

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 24, 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:

- General discussion meetings with City Attorney, Police Chief
- Staff meeting with senior staff
- Discussion with senior staff on A1A force main draft Memorandum of Understanding with County
- Employee of the Quarter selection committee meeting

Spoke to, attended and/or met with:

- Rotary meeting
- Senior staff and Dr. Chuck Burkett regarding community service projects
- United Way Board of Directors annual meeting
- Individual budget overview meetings with commission members
- Assistant City Manager, HR Director, Finance Director, Jessica Scott of Brown and Brown and FHCP representatives, Blue Cross and Blue Shield discussed health insurance proposals
- City/County Managers meetings
- United Way policy development on allocations
- VLOC dinner, hosted by Edgewater
- PACE Board retreat
- Assistant City Manager attended the Safe Harbor meeting.

Community Development

Planning

- ProjectDox is up and running in a soft launch sequence. All applicants have been notified to submit both electronic and paper copies until SPRC, Planning, Building and Engineering are comfortable enough to go 100% electronic. The ProjectDox web page has gone live. Updates to the entry portal will be made as usage increases. Access can be obtained through the left menu bar on the City's home page, the Planning or Building pages. A link exists to enter the ePlans web site at Avolve for frequently asked questions, an applicant's user guide and information on checking project status and a markup guide is also posted for the design professional's information prior to usage.
- It appears that the proposed CVS at the corner of SR40 and Nova is a go but not until middle to the end of January 2016. The delay is due to the timing of Burger King vacating their premises.
- A draft Bike/Trail Plan is currently being prepared based upon the research completed by the recently departed Planning Intern.
- Peter Youssef has been hired as the Department's new Engineering Site Inspector. Peter has a degree in civil engineering from the American University in Cairo, Egypt.

Alexis Robinson, Permit Technician, who has been with the Department for over ten years has been promoted to Code Enforcement Officer in the Neighborhood Improvement Division. We wish her the best. Paperwork has been filed with HR to fill this position.

Of the 10 positions in the Building Division, six have turned over in the past six months. Two left the City for promotions with other cities; one retired early; two were recently promoted within the division; and one was promoted in a division outside of the department.

Interviews for the Plans Examiner and Chief Building Inspector continue.

Building Inspections, Permitting & Licensing

- 296 inspections performed.
- 6 business tax receipts issued.
- 105 permits issued with a valuation of \$1,965,618.00

NOTE: Private provider inspection services conducted 94 inspections of the 296 inspections performed. For the most part, the services being provided are plumbing and mechanical inspections, fields we are not licensed to inspect.

Development Services

- The following SPRC activities occurred this week:
 1. Pre-application meeting with 20 West Tower Circle
 2. Pre-construction meeting with 320 Parque Warehouses
 3. Pre-application meeting with Granada ALF, corner of Kingsbridge Crossing and Granada Blvd.
 4. Kingston Shores – water line shift.
 5. Children's Workshop

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 continue to move forward with their discussions on a purchase and sale of the property.
- 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 a prospective business interested in purchasing Lot 2 in the Airport Business Park. Staff prepared a Commission agenda item to approve the purchase and sales agreement on August 5. A conceptual site plan has been reviewed by the City's Site Plan Review Committee and comments on the construction of a 40,000 square foot industrial facility are pending.

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 participated with Rick Fraser, Ormond Chamber Executive Director, on the WNDB Dunn's Attic program to discuss economic development happenings in Ormond Beach.
- Staff met with Mr. Cansis, President, 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 and expects to grow its Brazilian based student exchange services over the next several years. A press release was sent to local media outlets this week.

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.

Airport Operation and Development

- Staff compiled and submitted documentation requested by the FAA needed to close out the federal grant that provided primary funding for the design phase of the Taxiway "G" project.
- Staff completed work to process and submit to the vendor a purchase authorization for a new backup power generator for the air traffic control tower. The purchase authorization was approved by the City Commission at their meeting on June 23, 2015. Primary funding for this purchase is being provided under a Supplemental Joint Participation Agreement between the City and the FDOT.
- Staff completed repairs to Gate 5 at the airport, which controls access through the perimeter fence near Runway 35.
- Staff completed repairs to the call box on Gate 9 at the airport, which allows visitors to contact and access airport businesses.
- Installation of new air conditioning components for the third floor equipment room at the air traffic control tower was completed this week. Installation of additional air conditioning components for the new first floor server room is expected to commence next week.
- Staff participated in a webinar hosted by the Florida Airports Council and led by Professor Tom Haritos of the College of Aviation at Embry-Riddle Aeronautical University. The webinar on Unmanned Aircraft Systems (UAS) was designed to present the key concepts, attributes, challenges, and economic benefits associated with UAS integration in the National Airspace System.

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 35 Journal Entry Batches (#4348 - 4453).
 - Approved 25 Purchase Requisitions totaling \$92,959.89.
 - Issued 29 Purchase Orders totaling \$121,598.60.
 - Processed 4,178 cash receipts totaling \$671,985.37.
 - Prepared 202 Accounts Payable checks totaling \$490,457.31 and 55 Accounts Payable EFT payments totaling \$1,004,078.96.
 - Prepared 32 Payroll checks totaling \$29,145.41 and 340 Direct Deposits totaling \$404,199.75.
 - Transferred IRS 941 payment of \$155,096.66.
 - Processed and issued 5,759 utility bills with billed consumption of water of 51,071k.
 - Issued 664 past due notices on utility accounts.
 - Auto-called 137 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Open Gym (7/24)
 - Area High School Juniors Receive Top Honors at Girls State 2015
 - Railroad Crossing Work at SR40/Granada Blvd. (7/25-7/28)
 - Movies on the Halifax (8/7 "Paddington" PG)
 - Florida Licensing on Wheels (7/28)
 - Other
 - Citizen Contacts
 - Media Contacts

- Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended MGT-318 Public Information in an All-Hazards Training.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Met with new Executive Director and Board President of Great Kids.

Fire Department

Weekly Statistics

- Fires: 5
- Fire Alarms: 7
- Hazardous: 3
- EMS: 96
- Motor Vehicle Accidents: 6
- Public Assists: 49

TOTAL CALLS: 166

- Aid provided to other agencies: 17 Calls: Daytona Beach (3), Holly Hill (4), Volusia County (10)
- Total staff hours provided to other agencies: 15
- # of overlapping calls: 52
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 73

Training Hours

- NFPA 1001: Firefighting 44
- NFPA 1002: Driving 3
- NFPA 1021: Officer 42
- NFPA 1500: Safety/Equipment 20
- NFPA 1620: Preplanning 15
- EMT/Paramedic 6
- TOTAL TRAINING HOURS: 130

Station Activities

- Updated 19 pre-fire plans
- Conducted 3 fire inspections
- Provided fire extinguisher demonstration for 20 employees of Pace Center for Girls.
- Participated in Safety Day at County Library in Ormond Beach, 80 children and adults in attendance.
- Visited 50 children at Care Bear Cottage.

Significant Incidents

- 7/17/15, 4:24 AM: Live Oak Ave. – Structure Fire – Upon arrival found detached garage fully involved – no extension to residence 4' away – occupant had been cooking in toaster oven where fire appeared to have started – fire out at 6:06 AM.
- 7/19/15, 12:51 PM: S. Orchard St. – Structure Fire – Responded to a two-story residential apartment complex with light smoke showing – fire was contained to bedroom of one apartment – significant heat and smoke damage throughout unit – apartment uninhabitable – scene cleared at 4:33 PM.
- 7/19/15, 6:42 PM: Waterluff Dr. / Wild Fern Ln. – Brush Fire – Responded to smoke in the area – fire located on Tomoka State Park property 200-300 yards east of Ormond Lakes subdivision homes – fire approximately 2 acres – Florida Forest Service (FFS) and Volusia County Air One assisted in assessing fire – most of perimeter around fire in swamp area – fire crew checked area throughout night – FFS returned in morning to monitor fire – a fair amount of smoke was generated in the area.

Human Resources

Staffing Update

Position Requisitions

- Firefighter (Fire)
- Maintenance Worker II (Streets/Public Works)
- 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 6-29-15-15 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.
- Permit Technician (Planning) was advertised 7-21-15 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 8-21-15. 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.

Applications Under Review

- Recreation Program Specialist (Leisure Services).

Interviews Scheduled

- Office Manager (Police Department). Interviews were held 7-22-15.
- Maintenance Worker III (Streets – Public Works). Interviews were held 1-18-15 and 1-19-15.
- Tradesworker (Leisure Services). Interviews will be held 7-27-15.

