

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: July 28, 2017

---

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:

- Staff meeting
- Prep work with staff for meeting with FDOT District 5 Secretary
- Agenda review for August 2 Commission meeting

Spoke to, attended and/or met with:

- Agenda review meetings with Mayor Partington, Commissioner Boehm, Commissioner Littleton and Commissioner Selby
- Rotary meeting
- United Way Board meeting
- City Commission Operating Budget Workshop
- City Commission meeting
- City Managers meeting

**Community Development**

Planning

- The Department was notified by FDOT that as a result of their concept development evaluation and community feedback from the Ormond Beach Trail Gap Public Meeting held on July 13, 2017, Alternative 3 is the preferred route. This route is completely on the south side of SR40 with a crossing at the intersection of SR40 and A1A. This is based upon the evaluation criteria of project length, travel service/accessibility/safety characteristics, potential environmental effects/agency support and estimated ROW needs and project costs. FDOT will now conduct a more detailed engineering evaluation to develop the alternative concept for the design phase. FDOT anticipates completing the study in early September of this year. FDOT is looking to the City to maintain the 12 foot bike facility.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued
- 390 inspections (7 by Private Provider)
- 120 permits valued at \$2,265,350.00

Development Services

- SPRC held no meetings with outside applicants this reporting period.
- Projects receiving Building Permits and percent completed are provided below.

<b>Project</b>	<b>% Complete</b>	<b>Comments</b>
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)

783 North US 1	30%	
Antares of Ormond Beach	0%	
McDonald's, 1530 North US 1	98%	Construction completed. Waiting on As-builds.
McDonald's, 105 Interchange Boulevard	98%	Construction completed. Waiting on As-builds.
Pet Street Vet, 240 South Nova Road	5%	
Realty Pros	82%	
Specialty Surgery Center	60%	
Valiant Diners, Phase 2	5%	
Huntington Villas, Phase 1B	50%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	15%	

**Economic Development/Airport**

**Economic Development**

- Ormond Crossings
  - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. The company has decided to construct a fourth story to the original concept plan, which enlarges the building by an additional approximate 33,000 square feet. The additional office floor will be part of phase 2 of the development project and will require additional traffic analysis and permitting upon occupancy. SFM's objective is to begin construction in November of 2017.
  - The City Commission has approved the Ordinance for the first amendment to Ormond Crossings Development Agreement to modify the timing for the installation of a signal at Broadway Avenue and Hull Road.
- Airport Business Park
  - Staff facilitated the approval of the new loading dock project for the Maxton Group, which is located along Sunshine Blvd.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is working with the economic development service providers on renewal of their service contracts for Fiscal Year 2018. The Chamber of Commerce is planning to update the joint City/Chamber "Doing Business In Ormond Beach" in 2017-2018.
  - Staff met with Chamber representatives to discuss the upcoming State of the City Address scheduled for October 10.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
  - Staff met with Edgewell representatives to discuss their continued capital investment and infrastructure upgrades to improve the US 1 manufacturing plant including fire pump system, storage tanks, underground drains, and roadway egress points on US 1 and Hull Road.
  - Staff met with Career Source and Volusia County representatives to discuss employment challenges facing local manufacturers.

**Airport Operation and Development**

- The City Commission has approved a work authorization for Hoyle, Tanner and Associates to conduct the design phase of the heliport improvements project. The City Commission previously approved a joint participation agreement with the FDOT to fund this design work.

- Staff has been advised that the FAA will issue a grant to fund the design phase of the project to rehabilitate the pavement and lighting systems for Runway 8/26. The grant offer will be presented to the City Commission for approval following receipt from the FAA.
- Staff completed work with Hoyle, Tanner and Associates to review and finalize a Runway Protection Zone Alternatives Analysis Report to be included with the Environmental Assessment Report for the project to extend Runway 8 and Taxiway Alpha.
- Gate 13 remains out of service due to lightning damage. Parts have been ordered and staff is working with the vendor to schedule repairs.
- Work to correct a power supply issue with the security surveillance cameras at the air traffic control tower was completed this week. Additional work will be scheduled to update the overall surveillance system for the airport.
- New cables have been installed on the roof of the air traffic control tower to better support mission-critical weather observation equipment.

