from Riviera Park
- City Hall removed dead palm and hollow cedar tree
- Moved equipment to Riverside Dr for concrete crew
- Removed dead oak at Central Park III (Hammock Ln)
- Cleared fallen tree on Tanglewood Cir
- Trimmed low limbs on Roble Ln, Sandy Oaks Blvd, and Groover Ave

- Ground and clean stumps on Northbrook Ln, Sanchez Ave, Melrose Ave, Tanglewood Cir, and Kenilworth Ave, Ellsworth Ave, and Optimus Park
- Tightened cables for banner at Washington St and W Granada Blvd
- Trimmed at Northeast corner of Nova and State Road 40
- Cleared debris on Cherrywood Dr
- Pressure cleaned 100 block of Sanchez Ave
- Removed oak trees on Cherrywood Dr

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard & Wilmette and on the Tomoka River bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches Citywide
- Debris clean up at City Hall and Public Works
- Picked up litter from Granada Bridge
- Trimming of ROW on Bramblewood Ln, Nova Rd, State Road 40, Groover Ave, N Halifax Dr, N Old Kings Rd and State Road 40 South
- Trimming of DOT areas
- Assisted tree crew at City Hall and Tomoka Ave
- Assisted concrete crew with concrete pours
- Assisted tree crew with trimming

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, checked for signs that might need attention
- Reinstalled 2 signs on Cherrywood Dr
- Fabricated numerous signs for South Ormond Neighborhood Center
- Replaced 2 signs at Sports Complex
- Replaced pedestrian crossing sign at Division Rec

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Basins – inspected and cleaned, Citywide
- Ditch maintenance on Hand Ave
- Replaced manhole and repaired basin on Sundance Trl
- System pumping at Ormond Beach Middle School

Vactor

- A1A
- Sundance Trl

Mowing

- Reachout Mower – SR40, Arroyo Parkway, Fleming Ave, Santa Ana Ave, Nova Rd ponds, Wilmette Ave, Airport Sports Complex, Pineland Trl
- Slope Mower – Airport Ponds, Water Plant

Street Sweeping/Streetsweeper

- 56.0 miles of road cleaned (two operating days)
- 3.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
26,277

PM Services completed for the week:

Emergency—Vehicles and Equipment
8

Non-Emergency Vehicles and Equipment
10

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 12,955 gallons of unleaded and 9,892 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,020 gallons of unleaded and 766 gallons of diesel.
- Fleet completed 45 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 – Project scheduled to begin in early July. A list of priority non-compliant devices was provided to the contractor to assist preparation of notice letters prior to performing testing and repair work.
- Division Avenue Well Field Raw Water Piping – Contractor is laying out the clearing limits. Shop drawings are being reviewed. Preparing letter for Park Place residents notifying them of future short duration water service interruption and fence replacement project activities. Order replacement meter for Well 10 D as required.
- Fire Hydrant Replacement Program – Award recommendation agenda item prepared for CC Meeting on July 28.
- Hunters Ridge Low Pressure FM Upgrade – Received a draft set of plans from Engineering Division for review.
- Laboratory Testing Services – Award recommendation agenda item prepared for CC Meeting on July 28.
- Lift Station 8M1 – Project is under design. Legal Department is reviewing survey information concerning partial encroachment of existing lift station outside of the easement to determine appropriate resolution.
- 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 pump supplier to determine appropriate measures needed to schedule replacement of the impellers in influent pumps 1 & 2. Specifications for replacing the sodium hypochlorite storage tanks are prepared and a spare tank was purchased.
- Rima Wells Auxiliary Power Generator – desired operational features for SCADA were obtained from the design engineer for review.
- Saddler's Run Lift Station Rehabilitation – A work authorization for consultant construction services is being processed to oversee recently awarded project. A preconstruction meeting was held on 6-23-15.
- Storage Tank Repairs and Maintenance – Structural inspections were performed on the elevated water tanks at Leeway, Breakaway Trails and the water plant. Structural inspection work is completed on all ground storage tanks. Awaiting receipt of Engineering Summary Report. A

design proposal to prepare design plans and specifications for the water plant elevated tank repair has been received from another engineering firm and is being considered.

- 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 reviewed and a work authorization is being prepared.
- SPRC: Environmental Learning Center – Reviewed lift station calculations and details with engineering staff. Giant Recreational World – Received plans for review. Kingston Shores – Reviewed shop drawing submittal. Shoppes on Granada – As-built drawings were received for review.
- 134 and 136 Beau Rivage – Engineering Division completed plans. Use Permit Application form was sent to Volusia County for processing.
- 104 Holland Road – Plans are being prepared for replacement of the water service.
- System model results for Plantation Oaks were reviewed and comments provided to consultant for recommended modifications. Upon receipt of model updates and recommendations, staff will assess results for any offsite utilities needs and meet with developer to discuss.
- Attended Project Dox training sessions.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 40.571 million gallons for the week ending June 21, 2015 (5.574 MGD)
 - Backwashed 9 filters for a total of 384,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had one (1) Precautionary Boil Water notice this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 27.78 Million Gallons.
 - Produced 25.80 Million Gallons of Reuse.
 - Produced 1.98 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.97 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 126.33 (14%-18% Solids).
- Water Distribution
 - Exchanged 9 water meters per Finance Department work orders.
 - Responded to or repaired 19 water service leaks.
 - Installed 12 new residential customer water services and meters.
 - Assisted 22 customers with misc. concerns.
 - Replaced or repaired 27 water meter boxes.
 - Replaced 7 residential water services due to aged materials. 2 each - 2" casings were installed by contractor for water service under roads.
 - Responded to 16 reports of customer concerns regarding low pressure, cloudy water, etc.
 - Performed accuracy testing of commercial water meters: 3 - 1½", 8", 6", 3" all tested accurate.
 - Pressure tested 12, repaired 1 city owned backflow prevention devices serving City facilities.
 - Continued maintenance of fire hydrants within the city limits, 10 fire hydrants maintained in Fiesta Heights subdivision and surrounding area.
 - Located and exercised 51 water distribution system main line valves north of SR40, between N. Beach St and US1 as part of the valve maintenance program.
 - Assisted with irrigation low flow/ pressure concerns on W. Granada Blvd. medians.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 90 regular and 2 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to nine trouble calls in Breakaway/Hunters Ridge PEP/ Low Pressure Sewer System service area and five in town.

- Crews completed repair on 12" force main at 182 Riverside Dr.
- Delivered snail filter to 113 Royal Dunes Blvd.
- Filled in depression at Nova ball fields with 4 yards of dirt and leveled off pile for sod.
- Repaired 4" sewer lateral at 238 Timber Line Trail.
- Replaced brass cleanout cap at 23 Spring Meadows Dr.
- Televised 12, cleaned and root controlled 2 sewer laterals.
- Televised 1,177 ft. of sewer main in 4M system.
- Installed new PEP tank at 30 Tomoka Ridge Way.
- Rehab PEP Tank at 16 Lake Vista
- 76 Deep Woods cut down clean out to grade.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 15 psi, Ocean Mist Hotel @ 18 psi, Ormond Mall @ 12 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 10/7 psi. Foxhunters Flat (2 inch) 9/3 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Riverside Drive force main emergency repair, assist WW Collections crews during repair period with manual pumping at lift stations 1P & 5P.
 - Scum Well #2 - shift operator indicated high level, pumped down in hand, tested floats, all operating correctly, will monitor.
 - Ashton Look, grounds keeping, trimmed bushes/ trees around fence line.
 - 8P, replace controller with repaired inventory, ok.
 - Utilities Maintenance staff overseeing major piping rehabilitation activities at Lift station 4M.
 - Lift stations – completed strapping and repair of antenna cables with contracted bucket truck and electrician support. LS AB2 pending.
 - Sand filter #2 - level sensor not operating correctly, found tripped breaker and blown fuse, reprogram sensor, ok.
 - EFF PUMP#2 - changed soft start, trouble shooting fault condition.
 - Influent Room – deragged pumps as per direction.
 - SCADA/WIN911 monitor/response: Towne Square - WIN911, high level, motor starter #1 tripped, high amp draw at pump, reversed pump to clear blockage at volute, ok; River Oaks – WIN911 - High Level, no signs of recent high level, stored fault codes in controller memory indicate controller malfunction, Contractor contacted to repair under warranty, ok; Laurel Oaks, River Bend – WIN911 - phase loss, power restored upon arrival, possible storm related, ok; 7M1, Shadow Crossings – SCADA, high starts, clean probe, ok; 5P- SCADA – no starts pump #1, pulled pump to clear blockage at volute, ok.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.
 - Monthly PM's: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Decant Pump; Carrousel Surface Aerators, #1N, #1S, #2N, #2S.
 - Quarterly PM's: Influent Odor Control Unit.
 - Lift Station PM's: 10 monthly and 0 annual performed.
 - Plant wide oil & grease route.
 - 56 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 17D – not responding, reset motor starter, ok.
- Standish Booster Station – prime pumps, adjusted operating parameters to discourage loosing prime.
- L.P.R.O Sand Filter, remove and repair check valve arm, ok.
- Shop – Cleaned and painted Pulsatron back up pump.
- Filters 5 & 6 – completed electrical upgrades, awaiting purchase of motorized valve actuators, replaced 18" pipe hangers.

- Monthly PM's: hypochlorite pumps 1, 2, 3, 4, 5, 6, 7; All Hudson wells.

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 Utility received a letter from the FDEP noting a few recommendations to the Enforcement Response Plan (ERP).The Utility will resubmit ERP after incorporating changes and consulting Legal to be sure the changes are represented in the City's Sewer Use Ordinance. Additionally, staff is preparing a response to the industry in the IPP program that was issued a Notice of Violation on June 1, 2015.
- Special Waste Profile and Disposal: The Utility received approval from the Volusia County Solid Waste Department to dispose of sewer grit line waste at the Tomoka Landfill. The City will coordinate with Waste Pro to deliver the dumpster.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation – The contractor began installations the of the backflow prevention devices in the City's Reuse Service Area. One valve and 69 rebuild kits were installed. Staff continues to field calls from residents with questions and concerns regarding this project.
- Consumer Confidence Report – The Utility received approval of the draft 2014 CCR from the Volusia County Health Department. The local printer is in the process of publishing the CCR. Water customers are being notified via email and a statement on the water bill that a copy of the CCR is available on the city website. Paper copies will also be provided to large commercial users, such as apartment complexes.
- Wetlands Monitoring Report – Staff is compiling the data and authorized the City's contract environmental consultant to complete the report for the SJRWMD. The consultant will perform the field analysis of the vegetation surrounding the wetland monitoring wells in Rima Ridge.
- Cross Connection Control Program – Staff is fielding numerous calls from business customers with questions concerning device testing and compliance requirements. BSI, the City's recently awarded CCC Program Management Services vendor is increasing compliance of the utility along with correcting inaccuracies 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; City Manager Staff Meeting; Code of Ordinances review with Legal Department; Claims Committee meeting
- Assistant City Clerk attended Florida Association of City Clerks Conference, June 22 – 24, 2015
- Staff attended and provided support for June 23, 2015, City Commission Meeting
- Agenda packet preparation for July 2, 2015, Quality of Life Advisory Board Meeting
- Agenda packet preparation for July 28, 2015 City Commission Meeting

Status of Department Projects

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