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.
- Part Time Recreation Leader at Nova Community Center (Leisure Services). A candidate was selected and began pre-employment processing.

Terminations/Resignations/Retirements

- 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
- Police Officer (Police) – effective 7-31-15
- Firefighter (Fire) – effective 7-21-15

City Events/Employee Relations Update

- HR staff members attended training by Colonial on 7-23-15.

- HR staff phone conference with Plan Source on 7-23-15.
- HR staff in planning stage to roll-out new ICMA Roth IRA in August.

Risk Management Projects

- Attended Worksite Wellness Council Executive Board meeting.
- Subrogation claims handling.
- Attended Property/Casualty & Liability Insurance RFP opening.
- Began editing Drug free Workplace Policy.

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: - 10 New work - 36 completed - 23 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,127	Inbound E-Mails Blocked	14,927
Delivered Inbound E-Mails	12,984	Quarantined Messages	216
Percentage Good Email	46.2%	Virus E-Mails Blocked	40
 - Notable Events:
 - Police Department – The MobileCOM application, used by police units for dispatch related activities, has been updated on all notebooks and desktops at PD.
 - Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 0 Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 3
 - 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
 - Public Works Meeting
 - City Manager's Meeting
 - Janitorial Services Meeting
 - Supervisory Staff Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Community Service Projects 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.

- The City Golf Clinic was held at the Sports Complex on Monday through Friday from 9am to 12 noon. Ten participants worked on their swing, short game, mental game, pre-shot routine, course management, etc.
- Freedom Sports Softball hosted another men's and coed tournament this weekend at the Sports Complex on the Softball Quad.
- The OBGS 14's started practice this week on Wednesday night at 6pm at the Sports Complex on the Kiwanis Field.

- 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
 - Removed remaining goals from Soccer Fields #9, #10, & #11
 - Put up Windscreens on Wendelstedt Baseball #2
 - Repaired fields from last week's Athletx Youth Baseball Championships

- 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-Thursday: CMT Musical Theatre Camp was held.
 - The Performing Arts Center hosted the CMT Musical Theatre Camp production of "Shrek Jr.," Thursday, 7:00 pm to 8:30 pm.

- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Pavilion rental Saturday, Wednesday, Thursday and Friday
 - Fitness room and gym open 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

- 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, Friday, July 24th
 - Clean up and equipment organization of July 4th supplies
 - Printing and mailing of IDC sponsor certificates and plaques
 - Office work and follow up of tasks for all July scheduled events
 - Beginning to write/event plans for October 3rd Loop Event
 - Cleaning and organization of Community Events storage areas
 - Attended Senior Games Committee meeting

- Gymnastics
 - Classes are going well and growing
 - July session in progress – registration now open for August session
 - Coordinator attended USA Gymnastics 2015 Florida State Clinic July 17-19
 - Upcoming Open Gym session Friday, July 24 at 6-8pm
 - Working on plans for Junior Olympics in August

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continues to meet at various times throughout the week.
 - Camp T-Rec continues, they meet Monday through Friday from 8:30am-2:00pm for six weeks.
 - Summer Basketball League for players ages 12-18 years old continues and starts their play-off game in order to get ready for the All-Star Week.
 - Free breakfast and lunch will be offered through the County Summer Food Program.

- The Casements
 - The Herb Society's monthly meeting was held at Bailey Riverbridge on Saturday from 9:00am to 12:30pm.
 - Wall Ministries met at Bailey Riverbridge on Sunday from 11am to noon.
 - 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 were held from 10am to 12:00pm.
 - Enviro Camp's third week ran from Monday through Friday, 8am to 5 pm. This week's theme W.E.T. focused on water exploration. Highlights included visits from the Right Whale Group, Blue Springs State Park, and turtle expert Bambi Pro. The children learned about the ocean, ground water, reptiles and amphibians, and Florida's wildlife. Campers also made flubber, fished on the Halifax River, visited the beach, and kayaked with pro Bill Muller.
 - The Casement Guild Crafters met this week on Thursday from 12pm to 3:30pm.
 - My Big Fat Greek Cooking Class was held at The Casements on Thursday from 4pm. to 8pm.
 - Camera Club met at Bailey Riverbridge on Thursday from 7pm to pm.
 - Staff members assisted Community Events with Summer Sounds on Friday from 7 pm to 9 pm at Rockefeller Gardens.

- Parks Maintenance
 - Trimmed limbs around park benches, around dock and sidewalk edges with Campus Outreach volunteers (2 days) at Central Park II
 - Power washed coquina BBQ grills at Andy Romano
 - Replaced broken tire swing at Magic Forest Playground
 - Replaced damaged wood on dock at Central Park I
 - 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 40 A/C systems City wide
 - Repaired cable on Bay 1 at pistol range at the Police Department
 - Repair A/C condensate line on rooftop of PAC
 - Installed condensate line tee for access at Greg Smith Field House

- Checked electronic gate at Jefferson Street Water Plant that opens and closes continually
- Checked Sally port alarm door malfunctioning with intermittent problem at Police Department
- Repaired Sally Port west bay door at the Police Department
- Replaced streetscape control box on Oleander
- Repaired toilet in men's room at Cassen Park
- Replaced sand filter for splash pad at SONC
- Repaired sensor cable for restroom toilet at Andy Romano
- Repaired damaged PAPI light at the Airport
- Repaired Gate 5 at the Airport
- Replaced push gate to the old land fill entrance off Airport Road
- Repaired bathroom sink faucets at Andy Romano
- Repaired hallway ladies toilet at SONC
- Repaired soccer urinal at Airport Sports
- Replaced doorbell at Fire Station 91
- Repaired back entrance gate at the WTP
- Repaired outside ladies toilet at Nova
- Checked power supply to East Field score board at Nova

Police Department

Administrative Services

- Staff conducted interviews for Chief of Police Administrative Assistant/Officer Manager position.

Community Outreach

- Youth Directors Council
 - Thirteen members of the Youth Directors Council (YDC) attended the Youth Directors Conference in Orlando on July 16-19, 2015.
 - YDC members will be assisting with the National Night Out event at Nova Community Center on August 4th.
- OBPAL Summer Connections Program Partnership
 - Approximately 75 youths participated in the summer educational programs offered in partnership with Leisure Services at the SONC. Children in kindergarten through 5th grade attended Art, Science, Computer Lab and Reading classes.
 - Ninety-five summer camp participants attended the Daytona Lagoon field trip on Tuesday, July 21. This field trip was offered in partnership with Leisure Services.

Community Services & Animal Control

- Animal Calls: 46
- Animal Bites: 1
- Animal Reports: 6
- Animals to Halifax Humane: 2 dogs
- T.N.R.: 1

Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 9
- Inactive: 13
- Fraud: 9
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 3
- Grand Theft: 2
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0

- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 2
- Police Information: 1
- Suspicious Incident: 0
- Death Undetermined: 1

Records

- Walk - Ins / Window 119
- Phone Calls 112
- Arrest / NTA'S 22
- Citations Issued 96
- Citations Entered 0
- Reports Generated 144
- Reports Entered 130
- Mail / Faxes / Request 27

Patrol

- Total Calls 1,499
- Total Traffic Stops 195

Operations

Crime Opportunity Report Forms Issued: 101

- 7/16/2015
 - Warrant Arrest, 133 South Halifax Drive. Call originated when the suspect failed to pay his cab fare. Investigation revealed an open warrant for his arrest. Suspect was also charged with possession of narcotics paraphernalia found during a post arrest search.
 - Aggravated Battery, 5 Lakeview Circle. Husband reported that his wife was throwing and breaking things in the house. The wife then entered a Hyundai SUV and crashed it into the house a couple of times. The wife left the scene with the Hyundai and returned on foot. She entered her Chevrolet pick-up truck and struck the husband with the truck when fleeing the scene. Officer located the Chevrolet truck a short time later abandoned. Charging Affidavit completed on the wife and truck was seized and towed as evidence.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect was contacted by loss prevention personnel after attempting to steal several items of merchandise. The suspect was issued a trespass warning and released from the scene after being issued a Notice to Appear.
 - Shoplifting, 170 North Nova Road. Store clerk of 7-Eleven called and advised they had video of a shoplifter from the previous day/night and wanted to make a report. An officer reviewed the video and identified the subject. Charging Affidavit for retail theft was completed.
 - Fleeing Vehicle/Narcotics Arrest, 1500 block Hand Avenue. Vehicle fled from a VCSO deputy during a multi-agency CST operation from 13th Street and Old Kings Road in Holly Hill. The vehicle fled north through Ormond, being tracked by Air One with no ground units in pursuit. Stop sticks were successfully deployed. Vehicle stopped at the 1500 block of Hand Avenue, where deputies and officers converged and conducted a high-risk stop. Driver/sole occupant was arrested without further incident by deputies.
- 7/17/15
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect was placed under arrest for retail theft, issued a trespass warning and a Notice to Appear and released from the scene.
 - Narcotics arrest, 1200 Block Ocean Shore Boulevard. Officers were working traffic for the Move Over Law and stopped a vehicle that failed to slow down. The passenger was issued a traffic citation and charged with possession of marijuana under 20 grams discovered in his possession.

- 7/18/15
 - Burglary Residence, 387 North Beach Street. A vacant residence was entered through a broken window on the south side of the residence. It appears someone entered the residence to sleep and/or get out of the weather.
 - Warrant Arrest, Tymber Creek Road. Defendant was arrested on an open warrant (failure to appear) after the vehicle he was driving broke down in the roadway and he was contacted by officers.
- 7/19/15
 - Burglary-Residence, 705 Flamingo Drive #B. Two bicycles removed from the victim's carport.
 - Carbreak, 23 Winding Creek Way. The victim's unlocked vehicle was entered and ransacked.
 - Fleeing Vehicle arrest, 300 Block Ocean Shore Boulevard. An officer attempted to stop a speeding motorcycle. The rider looked back at him then increased his speed. The officer terminated the traffic stop and watched as the motorcycle rider attempt to make a U-turn approximately 0.4 miles up the road. The motorcycle operator rode off of the hard surface roadway and became stuck in the soft sand/dirt shoulder. The officer pulled up to the motorcycle operator at which time he (the rider) dismounted and put his hands in the air giving up.
 - Battery-Domestic Violence Arrest, 43 Circle Creek Way. Husband was arrested for domestic violence for striking his wife during an argument.
 - Armed Robbery, 1570 N US HWY-1 (Waffle House). An unknown female suspect brandished a 3" knife and demanded cash out of the cash register. She fled north from the business on foot but and then entered a vehicle to leave the area.
- 7/20/15
 - Burglary Residence- 116 Atwood Lane. Laptop taken from inside of residence. No forced entry found.
 - Warrant Arrest- 1521 West Granada Boulevard (Wal-Mart). Received an anonymous call reference to a subject inside Wal-Mart with an open warrant. Contact made with subject and the warrant was confirmed. Subject was arrested without incident.
 - Shoplifting- 1521 West Granada Boulevard (Wal-Mart). Loss prevention personnel witnessed a suspect conceal an item and take it to customer service and exchange/return it for a gift card. Suspect was contacted and detained as he left the store and arrested for retail theft.
 - Warrant Arrest- 600 Block of Division Avenue. Suspect was stopped for a traffic violation at which time officers learned the driver had an open warrant for his arrest.
- 7/21/15
 - Traffic Stop/Arrest - Rivergate Shopping Center. Driver stopped for a traffic violation at which time it was discovered he had multiple suspensions and a revocation of his driver's license. Subject was arrested and transported to the branch jail.
 - Narcotics Arrest, 500 Block West Granada Boulevard. While checking a known transient camp in the wooded area, two transient subjects were observed leaning over an active meth lab and were found to be in possession of meth-making materials and finished product. Both suspects were placed under arrest for manufacturing methamphetamine.
- 7/22/15
 - Battery-Domestic Violence, 4 Foxhunter Flat. Suspect was placed under arrest after she pushed her ex-husband during an argument.
 - Shoplifting- Fugitive, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for retail theft at which time it was also discovered he had an open felony warrant for his arrest.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 54
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 65
 - Number of Written Warnings Issued: 6
 - Number of Parking Citations Issued: 1

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 2
 - 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: 8 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 4 Cases initiated
- 5 signs have either been removed or sign cases created.
- 4 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in 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 – Notices have been mailed informing residents of their ability to connect to reuse; the contractor is finalizing restoration with a final walkthrough scheduled for August 5.
- A1A North Peninsula Forcemain Extension (Volusia County project) – Reviewed the submitted as-builts and field inspected the site. Some work remains to be completed for installing appurtenances on the forcemain component of the project. The pipe has been installed and pressure tested and is being prepared for FDEP clearance.
- Sports Complex Restroom Facility Construction – Installation of the facility pep-tank system is being scheduled.
- 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 – The contractor has finished installation of conduit and fiber, Lift Station 6M has been connected, final connections to the water plant, well field, and terminations at future connection points are being finalized this week.
- Ormond Beach Sports Complex - Sod restoration was completed on the recently re-graded drainage swale located south of the ball quad.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - The stormdrain on Amsden Road, west of Alden Drive, is being lined with cured-in-place liner.
- 2015 Roadway Resurfacing - Work continues on the replacement of curb & gutter along Kent Drive. A driveway transition on River Beach Drive was repaired. Thermo-plastic striping is being installed on recently milled and resurfaced streets.
- Ph II 2-Inch Water Main Replacement - Mainland - Work has begun on the 12-inch watermain extension along Granada Blvd, from Shoppes of Granada to Mirror Lake Drive. Staff met with FPL to investigate directional drilled conduit conflict with a stormdrain outfall.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor has completed installation of 8” water main on Ocean Aire Terrace North, they are scheduled to move to Ocean Aire Terrace South this week.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The contractor is finalizing preparation work, with a tentative start date scheduled for August 3.
- Final Project Closeouts – Final close-outs were completed resulting in cost savings for the following projects:
 - 2014 Roadway Resurfacing (\$24,187.51)
 - OBSC Roadway Improvements (\$6,688.97)

Laurel Oaks Stormdrain Extension (\$2,350.00)
Riverside Drive Drainage Improvements (\$738.32)

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 staff is waiting for the comments to be finalized and delivered to the 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 – Additional materials are being prepared for presentation to the Mainstreet Design Committee at their August Meeting.
- Ormond Sports Complex Field 9/10 Lighting – Plans are still in review with FAA.
- Environmental Learning Center – The Construction Management firm is preparing final construction costs for staff review. The 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 - Revised cost estimates for various concepts which will take into consideration the construction of a breakwater, in addition to floating concrete dock construction, and related bottom dredging needs.
- 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).
- Prepared & mailed 180 Notices for 2" Water Main Extension Phase 2 CIP project.
- Prepared & mailed 73 Notices for South Peninsula Reuse Extension CIP project.
- Modified drawings for North US1 Landscaping project.
- Modified drawings for A1A Median Landscaping project.
- Reviewed and created approved wetland protection permits for 881 North Beach Street and 1900 John Anderson Drive for proposed dock construction
- Reviewed and approved partial easement vacation request for 128 Sandpiper Ridge Drive.
- Researched and provided North Beach Street Right-of-Way location documents to Southeast Surveying, per request.

- Researched and provided Crown of the Road and Finished Floor elevations for 6 Creek View Way, per request.
 - On-site visit to 211 Hidden Hills to locate property corners to verify fence setback.
 - Completed the Oak Street Right-of-Way vacation/annexation sketch and legal descriptions, per Planning Division comments.
 - Updated the Cassen Park proposed boat dock drawings to reflect new design comments and buried cable easement location.
 - Researched and provided PDF copies of various documents regarding maintenance responsibilities for the Ormond Green Subdivision Conservation areas and the Tomoka Oaks Subdivision medians, per Public Works Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured 13 yards of concrete on Airport Rd
 - Filled depression in road at Harvard Dr & Marvin Rd
 - Pulled cones, forms, back fill, cut stress cuts, and clean job on Airport Rd
 - Removed 45 foot gutter on Bramblewood Ln
 - Back fill sidewalk on Airport Rd
 - Restore 3' x 2' sidewalk on 100 block of Beau Rivage Dr
 - Formed gutter and driveway on Bramblewood Ln
 - Replaced 54' gutter on Bramblewood Ln
 - 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
 - Grinding stumps on Cherrywood Dr, Crooked Tree Trl, and at the City Yard
 - Trimming on Lindenwood Cir W, Harbour Lights Dr, Sycamore Cir, Lindenwood Cir N, Pine Valley Cir, Hand Ave & Laurel Oaks Cir, 500 block of N Ridgewood Ave
 - Removed tree on 800 block of Hand Ave
 - Maintenance Crew
 - Rotated Special Event Bridge signs
 - Debris cleanup on Granada Bridge and Memorial Gardens
 - Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
 - 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 Concrete Crew with pour on Airport Rd
 - Trimming DOT ROW on A1A between shopping center and golf course, and A1A and post office on N Halifax Dr
 - Cross training employee to learn Sign Shop responsibilities
 - Trimming ROW – Andrews St & Greenwood Ave, Nova Rd & Granada Blvd
 - 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
 - Washed 3 signs on Center St
 - Replaced stop sign at Division Ave & Ridgewood Ave
 - Reinstalled stop/do not enter sign on Beach St at Ames Park

- Cross training employee from Street Maintenance Crew

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 pipe and used Vac-con on Arbor Dr S
- Inspected outfalls on N & S Beach St

Vactor

- Basin cleaning at Hunter's Ridge

Mowing

- Reachout Mower – Northbrook Dr, US 1

Street Sweeping/Streetsweeper

- 0 miles of road cleaned (on vacation)
- 0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
22,554

PM Services completed for the week:

Emergency—Vehicles and Equipment
7

Non-Emergency Vehicles and Equipment
13

Road Calls for the week:

4

Quick Fleet Facts:

- Fleet has 14,476 gallons of unleaded and 5,872 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,039 gallons of unleaded and 827 gallons of diesel.
- Fleet completed 57 work orders this week.

- Utilities

Projects Summary

- Backflow Prevention Device Testing, Certification and Repair Services – American Backflow will begin notifying non-compliant customers that device testing and repair services will be scheduled for performance and billed to customer water accounts. Account billing procedures have been developed with the Finance Dept.
- Division Avenue Well Field Raw Water Piping – Letter was sent to Park Place Homeowner's Association notifying them of future short duration water service interruption and fence replacement project activities. Replacement meter for Well 10-D was received. Construction status meeting notes were received. Draft Field Order No. 1 was prepared.
- Fire Hydrant Replacement Program – Award recommendation agenda scheduled for CC Meeting on July 28. Awaiting receipt of signed contracts from Contractor for forward to City Clerk.
- 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. Signed contracts forwarded to City Clerk.

- 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 – Received a copy of the preconstruction meeting minutes. Awaiting receipt of pump materials for beginning work. Project notification to homeowner 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 authorized.
- Water Plant 4-Log Virus Removal – Staff provided desired chlorine residual for the LPRO clear well to Volusia County. Historical information is being requested from the original LPRO membrane manufacturer testing to determine appropriate salt passage criteria.
- SPRC: 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. Kingston Shores – Water line relocation is required to avoid the FPL conduit in the easement. Met with design engineer to discuss resolution options. 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 to begin in two weeks. Beau Rivage (134 & 136) Water service replacement is being scheduled.
- Plantation Oaks: Model results received from the consultant regarding developer water and wastewater projections reviewed and comments provided. An annexation agreement was prepared by Legal which includes utility provisions. Staff assessing offsite utilities impacts for development.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 40.879 million gallons for the week ending July 19, 2015 (5.840 MGD)
 - Backwashed 8 filters for a total of 300,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had no (0) Precautionary Boil Water notices this week.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.37 Million Gallons.
 - Produced 31.37 Million Gallons of Reuse.
 - Produced 0.00 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.48 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 183.97 (14%-18% Solids).

- Water Distribution
 - Exchanged 11 water meters per Finance Department work orders.
 - Responded to or repaired 16 water service leaks.
 - Installed 11 new residential customer water services and meters
 - Replaced or repaired 6 water meter boxes.
 - Replaced 11 residential water services due to aged materials.
 - Responded to 22 reports of customer concerns regarding low pressure, cloudy water, etc.
 - Performed accuracy testing of one each 3", 8" and 10" commercial water meters. The 2" low side bypass meter on the 10" meter serving Crowne Apartments was rebuilt due to inaccuracies found. Scheduled 2 each commercial water meters for testing.
 - Pressure tested 6 and repaired 3 City owned backflow prevention devices.
 - Continued maintenance of fire hydrants within the city limits, 12 fire hydrants maintained in The Trails subdivision.
 - Located and exercised 43 water distribution system main line valves north of SR40, between N. Beach St & US1 - valve maintenance program.
 - Locate valves and coordinate areas for future shutdowns associated with recently awarded Phase 2 - 2" water main replacement projects.
 - Installed new 2" manifold/ 4 new water services for existing customers on Midway Ave.
 - Removed/ stored the 8" water meter previously installed to measure bulk water to Flagler County portion of Hunters Ridge D.R.I.
 - Performed landscape repairs due to excavations at Surfside Dr, Midway Ave, Marie Cr, and Beau Rivage Dr.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 112 utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Repaired 3" sewer force main at 700 Hull Rd.
 - Replaced brass cleanout cap at 509 Riverside Dr., 116 Fairwood Cir. and 140 Ponce DeLeon.
 - Repaired sewer lateral at 238 Timber Line Tr.
 - Televised 12, cleaned 4 and root controlled 2 sewer laterals.
 - Adjusted cleanout at 76 Deep Woods.
 - Pep tank rehab at 16 Lake Vista.
 - Repaired one and half inch sewer service at 111 Tomoka Ridge Way.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 5 psi, Ocean Mist Hotel @ 5 psi, Ormond Mall @ 5 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 9/6 psi. Foxhunters Flat (2 inch) 3/4 psi & Shadow Creek Blvd. (4 inch) 2/0 psi.

- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - Influent Pump #2, installed repaired motor to pump and connect coupler – electrical connection and communications programming scheduled, will update when complete.
 - Digester Tank #2, checked all valves and lines to begin using this tank for centrifuge feed
 - Sand Filters, flushing water system installed per operations request.
 - WAS Pump #2 - tagged out of service – performed inspection/ meter reading/ rebooted VFD - placed back on line - monitoring.

- 15 Allenwood PEP System - tripped breaker - wiring shorted - repaired and rewired control panel - ok.
- 7M1 – installed new radio - programmed CPU card –awaiting new power supply.
- RAS building PLC - installed 120v receptacle for UPS.
- Influent Room – deragged pumps as per direction.
- WIN911 monitor/response: 7P - phase voltage loss, FPL power out, power restored, ok;
- SCADA monitor/ response: Wal-Mart – high starts, clean probe; Bear Creek – no starts pump #1, program issue, pump operation normal, performing further diagnosis, ok mechanically.
- 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: Effluent Transfer Pumps, #1, #2, #3; Carrousel Surface Aerators, #1N, #2N, #1S, #2S; Sand Filters, #1, #2, #3.
- Quarterly PM's: Grit Snail.
- Semiannual PM's: Swing Zone Blowers, #1, #2.
- Annual PM's: Fermentation Submersible Mixer #12; Carrousel Surface Aerator #2N.
- Lift Station PM's: 22 monthly and 3 annual performed.
- Plant wide oil & grease route.
- 69 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Sand filters 5&6 – repaired area lights, ok.
 - Fluoride pump – installed new filter, ok.
 - Well 5D – replaced RTU batteries, ok.
 - Standish Booster station – performed electrical inspection of in-tank mixer, open drain valve per operations request, ok.
 - Sand filters – Rosemont pressure transducer not functioning, pick up line clogged with debris, cleaned line, ok.
 - Sand filter clear well – made adjustments to level floats, ok.
 - R.O. blower and pressure tank – clean air filters and replace corroded tie down bands, ok.
 - Well 35R – RTU and radio not responding, installed new radio - installed new CPU card – reprogrammed – lightning suspected - ok.
 - Well PM's: 23 monthly.
 - Monthly PM's: Thickener; Degas/Scrubber 1, 2, 3, 4, 5, 6; LPRO transfer pumps 1,2,3,4,5,6; Clear well pumps 1,2,3,4,5; Scroll Blower for sand filter 1,2,3,4; Polymer pumps 1,2,3; sulfuric acid system.
- 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 is preparing the quarterly report from the most recent sampling per the WWTP's permit to the FDEP.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The contractor continues installations the of the backflow prevention devices in the City's N. Peninsula Reuse Service Area. The contractor indicates additional new valves are needed to complete the project. Staff is procuring the additional valves partially with credit from the repair kits that were not utilized.
 - 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 of the CCRs availability on the City website. A notification of the CCR availability was also published in the News Journal. Staff preparing FDOH certification of delivery of CCR.

- 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 Code of Ordinances review with Legal Department
- City Clerk attended weekly City Manager Staff Meeting
- Agenda packet preparation, creation and distribution for July 28, 2015, City Commission Operating Budget Workshop and City Commission Meeting
- Agenda packet preparation for August 5, 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.