

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 7, 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:

- Preparing director evaluations
- Staff meeting with senior staff
- General discussion meetings with Planning Director, Economic Development Director, and Fire Chief

Spoke to, attended and/or met with:

- As requested, agenda review with Commissioner Boehm
- Health insurance proposal meetings with senior staff and Brown & Brown representative
- Florida Business Watch conference call
- Shade Meeting and City Commission Meeting
- Held Walking with the Manager

Community Development

Planning

- The Planning Director, City Attorney, Assistant City Manager/Public Works Director, and Utilities Manager met with Jeff Brock, Parker Mynchenberg, and Ronnie Bledsoe regarding the annexation agreement for Plantation Oaks. The agreement has been drafted limiting development to 400 units until offsite improvements are made to the water and sanitary sewer system. The item has been placed on the August 18th City Commission agenda for action.
- The Board of Adjustment and Appeals approved a variance for a pool and screen enclosure at 69 Abacus Avenue. There were no objections from abutting property owners.

Building Inspections, Permitting & Licensing

- 221 inspections performed.
- 2 business tax receipts issued.
- 76 permits issued with a valuation of \$1,427,891.00

NOTE: Private Provider inspection services conducted 158 inspections of the 239 inspections performed. Private Provider inspections are high this past week due to one inspector out on vacation.

Development Services

- The following SPRC activities occurred this week:
 - The Environmental Learning Center site plan was approved.
 - Staff, representatives of the Shoppes of Granada (1298 West Granada Boulevard, and the residents of the Chelsea Place subdivisions met to discuss the landscaping interface of the shopping center and subdivision. A final landscape plan and fencing location was agreed by all parties and landscaping has begun at the project.

- CVS Health, intersection of West Granada Boulevard and Nova Road (Texaco and Burger King) was reviewed by the SPRC and there are no major comments remaining. The process to approve the site plan has begun.
- Staff met with the owner's representative for the Tomoka Plaza for the development and subdivision of a portion of the site abutting the intersection of Nova Road and Hand Avenue.

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 Holding 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 announced the sale of 4 Sunshine Boulevard to Germ Free Lab who are currently located in 2 buildings along Aviator Way In the Airport business Park. The 160,000 square foot building will provide ample industrial space for the growth of Germ Free. Staff is working with Germ Free to assist in the sale and lease of their properties along Aviator Way.
- Staff met with the President of SKYO Industries to discuss the installation of manufacturing equipment to his new facility at 2 Sunshine Boulevard. The Company expects to be in partial operation in October with full operation by the end of the year.
- Staff met with a medical device company representative that is interested in starting up their company at a property in the Airport Business Park.
- Staff met with Concentrated Aloe, an Ormond Beach business, that is interested in purchasing Lot 2 in the Airport Business Park. The Commission approved the purchase and sale agreement on August 5. A conceptual site plan for the construction of a 40,000 square foot industrial building has been reviewed by the City's Site Plan Review Committee and a second meeting with staff is scheduled for August 12.

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.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm interested in relocating their entire operation to an available property at the Airport Business Park. The firm is reviewing the incentive material provided by staff.

Airport Operation and Development

- Staff continues to work with Hoyle, Tanner and Associates to prepare for the Airport Master Plan Update public meeting, scheduled for August 24th. Advertisements for this meeting will be published in the Ormond Beach Observer and the Daytona Beach News-Journal. Staff will also seek to advertise the meeting via information provided directly to area homeowners associations.
- Staff completed work with specialists from H.R. Pruitt to make final adjustments to the Precision Approach Path Indicator (PAPI) system for Runway 17.
- Staff completed repairs to a damaged section of the landscape wall adjacent to Hangar Way.
- Staff is working with airspace specialists from the FAA and airport safety inspectors from the FDOT to review the City's proposed installation of ten new light poles at the Sports Complex. The proximity of these proposed lights to the approach area for Runway 17 may require that the lights be lowered or otherwise installed such that they do not constitute a hazard to aircraft operations.

- Staff has been advised that H.R. Pruitt expects to complete their portion of the Air Traffic Control Tower Systems Upgrade project by August 14th. Wolen, LLC is expected to return and complete the remaining project elements shortly thereafter.
- Staff has received correspondence from the FAA indicating the agency's approval of the proposed engineering agreement between the City and AVCON, Inc. for the construction phase of the Taxiway "G" project. The FAA has also provided correspondence indicating the agency's concurrence with AVCON's recommendation that the construction contract for the Taxiway "G" project be awarded to Halifax Paving, Inc.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
 - Preparation of the operating budget for fiscal year 2015/16.
- Completed Projects - Weekly
 - Processed 43 Journal Entry Batches (#4615 - 4703).
 - Approved 20 Purchase Requisitions totaling \$245,048.24.
 - Issued 15 Purchase Orders totaling \$42,935.98.
 - Processed 4,766 cash receipts totaling \$751,496.61.
 - Prepared 139 Accounts Payable checks totaling \$146,221.71 and 58 Accounts Payable EFT payments totaling \$361,808.91.
 - Processed and issued 3,922 utility bills with billed consumption of water of 17,502k.
 - Processed 1,594 utility bill payments through ACH totaling \$134,129.04.
 - Prepared 31 Payroll checks totaling \$26,612.98 and 337 Direct Deposits totaling \$413,970.58
 - Transferred IRS 941 payment of \$157,732.35.
 - Issued 438 past due notices on utility accounts.
 - Auto-called 151 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Family Nutrition Program (Dates Updated)
 - Walking with the Manager (8/7)
 - Florida Licensing on Wheels (8/11)
 - 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 August Employee Newsletter.
 - Attended weekly staff meeting.
 - Attended City Commission Operating Budget Workshop.
 - Attended weekly staff meeting.
 - Placed ads in the News-Journal and Observer for August for the September 3 Legal Aid Workshop.
 - Placed ads in the News-Journal and Observer for the September Airport Master Plan Update (AMPU) meeting on August 24.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 6
 - Fire Alarms: 4
 - Hazardous: 2
 - EMS: 78
 - Motor Vehicle Accidents: 12
 - Public Assists: 50
- TOTAL CALLS: 152

- Aid provided to other agencies: 25 Calls: Daytona Beach (9), Holly Hill (1), Volusia County (15)
- Total staff hours provided to other agencies: 24
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 71

Training Hours

- NFPA 1001: Firefighting 38
- NFPA 1002: Driving 8
- NFPA 1021: Officer 40
- NFPA 1500: Safety/Equipment 33
- NFPA 1620: Preplanning 3
- EMT/Paramedic 18
- TOTAL TRAINING HOURS: 140

Station Activities

- Updated 14 pre-fire plans
- Conducted 5 fire inspections

Significant Incidents

- 7/30/15, 11:30 AM: Valencia Ave., Daytona Beach – Emergency Medical Call – Upon arrival assisted Volusia County with CPR of two pediatric patients due to drowning – two Ormond Beach firefighters assisted with patient care during transport to hospital.

Human Resources

Staffing Update

Approved/Active Recruitment

- Employee Relations Assistant (Human Resources) was advertised 8-5-15 on the City web site and internally and will remain open until filled.
- Chief Building Inspector (Planning & Building) was advertised 2-16-15 on the City web site; internally; on the Building Officials Association of Florida (BOAF) web site; on the International Code Council (ICC) web site; 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 8-21-15. All applicants apply at www.nationaltestingnetwork.com.
- Firefighter/EMT (Fire Department) was advertised 7-29-15 on the City web site and internally and will remain open until 8-15-15. All applicants apply at www.nationaltestingnetwork.com.
- 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.
- Maintenance Worker II – Streets (Public Works) was advertised 8-4-15 on the City web site and internally and will remain open until 8-14-15.
- Maintenance Worker II – Wastewater (Public Works) was advertised 8-5-15 on the City web site and internally and will remain open until filled

- Maintenance Worker II – Building Maintenance (Leisure Services) was advertised 8-5-15 internally and will remain open until 8-14-15.
- 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 Event Technician at The Casements (Leisure Services) was advertised 7-29-15 on the City web site and internally and will remain open until 8-12-15.
- PT Community Events Technician (Leisure Services) was advertised 8-4-15 on the City web site and internally and will remain open until 8-19-15.

Interviews Scheduled

- Permit Technician (Planning). Interviews will be held 8-12-15 and 8-13-15.

Background/Reference Checks/Job Offers

- Part Time Recreation Leader at Nova Community Center (Leisure Services). A candidate was selected and began pre-employment processing.
- Office Manager (Police Department). An internal candidate was selected.
- Tradesworker (Leisure Services). An internal candidate was selected.
- Maintenance Worker III (Streets – Public Works). An internal candidate was selected.
- Plans Examiner (Building & Inspections) A candidate was selected and began pre-employment processing.
- Recreation Program Specialist (Leisure Services). A candidate was selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Police Sergeant (Police) – effective 8-31-15

City Events/Employee Relations Update

- HR staff in planning stage to roll-out new ICMA Roth IRA presentations 8-17-15.
- Sam's Club will be onsite 8-14-15
- Ruth Marquez with Nationwide Retirement Solutions will be onsite 8-27-15.

Risk Management Projects

- Attended Wellness Council General Board 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: - 9 New work - 34 completed - 25 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	33,966	Inbound E-Mails Blocked	14,566
Delivered Inbound E-Mails	19,153	Quarantined Messages	247
Percentage Good Email	56.4%	Virus E-Mails Blocked	163

- Notable Events:
 - IT staff preparing for upgrade to the Sungard system required to accommodate changes in the HR and Payroll modules as mandated by the Affordable Care Act.
 - IT Manager attended the Florida Local Government Information Systems Association (FLGISA) annual conference representing the City and as the FLGISA President. The conference and board meetings were very actively participated. Business process management and improvement along with security were the major topics discussed.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 0 Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS Located this week: 0: Total in system = 23,014; 22,354 potable, 649 Irrigation, 11 Effluent
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Supervisory Staff Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Met with OBMS Principal
 - National Night Out
 - City Commission Meeting
 - Environmental Learning Center Volunteer Meeting
 - Movies on the Halifax
- 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.
 - The OBGS 13's and 14's continued practice this week on Tuesday, Wednesday and Thursday night at 6pm at the Sports Complex on the Kiwanis Field.
 - Pride Football practices began this week at the Sports Complex on multi-purpose Fields 11 and 12. Games start at the end of the month.
 - OBSC competitive soccer started their fall training this week Monday through Friday on Fields 1, 4, 9, and 10 at the Sports Complex.
- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned Skateboard Park
 - Cleaned handball, tennis and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from events held during the week
 - Dragged infield clay daily for practices
 - Swept out Maintenance Building
 - Worked on mounds and plates on fields at Nova and Sports Complex

- Put out soccer goals and sand bags on Fields 1, 4, 9, and 10 for OBSC competitive training
- Moved “L” screens from Quad batting cages to Wendelstedt and Kiwanis Fields
- Cleaned/weeded area by Kiwanis Field where soccer goals are stored
- Cleaned goal posts and pressure washed the small bleachers at Championship Field 7
- Added clay around low spots/bases at Quad
- Checked all lights at Nova and Sports Complex for bulb replacement
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats held regular classes. CMT registration was held.
 - Tuesday: Follies held regular classes.
 - Wednesday: Follies held regular classes. CMT registration was held.
 - Thursday: Kopy Kats held regular classes.
 - The Performing Arts Center is working on the following summer maintenance projects:
 - Replacement of backstage carpet, touch-up painting, replacing lights with LED bulbs.
- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Pavilion rental Wednesday
 - 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
- Community Events
 - Assisted with National Night Out, Monday and Tuesday, August 3rd and 4th
 - Assisted with Commission Workshop, Wednesday, August 5th
 - Assisted with “Walk with the Manager”, Friday, August 7th
 - Office work and follow up of tasks for all August scheduled events
 - Beginning NIMS training online
 - Follow up of plans/budget for October 3rd Loop Event
 - Planning of “Reel in the Fun” fishing tournament scheduled on Saturday, September 12th and distribution of fishing tournament flyer for promotion
 - Assisted in the planning of 2015 Senior Games tasks
 - Weekly administrative tasks, office work, meetings and activities
- Gymnastics
 - Registration now open for August session
 - Gym closed August 3-7
 - Junior Olympics August 3-7 in Hampton, VA
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at 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.
 - National Night Out took place in the gym from 6pm-9pm on Tuesday.
 - Summer Coed Volleyball League will take place on Monday and Thursdays from 6pm-8pm.

- The City's Summer Basketball Clinic took place Monday, Wednesday, Thursday, and Friday from 9am-1pm.
- The Casements
 - Wall Ministries met at Bailey Riverbridge on Sunday from 11am to noon.
 - Pilates classes resumed this week Monday through Friday.
 - Zumba class met on Monday at 11am and Yoga class met on Tuesday at 10am.
 - Guild summer tour hours continued this week, 1pm to 4pm Monday through Friday. Saturday tours are 10am to noon.
 - A tour was given to a senior citizen group of 25 people on Saturday at 11am.
 - Camp counselors met to clean up after Enviro Camp including supply storage and inventory.
 - Staff members previewed the movie for Movies on the Halifax and prepared the candy giveaway.
 - The Casement Guild Crafters met this week on Thursday from noon to 3:30pm.
 - Movies on the Halifax "Paddington" in Rockefeller Gardens this evening at 8:30, staff members assisting from 6pm to 11pm.
- Parks Maintenance:
 - Cleaned up bridge embankment at Bailey Riverbridge
 - Repaired broken board at the Magic Forest
 - Secured three coquina rocks for plaques
 - Sprayed weeds at workout stations in Central Park III
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
- Building Maintenance
 - 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
 - Tri-weekly lighting inspection of Airfield Runways, Taxiways and signage
 - Performed preventative maintenance on 15 A/C systems Citywide
 - Checked a/c issues at Police Station, SONC, and The Casements
 - Assembled and installed A/C sleeve, drain kit and exterior grille at Streets Division
 - Removed wasp nets at Nova Gym
 - Repairs and maintenance work to splash pad at SONC
 - Repairs and maintenance to restrooms, splash pad and facilities at beachfront park
 - Replaced thermostat on drinking fountain at Nova Gym
 - Repaired sound wall column at the Airport
 - Installed new lamps in ballast at Nova
 - Inspected wooden walkway between Hand and Division
 - Installed new lamps and ballast at Fleet Operations
 - Checked fountain breaker at Riviera Park
 - Repaired the keyboard tray at Public Works
 - Met contractors for cupola termite bond at Fortunato Park
 - Checked the doorbell for repair at PAL House

Police Department

Administrative Services

- Attended National Night Out event.
- Attended monthly Volusia/Flagler Police Chief's Association meeting.

Community Outreach

- Youth Directors Council
 - Thirteen members of the Youth Director's Council (YDC) held a meeting to discuss their next community service project.
- OBPAL Summer Connections Program Partnership
 - Ninety-five summer camp participants attended the SeaWorld field trip on Thursday, July 30. This was the final field trip for the summer program partnership with Leisure Services.
- OBPAL Afterschool Educational Programs
 - The programs will begin the end of September. Science on Patrol and the Second Grade READ program will be offered at Ormond Beach Elementary School. Science on Patrol will be offered at Ormond Beach Middle School as well.

Community Services & Animal Control

- Animal Calls responded to: 37
- Animal bites: 1
- Animals to Halifax Humane: 9 (cat's: 1 kittens: 8)
- CSO's participated in National Night Out.
 - 80 bicycle helmets were fitted for children at this event. Many children were fingerprinted.

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 7
- Inactive: 10
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 4
- Grand Theft: 1
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0
- Vandalism: 1

Records

- Walk - Ins / Window 104
- Phone Calls 121
- Arrest / NTA'S 25
- Citations Issued 88
- Citations Entered 45
- Reports Generated 146
- Reports Entered 131
- Mail / Faxes / Request 32

Patrol

- Total Calls 1,478
- Total Traffic Stops 208

Operations

Crime Opportunity Report Forms Issued: 103

- 7/29/15
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Female suspect and her boyfriend were arrested for felony shoplifting.
 - Suspicious Person Arrest, 1608 North United States Highway 1 (Days Inn). Suspect was contacted for calling in that people were trying to kill her. It was determined that she has mental health issues but was not a threat to herself or others. She called 911 four times and some were when she was in contact with an officer. The officer cleared the scene and she called 911 several more times. Contact was made with her and since she ignored the warning for the abuse of the 911 system she was placed into custody for that and resisting arrest without violence.
- 7/30/15
 - Carbreak, 151 Sage Brush Trail. The victim went into the daycare to pick up her child. She stated that she was inside for approximately five minutes and left her Coach purse on the seat of her vehicle which was locked. The victim came outside to find her driver's window smashed and her purse gone.
 - Failure to Pay Arrest, 869 South Atlantic Avenue (Riptides). Management advised that a male was leaving the restaurant and refusing to pay his tab for alcohol and food. Suspect was contacted and asked several times to pay his tab. He refused and was placed under arrest.
 - Shoplifting- 1458 West Granada Boulevard (Bealls). Male and female subjects were stopped by loss prevention personnel for shoplifting. The subjects fled the area, the male subject on foot and the female subject in a vehicle. The female subject was stopped by officers a short distance away attempting to pick up the male suspect. Both suspects were positively identified by the store loss prevention officers. Both suspects were charged with retail theft/shoplifting.
 - Shoplifting- 1521 West Granada Boulevard (Wal-Mart). Female suspect caught by loss prevention personnel concealing items in her purse and attempting leave the store without paying for same. Suspect was detained and arrested without incident.
 - Burglary – Residence, 74 Sanchez Avenue. Tools were reported stolen from an unsecured home.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect stole a misdemeanor amount of items through the self-checkout (failed to ring up every item). She was released after being issued a Notice To Appear and a trespass warning from the store.
 - Panhandler/Resisting Officer Arrest, SR 40/Williamson Boulevard. Nuisance transient was arrested for panhandling in the median/obstructing traffic. He also had two open warrants for his arrest.
 - DUI Arrest, SR 40 / Williamson Boulevard. Officers were flagged down about a reckless driver in the Ormond Towne Square parking lot. The vehicle was stopped and the driver arrested after a DUI investigation.
 - Traffic Arrest/Motorcycle Crash w/Injury, 300 block South Nova Road. Driver lost control of a motorcycle and crashed. He originally gave a false name in an attempt to prevent officers from learning his license was suspended. The driver also could not produce a valid registration or license tag for the motorcycle, claiming he had just purchased it from a subject who had advertised it on Craigs List. The vehicle identification number had also been obscured. As ownership of the motorcycle could not be confirmed, it was impounded for further investigation. The driver was arrested for obstruction by disguised person, no valid driver license, no motorcycle endorsement, and operating an unregistered vehicle.
- 7/31/15
 - Shoplifter, 1521 West Granada Boulevard (WalMart). Two suspects were charged with retail theft after observed shoplifting by loss prevention personnel. Both subjects were trespassed from the property, issued Notice to Appear and released from the scene.

- Robbery, 1458 West Granada Boulevard (Beall's). A retail theft occurred at WalMart and the suspects were stopped by a loss prevention officer. One of the suspects reached down his pants and stated "don't make me hurt you, I will pull this out" The loss prevention officer was in fear for her life and thought the subject may have a firearm. The suspects (one male, one female) abandoned the stolen property and fled the area in a vehicle.
- Shoplifter-Resisting Arrest, 1521 West Granada Boulevard (WalMart). A retail theft occurred at WalMart and the suspect fled on foot when confronted by loss prevention personnel. The suspect was observed by responding officers in the area of the Chili's Restaurant and was given verbal commands to stop. The suspect fled into a wooded area adjacent to the Regal Cinema where he was eventually located hiding and taken into custody without further incident.
- Stolen Vehicle, 2000 St Georges Road #108B (Bermuda Estates). A 2004 Silver Pontiac with peeling paint, and an Embry Riddle sticker was reported as having been stolen sometime within the past three weeks.
- Burglary Business, 707 South Atlantic Avenue (Makai Motel). Guests were sleeping with their two small children in room 218. The victim woke up to a noise and witnessed the suspect walking around in the room. The suspect took a purse, fled from the room and left the motel in a taxi. The taxi driver observed what had happened and notified police after dropping the suspect off at her residence in Daytona Beach. The suspect was found at her home and arrested after confession to the crime. The victim's purse was recovered but all contents were missing/had been disposed of by the suspect.
- Battery Domestic Violence/Aggravated Battery, 1614 North US Highway 1 (Econo Lodge). Husband attacked his estranged wife and her new boyfriend with a box cutter. The incident started in the parking lot when the wife and boyfriend showed up. The suspect jumped onto the trunk of the vehicle and broke out the rear window and entered the vehicle. He then held the box cutter to his wife's neck and told her to drive. Eventually she stopped in the same parking lot and the suspect attacked her new boyfriend beating him up and cutting him in the leg with the box cutter. The suspect ran from the scene prior to officer's arrival. The victim was transported to the hospital with minor injuries.
- 8/1/15
 - Shoplifter, 1521 West Granada Boulevard (WalMart). Suspect was observed stealing over \$300 worth of property from WalMart. The suspect was approached by loss prevention personnel at which time he fled the area. The suspect was personally known by a store employee and his identity provided to officers. The suspect was contacted by officers but denied any involvement. A complaint affidavit was filed for grand theft.
 - Disturbance-Fugitive Arrest, 144 South Ridgewood Avenue. Officers responded to the residence reference to a report of the suspect tearing up the house, breaking out windows and threatening to kill his girlfriend. The officer's investigation revealed no evidence of anything other than a verbal argument having occurred over the suspect talking to another girl. The suspect was found to have an open arrest warrant with a \$1,000 bond and was taken into custody based on same.
- 8/2/15
 - Shoplifting, 1521 West Granada Boulevard. Suspect was arrested for shoplifting and was transported to the branch jail.
- 8/3/15
 - Narcotics/Traffic Arrest, 253 Washington Place. Officer stopped driver for a traffic violation. Investigation revealed the driver had no valid driver license and was in possession of a misdemeanor amount of marijuana. He was arrested on both charges and released from the scene after being issued a Notice to Appear.
 - Open Container/Resisting Officer Arrest, 601 Fleming Avenue (Central Park). Officer made contact with a transient in the park after hours. The transient was found with an open container and arrested. He then proceeded to resist officers (without violence) and intentionally attempted to urinate on them.
 - Battery/Domestic Violence (Arrest) - 175 Interchange Boulevard #201 (Baymont Inn and Suites). Husband and wife became involved in a physical altercation at the hotel. The wife was

determined to be the primary aggressor and was subsequently arrested and transported to the branch jail.

- Burglary Residence- 7 Coquina Stone Lane. Forced entry to the residence was made and the interior of the residence ransacked. Several items were reported missing from the residence.
- Carbreak- 1140 West Granada Boulevard (Bodez). Victim was in the gym for a short time and when she returned to her vehicle she found a window broken out and her purse stolen.
- Shoplifting (Arrest) - 1521 West Granada Boulevard (Wal-Mart). Suspect was stopped by loss prevention personnel after attempting to leave the store with merchandise they had not paid for. Suspect was taken into custody without incident and charged with retail theft. Officers also discovered the suspect had an open warrant out of Georgia (but would not extradite) for retail theft. Subject was transported to the branch jail.
- Warrant Arrest, 21 Ocean Shore Boulevard (Birthplace of Speed Park). Transient was found to have an open warrant for violation of pre-trial release in reference to dangerous drugs. She was arrested on the open warrant and transported to the branch jail.
- Narcotics Arrest, 21 Ocean Shore Boulevard (Birthplace of Speed Park). Officer encountered a subject in the park after hours smoking marijuana. He was issued a trespass warning from the park and released from the scene with a Notice to Appear for possession of marijuana and paraphernalia.
- 8/4/15
 - Narcotics Arrest, South Nova Road / South City Limits. Driver of a vehicle was arrested following a traffic stop when a K-9 sniff resulted in the discovery of hash oil (felony offense).
 - Narcotics Arrest, Fleming Avenue/Bryant Street. Driver of a vehicle was arrested following a traffic stop when a K-9 sniff resulted in the discovery of a misdemeanor amount of marijuana.
 - Burglary Residence, 50 Live Oak Avenue. Victim reported that back on July 18th at 12:30 a.m. she found a white male standing in her doorway. She yelled and the male ran from the residence.
 - Burglary Residence, 711 South Atlantic Avenue (Atlantic Cove). The victim, a guest of the motel, advised that an unknown suspect entered the room and removed two computer tablets. The victim advised that she and her brother were in possession of the only two door key cards at the time of the theft and that they were positive they had locked the door upon leaving the room. Motel management advised that the employee key card tracking system was inoperative at the time of the incident.
 - Burglary Residence, 261 Sanchez Avenue. Victim advised that she left her 14 year old daughter home alone for the evening. The victim advised she received a call from her daughter indicating that her ex-boyfriend had entered the residence at 2:20 a.m. Upon speaking with the victim, she stated that the ex-boyfriend had moved out in April and did not have permission to enter the residence. The daughter heard a noise and saw the ex-boyfriend standing in the dining room. The daughter indicated that the ex-boyfriend stated that he was there to pick up the dining room table. After a short period, the ex-boyfriend left the residence. Evidence indicated the ex-boyfriend entered the residence through a garage window.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 41
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 69
 - Number of Written Warnings Issued: 6
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 13
 - Number of Crashes with Injuries: 1
 - Number of Crashes with Serious Bodily Injuries: 1
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:

- 15-07-00559 motorcycle broadsided a car. Driver went over the car causing severe lacerations to his face upon impact with the pavement.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 7 Cases initiated
- 10 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and eighty (80) 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 – The contractor has completed restoration; a final inspection was completed on Thursday, August 6.
- A1A North Peninsula Forcemain Extension (Volusia County project) – The new forcemain line “pig-launch” vault for future line swabbing was installed and the air release valves installations were completed.
- Sports Complex Restroom Facility Construction – The pep tank was installed. The facility is approximately 85% complete. Final site grading is being performed so the electrical transformer pad can be set and power can be run to the building and the pep-tank pump control system. Site grading is also being performed to install culvert crossings from the restroom facility to the ball field, and preparation for the sidewalk extension, which will run from the building to the east parking lot, south of the building.
- 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 – Termination of fiber optic at the Division Avenue Wells and the Water Treatment Plant should be complete by the end of the week.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - The stormdrain lining along Amsden Rd between Alden Dr and N. Halifax Dr has been completed. Crews will return to the site next week to perform liner cut-outs for the manholes.
- 2015 Roadway Resurfacing - Curb & gutter replacement has been completed along Jamestown Drive. Kent Drive and Jamestown Drive are being resurfaced.
- Bermuda Estates Sidewalk - Work has begun clearing vegetation along Bermuda Estates Drive right-of-way to prepare the site for installation of a sidewalk, which will connect to the Granada Blvd sidewalk and extend up to the Bermuda Estates multifamily community.
- Ph II 2-Inch Water Main Replacement - Mainland - New watermain was installed along Granada Blvd from east of Shoppes of Granada up to Mirror Lake Dr and the sidewalk along that area was also replaced. A rupture on the old watermain crossing Mirror Lake Dr occurred when the contractor attempted to tie into the line and a joint restrain failed. The line was repaired and the tie-in was completed. The cut-in to the side of the Mirror Lake Drive pavement, which was necessary for the repair, was backfilled with flowable fill and asphalt patched, including replacement of the removed section of curb & gutter.
- Ph II 2-Inch Water Main Replacement – North Peninsula – the Contractor has completed installation of services on Ocean Aire Terrace South, and is currently working on installation of services on Alamanda Drive; they are planning to install fire hydrants on Ocean Aire later in the week into next week, and continue with services on Hibiscus.

- Ph II 2-Inch Water Main Replacement – South Peninsula – All product submittals have been approved; the contractor will begin survey and layout next week, and mobilize for construction the week of August 17, beginning on Jill Allison Circle.

Design Projects:

- City Welcome Sign – Staff is working to address conceptual review comments from the State so we can submit for final permitting.
- 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 – Alternative landscape plans have been prepared for the park at 64 Lincoln Avenue to present to Mainstreet.
- Ormond Sports Complex Field 9/10 Lighting – Plans are still in review with FAA.
- Environmental Learning Center – The GMP has been received from the Construction Management firm and staff has the contract work authorization award recommendation on the August 18th City Commission meeting. 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 – Additional information is being gathered to assist the consultant with design of the project.
- 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 – Staff has placed the project on the August 18th City Commission meeting for approval to bid the project.
- Cassen Park Public Dock – The City Commission will be asked to approve submittal of a Grant application for the project. The current project concept will include boat docking along both sides of a 150 foot long dock as part of an overall dock from landfall, which will be approximately 320 feet long. The concept will also include construction of a breakwater to reduce wind and current effects and assist slow movements of boats while docking and limit wave action against the boats.
- 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 6 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).
- Nova Road Landfil Closure - Reviewed semi-annual groundwater monitoring report and submitted gas sampling results to FDEP. Ground water sampling for the Natural Attenuation Monitoring plan is under way.

- Stormwater Drainage Assistance - Staff is assisting two neighboring residents along Pineland Trail in determining improvements which can be made to the drainage ditch in front of their property, reduction of road runoff towards their driveways and investigating culvert crossings beneath Pineland Trail and I-95 near their property. Staff is performing elevation survey of those drainage structures and topography along the ditch.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Parkside Drive directional bore, per FPL request.
 - Reviewed and approved partial easement vacation request for 124 Coquina Key Drive, per homeowner request.
 - On-site visit to 398 Triton Drive to inspect updated SWMP plan to accommodate pool installation.
 - On-site visit to 33 Abacus Way in regards to standing water complaint/corrective options, per homeowners request.
 - Met with FDEP at Nova Landfill for site inspection.
 - Onsite visit to 1320 North Beach Street to discuss SWMP lot grading options.
 - Completed the 3714 Egret Dunes Drive annexation sketch and legal descriptions, per Planning Division comments.
 - Completed Tree-in-the-Right-of-Way locate at 30 Bramblewood Drive, per Streets Division request.
 - Created field order drawings for the Division Avenue 12" Raw Water Transmission Main Project, per Utilities Division request.
 - Performed & recorded the bi-monthly gas monitoring at the Nova Landfill in conjunction with Volusia County.
 - Performed and recorded the bi-monthly ground water level measurements at the Nova Landfill.
 - Created updated PDF's and color prints of the proposed Environmental Learning Center, per Project Manager's request.
 - Created concept drawings for the proposed Downtown Parking project.
 - Modified the drawings for the proposed Nova Community Park Loop Trail, per Project Manager's request.
 - Staff attended the SJRWMD cost share workshop and was informed that the City did not make the funding list for the South Peninsula Water Main Extension project.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Prepped for concrete job on Bramblewood Ln
 - Repaired sections of broken sidewalk on N Ocean Shore Dr
 - Replaced broken sidewalk on Hidden Hills Dr
 - Poured concrete at Osceola Elementary
 - Picked up broken countertop on SR40
 - 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 Pine Valley Cir, Wilmette East of N Ridgewood, 500 block of McIntosh Rd, Indianhead Dr, 500 block of Memorial Cir, E Lindenwood
 - Removed Cedar tree on New Britain Ave
 - Removed 6 Hollies on SR40 medians
 - Removed Maple tree at Rio Pinar Trl & Rollingwood Trl
 - Picked up tree on sidewalk at 700 block of N Halifax Dr
 - Removed tree on Live Oak Ave
 - Removed Pine tree at Memorial Gardens

- Picked up tree on Mayfield Ter

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
- Trimming DOT ROW on A1A, SR40 E, Nova Rd, A1A between Shopping Center and Golf Course
- Cross training employee to learn Sign Shop responsibilities
- Assisted reach out mower at Harmony Ave & Hull Rd
- Trimmed 4 Speed Limit signs
- Trimmed Cedar tree at Airport Sports Complex

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
- Cross training employee from Equipment Maintenance
- Changed various signs at Nova Rec
- Replaced 25mph sign on Ormond Parkway
- Replaced 2 Stop Signs and Do Not Enter signs at Nova Rec
- Installed 35mph Speed Limit sign on S Halifax Dr
- Installed two 25mph residential Speed Limit signs on Highland Ave
- Washed signs in park at Nova Rec
- Rebuilt two pedestrian crossing markers
- Fabricated two 'No Dogs in Park' signs
- Checked Shady Branch & Main Trail for downed Stop 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
- Basin inspected and cleaning on Beach side
- Maintained lift stations and ditches on Bennett Ln and Division Ave, Hand Ave
- Replaced pipe on Mirror Lake Dr

Vactor

- Line cleaning at Hunter's Ridge, Ormond Shores, Laurel Ridge Break

Mowing

- Reachout Mower – Breakaway Trls, US 1, Hull Rd

Street Sweeping/Streetsweeper

- 171 miles of road cleaned (5 days)

- 24 cubic yards of debris removed
- Fleet
Mileage Traveled by all City Departments for the week
25,669

PM Services completed for the week:

Emergency—Vehicles and Equipment
9

Non-Emergency Vehicles and Equipment
12

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 7,791 gallons of unleaded and 10,618 gallons of diesel fuel on hand.
 - Fuel Used in one week: 2,372 gallons of unleaded and 889 gallons of diesel.
 - Fleet completed 48 work orders this week.
- Utilities
Projects Summary
 - Division Avenue Well Field Raw Water Piping – Field Order No. 1 to add additional piping for hydrant relocation at the Environmental Learning Center was approved. Field Order No. 2 to eliminate the inside drop assembly from the manhole was submitted to the contractor for pricing.
 - Fire Hydrant Replacement Program – Signed contracts were received from the vendor and the project was awarded to General Underground, LLC at the CC Meeting on July 28.
 - Hunters Ridge Low Pressure FM Upgrade – Incorporating review comments into the plans.
 - Laboratory Testing Services – The contract was awarded to Pace Analytical Services, Inc. at the CC Meeting on July 28. The contract began this week.
 - Lift Station 8M1 – Received 90% plans and specifications for review. Awaiting Legal department recommendation for resolving easement discrepancies. FDEP permit application is being processed by staff.
 - 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. Specifications for replacing the sodium hypochlorite storage tanks are prepared.
 - Rima Wells Auxiliary Power Generator – desired operational features for SCADA components were obtained from the design engineer for review.
 - Saddler's Run Lift Station Rehabilitation – Awaiting receipt of pump materials to begin work. Project notification to homeowner's association was distributed.
 - 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) – Reviewed bid plans and specifications.
 - Water Plant Aerator Housing Rehabilitation (CIP) – A work authorization for design services is authorized.
 - Water Plant 4-Log Virus Removal – Staff provided desired chlorine residual for the LPRO clear well to Volusia County. Chlorine contact time was sufficient to retain 4-log virus removal and the plant rating was maintained.

- SPRC: All Aboard Storage – Discussed the concept plan to install storage units inside the existing Perrott building on W. Granada. Children's Workshop Expansion – Reviewed plans. Galasso Office/Warehouse – Met with owner and design engineer to discuss the conceptual site plan. Georgian Inn Beach Club Pool Deck and Welcome Aboard Remodel – Site Plan Revision #1 issued for FDEP Coastal Construction Control Line concerns. Granada ALF – Met with design engineer to discuss a proposed 120 bed assisted living facility at 720 W. Granada Blvd. Granada Pointe – Received conceptual plans for a retail facility at the intersection of W. Granada Blvd./Tomoka Ave. Huntington Villas – Reviewed plans. Kingston Shores – Water line relocation is required to avoid the FPL conduit in the easement. Met with design engineer to discuss resolution options. The condo association will contact the state to attempt to obtain an easement along the north property line. Little Caesars Pizza – Met with owner to discuss site requirements for converting an existing business located at 162 S. Nova Road. North Nova Retail – The second revision to the site plan to install additional off-site parking spaces was approved. North Peninsula A1A Force Main: Staff received request from Volusia County for consideration of Memorandum of Understanding and provisions for impact fee payments with County. Reviewed preliminary as-built drawings. North Nova Retail – Reviewed revision to site plan for additional off-site parking. Parque Warehouses – Preconstruction meeting held - project under construction. Shoppes of Granada – Discussed site plan revisions to prevent collateral damage while Panera Bread is under construction. Tomoka Plaza Proposed Lot Split – Met with owner's representative to discuss requirements to obtain a lot split.
- Beau Rivage (134 & 136) Water services were replaced.
- Plantation Oaks: Model results that incorporated staff comments were received from the consultant regarding developer water and wastewater projections.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 37.874 million gallons (5.411 MGD) for the week ending Aug. 2, 2015
 - Backwashed 9 filters for a total of 356,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had one (1) Precautionary Boil Water notice this week.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.93 Million Gallons.
 - Produced 21.33 Million Gallons of Reuse.
 - Produced 6.60 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.22 MGD, plant designed for 8 MGD.
 - Hauled 96.17 tons of sludge (14%-18% Solids).
- Water Distribution
 - Exchanged 4 water meters per Finance Department work orders.
 - Replaced two stopped 2" commercial water meters serving a car wash.
 - Repaired 1-3" construction/fire hydrant meter, a 1½" and 2" commercial water meters.
 - Installed 3 new residential customer water services and meters
 - Replaced or repaired 8 water meter boxes.
 - Disconnected an abandoned water service at 86 S. Yonge St. from the water main
 - Scheduled 2 commercial water meters for annual testing.
 - Responded to or repaired 15 water service leaks.
 - Assisted contractor with repairs at a 12" water main break on Mirror Lake Dr.
 - Responded to 23 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Pressure tested 6, repaired 3 city owned backflow prevention devices serving facilities.

- Continued maintenance of fire hydrants within the city limits, 9 fire hydrants maintained in The Trails subdivision.
 - Repaired a fire hydrant involved in a motor vehicle accident on Tomoka Ave.
 - Continued to locate and record information for fire hydrants in need of replacement.
 - Located valves and coordinated areas for future shutdowns as part of the South Peninsula 2" water main replacement program. 34 valves were located and exercised. Installed 5 new concrete collars on various valves.
 - Landscape repairs due to excavations at Hunter's Ridge Pump Station.
 - Rescinded the boil water notice Mirror Lake Dr.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 137 utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to seven trouble calls in the Breakaway/Hunters Ridge PEP System service areas and five in town.
 - Checked mainland & beachside trouble spots. All good.
 - Televised 5, cleaned 2 and root controlled 2 sewer laterals.
 - Repaired 4" sewer lateral at 224 Ocean Terrace.
 - Repaired pep tank alarm at 35 Breakaway Trails yard.
 - Installed new pep tank at Soccer field bathrooms.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 4 psi, Ocean Mist Hotel @ 2 psi, Ormond Mall @ 2 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 12/28 psi. Foxhunters Flat (2 inch) 2/12 psi & Shadow Creek Blvd. (4 inch) 0/0 psi.

Utilities Maintenance

Wastewater Plant – Lift Stations

- Set up vent tube for temporary sodium hypochlorite tank
- Clarifier #4 was reported to have noisy operation. Performed complete inspection of unit but no problem was identified, will monitor.
- Replaced new Head Roll Retainer Liner, Tail Roll Retainer Liner, Clarifier Baffle, Internal Scraper and Belt Scraper on the Grit Snail
- Influent Room – deragged pumps as per direction.
- Arroyo Parkway Lift Station – The probe was cleaned to reduce the high number of pump starts.
- Halifax Medical Center Lift Station – The motor starter was reset to place pump #1 back into operation.
- HOMAC Lift Station had excessive starts. The problem was attributed to a non-operational check and isolation valve. Replaced isolation valve #1 and check valve #1 to correct the problem.
- IL Villagio Lift Station - The motor starter was reset to place pump #2 back into operation.
- Lift Station 4M1 - phase loss alarm from FPL power outage. Alarm cleared after power was restored.
- Lift Station 7M1 - The probe was cleaned to reduce the high number of pump starts.
- Ormond Lakes #4 Lift Station had an excessive number of pump starts. The check valves were deragged to resolve the problem.
- San Marco Lift Station – The motor starter was reset to place pump #2 back into operation.
- Shadow Crossings Lift Station - The probe was cleaned to reduce the high number of pump starts.
- Weekly Preventative Maintenance (PM's) were performed for the Poly Blends #1, #2; Digester Blowers #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2 and Effluent Transfer Pumps #1, #2, #3.
- Monthly PM's were performed for W.A.S. Pumps, #1, #2 and R.A.S. Pumps #4, #5 and 27 lift stations.
- Quarterly PM was performed for Screw Pump #1

- Plant wide oil & grease route.
- 59 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Ammonia Tank - Repaired regulator manifold.
- LPRO Membrane skid #4 – The 8” cleaning line cracked. The area was prepped for repairs once the repair parts are received.
- Salt Fill Line - Made temporary repair to the salt fill line. Have quotes coming for two replacements.
- Standish Booster station - Installed new blow off valve on the vacuum tank.
- H.S.P. #5 - Repaired the non-operational valve actuator mounting bracket and replaced faulty air solenoid.
- Inspected all booster stations and interconnects after heavy rains for flooding, ok.
- Wells 24, 30, 33, 34, 37, replaced surge protectors, ok.
- Performed Weekly PM's for Claricones 1 and 2.
- Performed Monthly PM's for all High Service pumps and Sodium Hypochlorite feed pumps.

Wastewater Collection/Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation – Samples were collected at strategic liftstations within the sewer collection system to evaluate the primary pollutants of concern. Staff is evaluating the results in order to develop a plan of study for the 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 response provided to IPP industry associated with a previously issued Notice of Violation.
- Reuse Groundwater Monitoring Program: Staff submitted the quarterly report from the most recent sampling per the WWTP's permit to the FDEP. The report is to illustrate how reuse affects the groundwater supply.

Water Supply/ Treatment And Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation – The contractor has discovered more valves are needed to complete the project. Staff is procuring the additional valves partially with credit from the repair kits that were not utilized.
- 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.
- Cross Connection Control Program: The City's contractor performed the first round of backflow testing on behalf of the Utility July 27th and 28th. The contractor tested 84 backflow prevention devices on commercial accounts that had not submitted passing results and were past due for compliance. The goal of the Utility is 100 percent compliance for all devices.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for August 5, 2015, City Commission Meeting

- Agenda packet preparation and creation for August 14, 2015, Pension Boards Meeting
- Agenda packet preparation for August 18, 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.