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

#### **Finance**

- On-going Projects
  - FEMA reimbursement preparations are in progress.
  - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
  - Preparations for the 2018/19 fiscal year budget cycle are in process.
- Completed Projects - Weekly
  - Processed 18 Journal Entry Batches.
  - Approved 57 Purchase Requisitions totaling \$302,700.00.
  - Issued 3 Purchase Orders totaling \$19,410.65.
  - Prepared 138 Accounts Payable checks totaling \$938,168.44 and 34 Accounts Payable EFT payments totaling \$137,817.42.
  - Issued 1,161 past due notices on utility accounts.
  - Auto-called 128 utility customers regarding receipt of a past due notice.
  - Processed 261 payments through Interactive Voice Response System totaling \$29,069.19.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Walking with the Manager (Thursday, 8/3)
    - Summer Open Gym (August 1, 3, 8, and 10)
    - Open Gym (August 11, 18, and 25)
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Attended weekly staff meeting.
  - Attended City Commission Budget Workshop.
  - Completed weekly events calendar ad for Ormond Observer.
  - Completed Employee Newsletter for August 2017.
  - Attended State of the City meeting.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

- Weekly Statistics
  - Fires: 0
  - Fire Alarms: 8
  - Hazardous: 6
  - EMS: 94
  - Motor Vehicle Accidents: 2
  - Public Assists: 45
  - TOTAL CALLS: 155
  
- Aid provided to other agencies: 11 Calls – Daytona Beach (3), Volusia County (8)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 66
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 86
  
- Training Hours
  - NFPA 1001: Firefighting 9
  - NFPA 1002: Driver 4
  - NFPA 1021: Officer 20
  - NFPA 1500: Safety/Equipment 10
  - NFPA 1620: Preplanning 7
  - EMT/Paramedic 9
  - TOTAL TRAINING HOURS: 59
  
- Station Activities
  - Updated 12 pre-fire plans
  - Conducted 4 fire inspections

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, indeed.com, and internally.
    - Neighborhood Improvement Officer (Police) open 7-24-17 until 8-4-17. Advertised on City web site, governmentjobs.com, indeed.com, and internally.
    - System Maintenance Supervisor (Stormwater/Public Works) open 7-26-17 until 8-2-17. Advertised internally.
    - Maintenance Foreman (Water Distribution/Public Works) open 7-26-17 until 8-2-17. Advertised internally.
    - Maintenance Worker III (Streets) open 7-21-17 until 7-28-17. Advertised internally.
    - Maintenance Worker II (Streets) re-advertised 7-14-17 until 8-4-17. Advertised on City web site, governmentjobs.com, indeed.com, and internally.
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services) re-advertised 7-26-17 until 9-1-17. Advertised on City web site, governmentjobs.com, indeed.com, and internally.
    - Part Time Community Events Technician (Leisure Services) re-advertised 6-6-17 until 9-1-17. Advertised on City web site, governmentjobs.com, indeed.com, and internally.
  
  - Applications Under Review
    - Maintenance Worker II (Water Distribution)
  
  - Background/Reference Checks/Job Offers
    - Public Works Director (Public Works)

- Police Officer (Police)
- Firefighter/EMT (Fire)
- Maintenance Worker II (Streets/Public Works)
- Maintenance Worker II (Stormwater Drainage Maintenance/Public Works)
- Part Time Recreation Leader (Nova/Leisure Services)
- Part Time Center Leader (Environmental Discovery Center/Leisure Services)
  
- Separations
  - Neighborhood Improvement Officer (Police)
  - Police Officer (Police)
  - Part Time Center Leader (Environmental Discovery Center/Leisure Services)
  
- Employee Events
  - Skin cancer screening for HSA contributions continues until December 31
  - A representative from Nationwide will be here to meet with employees August 3
  - A blood drive will be held at City Hall on August 14
  
- Risk Management Projects
  - Worked on property damage subrogation claims
  - Attended American Cancer Society Relay for Life leadership meeting
  - Attended United Way speakers bureau training
  - Worked on coordinated response with City departments to incidents with property damage

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 2 - Human Resources / Payroll. Forms Documentation review.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
    - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Files being copied and reorganized.
    - IT Strategic Plan – Document review.
  
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None
    - Windows Servers: None
    - Networking System: None
  
  - Work Orders
    - New: 9
    - Completed: 39
    - In progress: 41
  
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 36,048
    - Inbound E-Mails Blocked: 16,651
    - Delivered Inbound E-Mails: 20,397
    - Quarantined Messages: 220
    - Percentage Good Email: 56.6%
    - Virus E-Mails Blocked: 5
  
  - Notable Events: IT Manager attended the FDLE CJIS symposium in Jacksonville as the agency's Local Area Security Officer (LASO) last week.

- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 7
    - Changes: 47
    - Corrections: 0
  - Map/Information Requests: 13
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 19: Total in system = 1,333
  - Meters GPS Located this week: 0: Total in system = 23,459; 22,716 potable, 732 Irrigation, 11 Effluent
  - Notable Events: None

### **Leisure Services**

#### Administration

- Public Works Meeting
- City Managers Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Summer Camp Visits
- West Ormond Draft Feasibility Study Meeting

#### Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

#### Environmental Discovery Center

- Social media updates
- City website updates
- Community Garden updates
- Summer camp surveys
- Assisted Summer Camp with fishing trip
- Scheduled Volunteers for weekend hours
- Plant ID Hike

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- The City's Basketball Clinic was held Monday through Thursday from 9 am to noon at the Nova Community Center Gym.
- Ormond Beach Girls Softball 11's are having tryouts Saturday from 9 am to around 1 pm at the Nova field 4.

#### 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
- Picked-up and dropped off equipment to Fleet on "as needed" basis
- Daily cleanup of Limitless Playground by the softball quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased & cleaned equipment
- Dragged infields/sprayed weeds/ weedwacked at Osceola Elementary & South Ormond
- Blew out batting cages & dugouts at Wendelstedt & Softball Quad Fields
- Continue to paint soccer corners so they are visible for fall field setup
- Repainted soccer parking lot
- Cleaned mold off of goal posts
- Adding clay to all mounds at both facilities

#### Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 pm
- Central Florida Association Square Dance was held on Saturday from 6:00 pm to 10:00 pm

#### 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 Summer Camp was held.
- The Performing Arts Center hosted the following event:
  - CMT Theatre Camp "Disney's Mulan Jr." Thursday, July 27

#### South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Summer camp Monday-Friday
- Volusia County Summer Food Program Monday-Friday
- Basketball practice Tuesday/Thursday

#### Community Events

- The Summer Sounds Concert on Friday, July 21 was rained out
- Weekly administrative tasks, office work, meetings and activities
- Planning and assistance with 2017 events through August
  - Summer Sounds Concert Series – July 14, 21 & 28
  - National Night Out – August 1

#### Gymnastics

- July session in progress
- Registration is still open for August session
- Trial classes are being offered to attract new students

#### Nova Community Center and Special Populations

- FitGyms personal training sessions and tennis lessons at various times throughout the week.
- Pickleball continues its schedule of Monday, Tuesday and Saturday from 10:00 am-12:30 pm.
- Adult Jazzercise from 9:00-10:00 am Monday through Friday and 5:45-6:45 pm Monday, Wednesday and Thursday.
- Open Play offered at various times.
- Camp T-Rec completed the 2<sup>nd</sup> session with 21 campers registered.
- Summer basketball league continues with its All-Star games. Ten (10) teams will play each other throughout the summer.

- The County Summer Food Program continues. Free lunches are offered to children 18 years and under.
- Summer Coed Volleyball League held Tuesday and Thursday from 6:15pm-8:00pm.

#### The Casements

- Art Explosion Summer Camp continued this week in The Casements with 12 students attending.
- Wedding held at The Casements on Sunday – 100 in attendance.
- Lohmans Healing Workshop was held on Wednesday with 15 in attendance.
- The seventh week of Enviro Camp was held at the EDC, 13 campers attended.
- The Casements Guild Crafters met on Monday from 12:30 a.m. to 3:30 p.m. in Room 203 with approximately 6 members present.
- Pilates Classes met Monday, