

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 17, 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:

- Budget presentation for July 28th Commission workshop
- General discussion meetings with Fire Chief and IT Manager

Spoke to, attended and/or met with:

- Rotary meeting
- HR Director, Finance Director and Jessica Scott, Brown and Brown, discussed health insurance renewal options
- Daytona Chamber Eggs & Issues

Community Development

- This was the last week for our Planning Intern, Steven Shams, who is a candidate for a Master of Arts degree from UF's Urban and Regional Planning Program. Steven assisted staff with a number of projects, and his GIS skills were extensively used to update the base street map, map potential bike trails and analyze Complete Street opportunities using a database he developed. The database inventoried all city road segments and identified each road's classification, the existence of sidewalks in linear feet and width, the existence of bike lanes and width, and whether or not transit stops were present. Comments from field observations were added to clarify noted physical features. The database and maps will be used to strengthen the non-motorized component of the City's mobility fee authorized by the State when the City adopted its Multimodal Plan in 2010.
- Engineering and Planning staffs met to discuss the compensatory storage provisions for nonresidential development. This provision was developed for single family lots that were not part of subdivisions; however, the language in the code infers that nonresidential development could take advantage of this provision. An amendment to clarify the original intent from 2010 will be processed.
- Staff met with Jerry Isan concerning the new improvements to the Bowling Center on US1. Laser tag and an arcade will be added to the center.

Building Inspections, Permitting & Licensing

- 267 inspections performed.
- 4 business tax receipts issued.
- 86 permits issued with a valuation of \$3,464,979.00

NOTE: Private Provider inspection services conducted 86 inspections of the 267 inspections performed.

Development Services

- The following SPRC activities occurred this week:

1. Huntington Green (utility connection)
2. 75 North Nova Road revisions (remote parking)
3. 10 Magnolia Avenue – Realty Pro's land use and zoning for shopping center.
4. 2 East Tower Circle (Galasso site plan)

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 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.
- Staff met with a prospective business interested in purchasing Lot 2 in the Airport Business Park. Staff is preparing a Commission agenda item to approve the purchase and sales agreement. 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, which is expected to be published in September.
- Staff met with Mr. Cansis, President of Live & Learn Educational Group, to welcome him to Ormond Beach. Team Volusia facilitated the company's lease of office space at 570 Memorial Circle. The Company currently has 3 employees but expects to grow its Brazilian based student exchange services over the next several years.

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 and the company is evaluating competing proposals.

Airport Operation and Development

- Staff completed repairs this week on the Precision Approach Path Indicator (PAPI) lights on Runway 17. The PAPI will be placed back in service following re-alignment with the appropriate glide slope for the runway.
- Staff compiled and submitted to the FAA the required third quarter reports for the ongoing Airport Master Plan Update and Storm Water Master Plan projects.
- Staff has been notified that the Supplemental Joint Participation Agreement (SJPA) between the City and the FDOT intended to provide additional funds for the Upgrade and Rehabilitate Air Traffic Control Tower Safety NAVCOM Equipment project at the airport has been executed by FDOT. The additional funds will be used for the acquisition of a new backup power generator for the control tower.
- Staff has made arrangements with FPL to install a power meter at the air traffic control tower with the capability to alert key personnel if electrical power service to the tower is interrupted.
- The regular quarterly meeting of the Aviation Advisory Board was held on Monday, July 13th.

- Staff worked with Hoyle, Tanner and Associates to review the FAA's determinations regarding proposed additional lighting systems for the Ormond Beach Sports Complex.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
 - Preparation for the operating budget for fiscal year 2015/16.
- Completed Projects - Weekly
 - Processed 37 Journal Entry Batches (#4246 - 4345).
 - Approved 22 Purchase Requisitions totaling \$111,233.64.
 - Issued 21 Purchase Orders totaling \$3,266,259.82.
 - Processed 4585 cash receipts totaling \$588,835.54.
 - Prepared 129 Accounts Payable checks totaling \$250,313.76 and 40 Accounts Payable EFT payments totaling \$213,705.44.
 - Processed and issued 6,239 utility bills with billed consumption of water of 23,335k.
 - Issued 929 past due notices on utility accounts.
 - Auto-called 120 utility customers regarding receipt of a past due notice.

Grants/PIO

- PIO
 - Press Releases
 - Youth Flag Football League
 - Jewish Federation Backpack/School Supply Fund Raiser
 - 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.
 - Completed Open Government Sunset Review Questionnaire.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Updated/confirmed COPS application as requested by DOJ.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 4
- Hazardous: 2
- EMS: 78
- Motor Vehicle Accidents: 9
- Public Assists: 31

TOTAL CALLS: 126

- Aid provided to other agencies: 17 Calls: Daytona Beach (7), Volusia County (10)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 21
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 65

Training Hours

- NFPA 1001: Firefighting 11
- NFPA 1002: Driving 5
- NFPA 1006: Technical Rescue 17
- NFPA 1021: Officer 9
- NFPA 1500: Safety/Equipment 30
- NFPA 1620: Preplanning 28
- EMT/Paramedic 19
- TOTAL TRAINING HOURS: 119

Station Activities

- Updated 29 pre-fire plans
- Conducted 7 fire inspections
- Instructed quarterly CPR and AED course to 13 Ormond Beach residents.

Human Resources

Staffing Update

Position Requisitions

- Maintenance Worker II (Streets/Public Works)
- Permit Technician (Planning)
- Part Time Event Technician at The Casements (Leisure Services)

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.
- Plans Examiner (Building & Inspections) was advertised 6-29-15 on the City web site and will remain open until filled.
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works) was advertised 7-7-15 on the City web site and internally and will remain open until filled.
- Police Officer (Police Department) was advertised 6-30-15 on the City web site and internally and will remain open until 7-24-15. All applicants apply at www.nationaltestingnetwork.com.
- Part Time Account Clerk II (Finance) was advertised 7-15-15 on the City web site and will remain open until filled.
- Part Time Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader at Nova Community Center (Leisure Services) was re-advertised 6-2-15 and will remain open until filled.

Applications Under Review

- Tradesworker (Leisure Services).
- Recreation Program Specialist (Leisure Services).

Interviews Scheduled

- Office Manager (Police Department). Interviews will be held 7-22-15.

Background/Reference Checks/Job Offers

- Community Service Officer (Police Department). A candidate was selected and began pre-employment processing.
- Neighborhood Improvement Officer (Police Department). An internal candidate was selected.
- Records Clerk (Police Department). A candidate was selected and began pre-employment processing.

- Engineering Inspector (Planning and Building). A candidate was selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Part Time Treatment Plant Operator (Public Works/Wastewater) – effective 7-10-15
- Part Time Event Technician at the Casements (Leisure Services) - effective 7-21-15
- PT Account Clerk II (Finance) – effective 7-24-15
- MW II (Public Works/Wastewater) – effective 7-24-15
- Police Officer (Police) – effective 7-31-15

City Events/Employee Relations Update

- HR staff members will attend training by Humana on 7-16-15.
- HR staff in planning stage to roll-out new ICMA Roth IRA.

Risk Management Projects

- Mayor's Health & Fitness Challenge Community Partner event planning for 2016 event.
- Subrogation claims handling.

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: - 6 New work - 44 completed - 30 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,821	Inbound E-Mails Blocked	10,622
Delivered Inbound E-Mails	13,044	Quarantined Messages	155
Percentage Good Email	54.8%	Virus E-Mails Blocked	59

 - Notable Events:
 - Police Department – The Copperfire application, which is used by officers to write and file electronic reports, has been updated on all PD desktops and laptops. The MobileCOM application, used for dispatch related activities, has been updated on nearly all notebooks. Staff has scheduled to complete this major upgrade by the end of next week.
 - Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 5 Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS Located this week: 41: Total in system = 23,014; 22,354 potable, 649 Irrigation, 11 Effluent
 - Notable Events: Updated and made current Dept of Revenue – GeoTax database for Ormond Beach.

Leisure Services

- Administration
 - Public Works Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Environmental Learning Center Volunteer Meeting
 - Summer Sounds Concert

- 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.
 - Athletx continued their tournament through Thursday night at the Sports Complex (W2 and 3, Q2), as well as Nova Fields #1 - #5. Tournament play started at 9am daily, with games running until 11pm. 173 total games were played, not counting the skill contests and opening night ceremonies.

- 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
 - Swept out Maintenance Building
 - Prepared fields, picked litter, emptied trash, moved toters, blew out dugouts/sidewalks, set up scoreboards/panels, etc., all week for Athletx Baseball Tournament at Nova and Sports Complex
 - Removed benches and goals from soccer fields #9, #10, and #11, since 6-a-side soccer season has ended
 - Moved piles of dirt from Wendelstedt overflow parking area
 - Blew off paved road around Sports Complex from the contractor/construction trucks

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

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday-Friday: CMT Musical Theatre Camp was held.

- 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
 - Summer Camp Monday through Friday 7:30am-5:30pm
 - UF/IFAS Extension Family Nutrition Program Tuesday 5:30-7pm
 - I Am Ormond Celebration Friday evening and Saturday

- Community Events
 - Weekly administrative tasks, office work, meetings, and activities
 - Assisted with daily lunch meals for Community Outreach Program
 - Assisted in the planning of 2015 Senior Games tasks
 - Began planning of kids' fishing tournament scheduled for Saturday, September 5th
 - Preparing for Summer Sounds Concert for this evening
 - Clean up and equipment organization of July 4th supplies
 - Office work and follow up of tasks for all July scheduled events
 - Beginning to write/event plans for October 3rd Loop Event
 - Attended Senior Games Committee meeting

- Gymnastics
 - Classes are going well and growing
 - July session in progress – registration now open
 - Coordinator is attending USA Gymnastics 2015 Florida State Clinic July 17-19
 - Upcoming Open Gym session Friday, July 24
 - 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 continued to meet at various times throughout the week.
 - Camp T-Rec started Session II, they meet Monday through Friday from 8:30am-2:00pm for three more weeks.
 - Summer Basketball League teams are starting their playoff games.
 - Free breakfast and lunch continues to be offered through the County Summer Food Program.

- The Casements
 - Pilates classes resumed this week Monday through Friday.
 - Guild tour hours continued this week, with summer tours from 1:00pm to 4:00pm Monday through Friday. Saturday tours are held from 10am to 12:00pm.
 - A birthday party rental met at Bailey Riverbridge on Saturday from 11:00 am to 9pm.
 - The fourth and final week of artist Pat Spano's Summer Art Camp met this week. The campers focused on watercolors, textures from nature and the relationship between composition, color and pattern.
 - This week's Enviro Camp's theme was $E=MC^2$, or Everyone Meets Challenge, focused on science. Highlights included a visit from the Ormond Beach Police Department and fingerprinting, earth science experiments, solar oven s'mores and root beer floats. Campers also made boats to race, fished from Rockefeller Gardens, played weather relay games and visited the beach.
 - The Casement Guild Crafters met this week on Thursday from 12pm to 3:30pm.
 - Staff members will be assisting with Summer Sounds this evening from 7pm to 9pm at Rockefeller Gardens.
 - The Herb Society met for their monthly meeting at Bailey Riverbridge on Saturday from 9:00am to 12:30pm.
 - The Coordinator completed the yearly ECHO report.

- Parks Maintenance:
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Removed damaged airplane toy from Boundless Playground at Sports Complex
 - Staff worked with Campus Outreach volunteers at Central Park I cleaning litter and cleaning up the riverbank at Cassen Park and Riviera

- Washed sign, trimmed limbs and cleaned dock entries where dirt washed in from rains at Central Park I
- Sprayed for weeds in parking lot at Riviera Park
- Call Out = 0

- Building Maintenance
 - Tri-weekly inspection of airfield runway, taxiways and directional signage
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Tri-weekly inspection of DOT and facility lighting at various city locations
 - Performed preventative maintenance on 14 City owned electronic gates
 - Identified lamp failure on helipad at Airport
 - Performed preventative maintenance on eight A/C systems City wide
 - Replaced grease fitting on gate at Police Station
 - Repairs to exhaust system in pistol range at Police Station
 - Programmed and delivered remote transmitters to multiple locations
 - Replaced bathroom door closer at Andy Romano
 - Replaced door knob at Water Dist. bay at Public Works
 - Troubleshoot and repair scoreboards at Nova
 - Replaced floodlights in the Ormond Art Museum
 - Replaced toilet sensor at Andy Romano
 - Repaired bollard at The Casements
 - Moved file cabinet at City Clerk's Office
 - Installed door alarm at City Hall
 - Repaired fountain light at Bailey Riverbridge
 - Replaced toilet dispensers at Tennis Center
 - Repaired water cooler at Central Park II
 - Replaced safety switch in men's room at Central Park II
 - Repaired men's room exhaust fan at SONC
 - Repaired high bay lights WWTP

Police Department

Administrative Services

- Staff attended VCSO User Group Meeting.
- Staff attended FDLE Audit Meeting.
- Staff attended Citizen Police Academy graduation ceremony.

Community Outreach

- Thirteen members of the Youth Director's Council (YDC) will be attending the upcoming Youth Directors Conference in Orlando. The conference will be held July 16-19, 2015.
- OBPAL Summer Connections Program Partnership
 - Approximately 70 youths are participating in the summer educational programs offered in partnership with Leisure Services at the SONC. Children in kindergarten through 5th grade attend art, science, computer lab and reading classes.
 - Ninety-six summer campers attended the Orlando Science Center field trip on Wednesday, July 8. YDC youths assisted as chaperones during the field trip. This was the second of four field trips offered in the summer program.

Community Services & Animal Control

- Animal Calls responded to: 50
- Animal Bites: 0

- Animal Reports: 6
- Animals to Halifax Humane: 3
 - Dogs: 0 Kittens: 0 Cats: 3
- Injured Wildlife: 2
- Trap Neuter Release: 1
- Dog Reclaimed: 0

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 12
- Inactive: 14
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 5
- Grand Theft: 5
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 2
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0
- Death Undetermined: 1

Records

- Walk - Ins / Window 112
- Phone Calls 103
- Arrest / NTA'S 24
- Citations Issued 120
- Citations Entered 170
- Reports Generated 136
- Reports Entered 123
- Mail / Faxes / Request 26

Patrol

- Total Calls 1,469
- Total Traffic Stops 156

Operations

Crime Opportunity Report Forms Issued: 124

- 7/9/2015
 - Car Break, 358 South Orchard Street. The victim's vehicle was entered and a wallet was taken.
 - Battery-Domestic Violence, 170 Williamson Boulevard #206 (Sleep Inn). Two subjects were placed under arrest for domestic violence battery after they became involved in a physical altercation.
 - Stalking-Violation of Injunction, 117 Ormond Shores Drive. The victim reports that her husband was arrested several weeks ago for domestic violence and she received an injunction for protection. The victim's husband showed up at her residence while she was not home, kicked in

- the door and removed several items. The suspect was located and he was placed under arrest for violating the protection order.
- Warrant Arrest / Narcotics Arrest, Hand Avenue / Spring Meadows Blvd. Suspicious vehicle was stopped for a traffic violation. Rear passenger was found to have an open warrant for violation of probation in reference to driving on a suspended license. Search led to discovery of hydromorphone pills unlawfully possessed. Subject was arrested and transported to the branch jail.
 - DUI Crash Arrest, Tymber Creek Road / Broadway Drive. The driver was hired to change the brakes on the vehicle involved. He took it for a post-repair test drive while impaired and drove it into a pond. He was arrested after a DUI investigation.
 - Narcotics Arrest, 1425 West Granada Boulevard (Starbucks). Suspect was arrested for illegal possession of narcotics (prescription pills) after an employee called in because he was sleeping at a table. He was arrested without incident
 - Burglary-Residential, 48 Kent Drive. Victim reported her wallet and contents missing from her home. Victim advised roofing company employees were at the residence during the time of theft.
 - Aggravated Battery Stabbing, 93 Ford Street. Suspect was arrested after stabbing his roommate in the neck with a pocket knife during an argument over rent. The victim was able to block most of the impact and only the tip of the knife punctured the skin.
 - 7/10/15
 - Shoplifting, 1521 West Granada Boulevard. (Wal-Mart). Two suspects were apprehended by the store's loss prevention personnel for shoplifting. Both were arrested and transported without incident.
 - Shoplifting, 1521 West Granada Boulevard. (Wal-Mart) Loss prevention personnel witnessed a female subject conceal multiple make-up items in her purse and attempt to leave the store without trying to pay for them. She was detained and arrested upon officer's arrival on scene.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by a Loss Prevention employee taking several packs of Yu-Gi-Oh! playing cards out of the package and placing them in his pockets. When confronted, the suspect dropped the merchandise and ran out of the store. He was contacted and detained in the parking lot and walked back inside with Loss Prevention employees. Upon officer's arrival the subject was issued a Notice to Appear and a trespass warning and released from the scene.
 - Loitering and Prowling Arrest. Suspect was observed behind the building located at 150 North Nova Road. When the suspect spotted officers he fled on foot toward the rear of Publix. The subject was located on the bike path between Winding Woods and The Trails hiding in the bushes. The subject was advised of Miranda warning and stated that he was cutting through the plaza and stole a cardboard sign from Burger King.
 - Warrant Arrest, 1608 North US1. Received a call of a suspect breaking a window to a vehicle in the parking lot of the Scottish Inn. Once on scene, it was learned that the suspect broke his own window because he locked his keys in his car. Teletype check revealed the suspect had an open warrant for his arrest. The subject was taken into custody and transported to the branch jail.
 - 7/11/15
 - Shoplifting - 1521 West Granada Boulevard (Wal-Mart). Suspect was caught by Loss Prevention employees not ringing up several items of merchandise in the self checkout and then attempt to leave the store. Suspect was contacted and detained by Loss Prevention employees. Upon officer's arrival the suspect was issued a Notice to Appear and trespass warning and released from the scene.
 - DUI Arrest, South Orchard Street/West Granada Boulevard. Officers responded to a report of a crash with no injuries at this intersection. The driver advised that she bumped into the vehicle in front of her. The driver was found to be intoxicated and was arrested following a DUI investigation.
 - 7/12/15
 - Battery, 1567 North US1, Room #124. (Motel 6) Units were called to a disturbance between resident guests. A female suspect forced her way into another guest's room, battering the victim

- in the process. She was arrested for battery and transported to the branch jail without further incident.
- Loitering and Prowling Arrest, 125 North Nova Road. An officer was flagged down by a citizen who reported a suspicious person behind 125 North Nova Road. The suspect was located behind the business and initially refused to advise officers why he was in the area. After he was advised of his rights, the suspect advised that he was waiting for a friend from Holly Hill who was on their way to pick him up but refused to provide any additional information to officers. The area was dark and hidden from normal view and not an area where a person would normally wait for someone to pick them up. When no one arrived to pick up the suspect he was placed under arrest for loitering and prowling.
 - Loitering and Prowling Arrest x2, 211 Carib Drive. Received a report of three males checking car door handles at 211 Carib Drive. Officers located two males matching the description in the parking lot of The Waffle House. Post Miranda warning, one suspect admitted to entering a vehicle and stealing several items. He also stated that the two entered another vehicle in the area. The second suspect was in possession of stolen property and also admitted to the carbreak. Both subjects were placed under arrest and transported to the branch jail.
 - 7/13/15
 - Car Break, 770 West River Oak Drive. Victim reported her trailer license tag stolen. The trailer is generally in the garage when not in use but the victim indicated that the license tag could have been taken any time and from several places within the past month.
 - Narcotics/Traffic Arrest, Oriole Circle/Northshore Drive. Suspect was stopped for a traffic violation. His license was suspended and he was found to be in possession of 112 grams of marijuana. Suspect was arrested for possession of a suspended driver license and unlawful possession of a controlled substance.
 - 7/14/15
 - Burglary residence, 140 Ponce De Leon Drive. Sometime during the day an unknown suspect entered the home and removed cash.
 - Battery - Domestic Violence arrest, 815 Ocean Shore Boulevard (Holiday Club Resort). Suspect was arrested for domestic violence battery after he struck his brother for eating some of his snacks.
 - Burglary residence, 19 North Yonge Street Lot 80 (Granada Trailer Park). Unknown suspect entered the victim's porch and stole a black beach cruiser.
 - 7/15/15
 - Carbreak- 24 Jolynn Circle. A radio was stolen from the vehicle overnight.
 - Traffic Arrest- 839 South Atlantic Avenue (Andy Romano Park). Contact made with suspect in the park. Suspect's vehicle had a stolen decal and he had an open warrant for driving while his license was suspended. Suspect arrested and transported to the branch jail.
 - Burglary- 170 John Anderson Drive. Occurred overnight. Several tools were taken out of construction trailer parked on the property.
 - Open Container Arrest- 5 S. Yonge Street (Texaco). Subject was removed from a Votran bus by the driver for being drunk and causing a disturbance. Upon officers' arrival he was drinking a beer on the front sidewalk. Suspect was arrested and transported to the branch jail.
 - Auto Theft- 1090 North US1. 18' dump trailer stolen from this location overnight. License tag/registration information entered into teletype.
 - Carbreak- 711 South Atlantic Avenue (Atlantic Cove Motel). Victim reported their vehicle was entered overnight in the hotel parking lot. Nothing was found to be missing from the vehicle.
 - Driving Under the Influence, 300 block West Granada Boulevard. Driver was observed operating vehicle northbound on South Yonge Street in the 300 block. Operator could not maintain a single lane and struck the median/curb near the 100 block. The driver was stopped in the Winn Dixie plaza where field sobriety exercises were completed. Driver was placed under arrest for Driving Under the Influence.
 - Aggravated Battery, Tomoka Meadows Boulevard/North Nova Road. Florida Memorial Hospital staff contacted dispatch in reference to a male in the emergency room with a stab wound to his arm. Victim advised he was involved in an altercation near this location. The victim yelled at the

driver of a speeding car in the area, which he advised he had never seen before. A short time later the victim observed a male, who he thought was the driver of the car, so he threw his hands up at him. The suspect proceeded to punch the victim in the face four or five times and then cut him in the upper forearm with a knife. There was almost a two hour delay in the reporting of this incident to law enforcement.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 43
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 74
 - Number of Written Warnings Issued: 5
 - Number of Parking Citations Issued: 1

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 18
 - Number of Crashes with Injuries: 1
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 17 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 16 Cases initiated
- 8 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and seventy-one (71) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Downtown Streetscape Planting (Orchard to A1A) – The contractor is focusing on the preparation and installation of the remainder of the under-plantings.
- South Peninsula Reclaimed Water Extension – One final connection remains in the construction of the distribution main. Notices are being finalized informing residents of their ability to connect to reuse and the process that is required to apply.
- A1A North Peninsula Forcemain Extension (Volusia County project) – The forcemain construction is completed and work has begun on construction of the lift stations which will replace the use of package plants. The forcemain remains in County ownership, while City and County staffs are working on the agreement to transfer the ownership to the City. Staff met to discuss clearance of the new forcemain, which is going to be performed in phases as each of the four currently private sewage treatment systems are being decommissioned and the raw sewage flow will be transferred to the new forcemain collection system.
- Sports Complex Restroom Facility Construction – Slab and exterior walls have been constructed.
- OBSC ADA Parking and Sidewalks (CDBG) – All sidewalk work has been constructed and the contractor is working on restoration. The overall project is 95% complete.
- Fiber Optic Network Expansion - Phase 3 – All conduit has been installed, the contractor is scheduled to finalize connections to buildings and terminations at future connection points within the week.

- Ormond Beach Sports Complex - Sod is being placed on the recently re-graded drainage swale located south of the ball quad, which will improve drainage away from the ball fields and the boundless playground area.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - The stormdrain has been cleaned and is being TV'ed. One of the outfalls was apparently cross drilled through by an FPL power conduit. FPL has been contacted to relocate the line so the stormdrain pipe can be lined.
- 2015 Roadway Resurfacing - Work continues on the replacement of curb & gutter along Kent Drive. Oak Drive and River Beach Drive were milled and resurfaced. Thermo-plastic striping was installed on Tower Circle and Aviator Way.
- Ph II 2-Inch Water Main Replacement - Mainland - Shop drawings were reviewed. Contacted FDOT regarding project startup along SR40. Work is anticipated to begin along SR40/Granada Blvd. from Mirror Lake Drive to the new Shoppes development by July 27.
- Ph II 2-Inch Water Main Replacement – North Peninsula – All residents have been notified that the project is preparing to commence; the contractor is mobilizing work this week on Ocean Aire Terrace North.
- Ph II 2-Inch Water Main Replacement – South Peninsula –The contractor is finalizing preparation work, with a tentative start date scheduled for August 3.

Design Projects:

- City Welcome Sign – The consultant submitted the revised plan set to the FDOT for Community Aesthetic Features (CAF) review and approval. The conceptual review has been completed by the State and we are waiting for the comments to be finalized and delivered to our project consultant.
- Nova Community Park Trail – Staff is finalizing the drawings and preparing the bid documents.
- North US1 Landscaping (Airport Road to I95) – The revised plans have been approved by the FDOT review committee. Bids are being reviewed.
- 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 – The consultant has transmitted revised plans to the City for review, Engineering staff met with the Mainstreet Design Committee on Monday, July 13, to share the plan.
- 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 is preparing plans to submit 30% for input and review.
- Water Treatment Plant Controls and Pump Upgrade – The Consultant has completed survey of the WTP and has begun preparation of the plan set.
- 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 is preparing final plans for bidding.
- Cassen Park Public Dock - Investigated several different dock systems to consider best approach for the proposed public dock at Casse Park. Prepared cost estimate for installing floating concrete docks. Met with consultant to discuss preparation of grant funding for the project. Staff intends to submit a disposition item to inform the City Commission of their intent to apply for grant funding at the August 5th City Commission meeting.
- Stormdrain Improvements - Staff is working with an engineering consultant to determine the feasibility of improving the stormwater drainage at the intersection of Woodridge Drive and North Beach Street, where two properties have been susceptible to flooding under heavy rainfall

events. The drainage basin will be delineated and computer model simulation run for hydraulic analysis of existing conditions and proposed improvements.

- Fire Station Exhaust Filter System - Met with contractor to inspect the Fire Station 94 exhaust scrubber system, which filters the fire truck exhaust from the four truck bays and discussed implementing a similar system for Fire Station 93 which has 3 bays. Grant funding is available for installing the system.

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).
- Stormwater drainage - Staff met with resident regarding concerns of drainage along Pineland Trail from possible I-95 runoff, and ditch maintenance needs along Pineland. Staff is proceeding to perform some elevation shots of the drainage culverts and topography in the area of concern to determine if improvements are feasible.
- Stormwater drainage - Prepared memo for the Activity 360 Flood Protection Assistance.
- Reviewed plans and created several approved Work-in-the-Right-of-Way permits for directional borings along Highland Avenue, Lincoln Avenue, North Orchard Street, and Rio Pinar, per FPL request.
- Researched historical documents relating to the Conservation Easements at Ormond Green Subdivision and the maintenance responsibilities associated with them, per Public Works Dept. request.
- Completed elevation survey shots along the north side of West SR40 from Shadow Crossings Blvd. entrance, west to end of property, per Hunters Ridge HOA request. Created AutoCAD drawings of the survey.
- Completed elevation survey shots along the recently constructed swale at OBSC Softball Quad to determine flow.
- Prepared and delivered construction notices to residences along Horseshoe Trail for the upcoming 2" watermain replacement project.
- Prepared and mailed approximately 500 construction notices to the North Peninsula residences affected by upcoming 2" watermain replacement.
- Modified the 14 Holland Road water service replacement construction plan drawings, per Utilities Division request.
- Completed Tree-in-the-Right-of-Way locate at 1035 West Granada Blvd., per Streets Division request.
- Began revising the Oak Street Right-of-Way vacation/annexation, per Planning Dept. comments.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Removed concrete on Airport Rd
 - Repaired open throat basin on Huntsman Look
 - Formed new sidewalk and measured for concrete on Airport Rd
 - Patched over dips at basin on 100 block of North Shore Dr
 - Filled pot holes on Pineland Rd
 - Filled depression across roadway on Oriole Cir
 - Patched over dip on Harvard Dr
 - Restored concrete pad for Parks at Osceola Elementary School
 - Ground down trip hazards on US1 at Dix Ave, Tymber Crossings, and Hunter's Ridge

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
- Trimming on S Center St to Park Ridge Way
- Cleared brush around tree for removal at Public Works water tank
- Trimming for reachout mower at ponds on Old Kings Rd
- Removed two broken limbs in Elm tree at Central Park II
- Removed oak tree at 500 block of Cherrywood Dr, and cleaned up debris
- Removed oak tree on Crooked Tree Trl

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
- Assisted Tree Crew with trimming at Ponds on Old Kings Rd South
- Spread material at Nova Rec at old landfill
- Cleaned common area at City Hall and Public Works Yard
- Trimming DOT ROW & sidewalk ROW on W Granada Blvd between Winding Woods Way and Main Trl; Granada West of Nova Rd

Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Replaced two 35mph speed limit signs on S Halifax Dr
- Cross training employee from Equipment Maintenance
- Fabricating Sports Complex Signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Basin hot spots -- inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Gates & Pumps – inspected, Citywide
- Repaired basin on Live Oak Ave
- Maintained FDOT ponds
- Repaired pipe at Arbor Dr S & S Beach St
- Moved bleachers from Hull Rd to Nova ball fields

Vactor

- Basin cleaning at Andy Romano Beachfront Park
- Maintained at Fleet & Arbor Dr S

Mowing

- Reachout Mower – FDOT ponds, Old Kings Rd, Division Ave, Arroyo Pkwy, US1 N, and Northbrook Dr.
- Bush Hog – SR40

Street Sweeping/Streetsweeper

- 56 miles of road cleaned (Sweeper down for 3 days)
- 20 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
26,225

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 14,476 gallons of unleaded and 6,699 gallons of diesel fuel on hand.
- Fuel used in one week: 2,440 gallons of unleaded and 863 gallons of diesel.
- Fleet completed 42 work orders this week.

- Utilities

Projects Summary

- Backflow Prevention Device Testing, Certification and Repair Services – The information letter was provided to American Backflow for notification to non-compliant customers that services will be performed and billed to pertinent customer water accounts. Coordination of account billing was also developed with the Finance Dept.
- Division Avenue Well Field Raw Water Piping – Prepared letter for Park Place residents notifying them of future short duration water service interruption and fence replacement project activities. Purchase requisition prepared for replacement meter for Well 10-D. Construction progress meeting was held. North side clearing and directional drilling for water and force main extensions for future Environmental Learning Ctr. is completed.
- Fire Hydrant Replacement Program – Award recommendation agenda item scheduled for CC Meeting on July 28.
- Hunters Ridge Low Pressure FM Upgrade – Incorporating review comments into the plans.
- Laboratory Testing Services – Award recommendation agenda item scheduled for CC Meeting on July 28.
- Lift Station 8M1 – Received 90% plans and specifications for review. Awaiting Legal Department recommendation for resolving easement discrepancies.
- Oak Drive Water Main Replacement – Water Distribution crew is scheduling work and material needs.
- 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 for influent pumps 1 & 2. CenState is seeking restitution for extra pumping costs incurred from pump supplier shipping delays. 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.
- Saddler's Run Lift Station Rehabilitation – Homeowner Association project notification letter was prepared.

- Sanitary Sewer Pipeline Repair – Ric-Man Construction (the contractor) is presently performing storm sewer rehabilitation. Sanitary sewer lining will commence afterwards.
- Storage Tank Repairs and Maintenance – Cost information is being prepared to perform the tank repairs based upon data received from the structural inspection. 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 work authorization for design services is pending.
- Water Plant 4-Log Virus Removal – Volusia County Health Department requested confirmation of City's desired chlorine residual for the LPRO clear well and inquired whether historical information was available from the original LPRO membrane testing to determine whether an appropriate salt passage criteria was established by the manufacturer.
- SPRC: Children's Workshop Expansion – Received plans for review. Huntington Green – Reviewed plans. Shoppes on Granada – As-built drawings for wastewater system were reviewed. North Peninsula A1A Force Main: Staff received request from Volusia County for consideration of Memorandum of Understanding for outstanding items remains for force main certification and project close out. Staff discussing provisions for impact fee payments with County. Received preliminary as-built drawings for review. North Nova Retail – Reviewed revision to site plan for additional off-site parking. Realty Pro – Discussed utility connection options for proposed site plan near Magnolia Avenue and Granada Blvd. A connection to the 5M gravity system is preferred if feasible.
- 134 & 136 Beau Rivage – Water service replacement is being scheduled.
- Plantation Oaks: Recommendations and model results received from the consultant regarding developer provided water and wastewater projections for determination of offsite infrastructure impacts and needs. An annexation agreement has been submitted for review by the developer. Staff will assess results for any offsite utilities needs and meet with developer to discuss.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 39.38 million gallons for the week ending July 10, 2015, (5.62 MGD)
 - Backwashed 10 filters for a total of 432,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 37.56 Million Gallons.
 - Produced 35.96 Million Gallons of Reuse.
 - Produced 1.60 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.37 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 146.32 (14%-18% Solids).
- Water Distribution
 - Exchanged 12 water meters per Finance Department work orders.
 - Responded to or repaired 18 water service leaks.
 - Installed 9 new residential customer water services and meters
 - Replaced or repaired 34 water meter boxes.
 - Replaced 7 residential water services due to aged materials.
 - Responded to 15 reports of customer concerns regarding low pressure, cloudy water, etc.
 - Repaired a 2" water service attached to a permanent flushing device on Santa Ana Ave.
 - Repaired the flushing device at 1272 Ocean Shore Blvd.

- Performed accuracy testing of commercial water meters: 6 each - 1½", all tested accurate.
- Pressure tested 14, repaired 1 city owned backflow prevention devices serving facilities.
- Assisted contractor in shutting down a fire hydrant to be relocated on E. Tower Cir in the Airport Business Park.
- Continued maintenance of fire hydrants within the city limits, 23 fire hydrants maintained in The Trails subdivision.
- Located and exercised 25 water distribution system main line valves north of SR40, between N. Beach St and US1 - valve maintenance program.
- Performed flushing activities in Airport Business Park, Pine Trails, Ormond Green, Southern Pines, Indian Springs, Deer Creek, Hunters Ridge, Ashford Lakes, Briargate, Forest Quest, Eagle Rock & Crooked Tree Trail.
- Landscape repairs due to excavations at Lakewood Park Dr, Santa Ana Ave, Eagle Rock Trl, and Whispering Pines Dr.
- Rescinded boil water notices: Sawtooth Subdivision and Crooked Tree Trail.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 115 regular and 3 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to one trouble call Breakaway/Hunters Ridge PEP System service area and four in town
 - Inspection of seven trouble spots on beachside and eleven on mainland, all good at this time.
 - Installed new pep tank at 6 Tomoka Ridge Way
 - Well pointed for excavation at 111 Tomoka Ridge Way. Found LPS line clogged approx 10 ft from valve - cleared it with the Harbin
 - Put down two pallets of sod at several past job sites
 - Installed 4 inch clean out at 332 John Anderson
 - Repaired wire in junction box at 15 Allen Wood
 - Cleaned 20 and root controlled 3 each sewer laterals.
 - Repaired broken clean out at 1 Brooke Station Dr
 - Clean 2,500 feet of 8 inch main in the 4M system
 - Foxhunters Flat (2 inch) 15/12 psi & Shadow Creek Blvd. (4 inch) 0/0 psi. West land Run has been 10 – 18 psi
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Sandy Oaks LS, pulled pump #1 - ship to vendor for repairs.
 - Temporary Chlorine Tank #2, assembled plumbing for tank addition
 - Spanish Waters, inspected all valves for possible blockages after completion of force main pigging.
 - Centrifuge #1; adjusted drive belts - ok.
 - Chlorine Building, began disassembly of peristaltic pumps for replacement of peristaltic tubes
 - Sand Filters, washed down hoses, repaired back flow device leaks - sand filters, #1, #2, #3
 - Scum Well #2, high level alarm, possible bad floats, replaced start/stop floats, will monitor.
 - Influent Room – deragged pumps per operator request.
 - WIN 911: monitor/response: 6M - pump #3 fail, lost prime, prime pump - ok; 5M - high level, station in bypass mode at controller, heavy rags at transducer, deragged and pump station down, reboot controller - ok;
 - SCADA: San Marco – no starts #2, reset, amp draw nominal, continue to monitor; Halifax Medical Center – no starts #1, reset motor starter, amp draw nominal, continue to monitor - uneven pump run time - no visible mechanical or electronic issues, force main pressure possible cause; Ormond Lakes #1 –high run hours pump #2, replace pump, pulled both check valves to deragg - will monitor.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.

- Monthly PM's: Poly Blends, #1, #2; Swing Zone Blowers, #1, #2.
- Annual PM's: Fermentation Submersible Mixer #10; Carrousel Surface Aerator #2S.
- Lift Station PM's: 16 monthly and 2 annual performed.
- Plant wide oil & grease route.
- 63 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Airport Road water sample port - installed new sample valve - ok.
- Shop – staff attended Bermad Valve factory training class.
- Well 35R – RTU radio out of service, will replace unit when technical support is available.
- Sand Filters 5&6 – remove obsolete control wiring.
- Clari-cones – replaced pressure transducer – turned over to operations for calibration.
- Brine tank - level transmitter not functioning - replaced with new –ok.
- PM's/Housekeeping – Vegetation control Rima & Division Wells

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation – Samples were collected at strategic lift stations within the sewer collection system to evaluate the primary pollutants of concern. Staff will evaluate the sample test results to develop a plan of study for establishing appropriate contaminant limits.
- 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. Staff is preparing a response to an IPP industry that was issued a Notice of Violation.
- Reuse Groundwater Monitoring Program: Staff is preparing the quarterly report per FDEP WWTP permit conditions.

• 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 north peninsula reuse service area. Staff is procuring additional devices for assisting completion of the work.
- Consumer Confidence Report – The Utility distributed the 2014 CCR brochures to large commercial users, such as apartment complexes. Water customers are being notified via email and a statement on the water bill indicating CCR is availability on the City website. A notification of the CCR availability was also published in the News Journal.
- Wetlands Monitoring Report – The consultant performed the field analysis of the vegetation surrounding the wetland monitoring wells in Rima Ridge. The report indicated the wetlands continue to be in good health. Staff is compiling the data the Utility collects throughout calendar year. The report will be reviewed and finalized for the SJRWMD.

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
- Agenda packet preparation and distribution for July 28, 2015, Operating Budget Workshop
- 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.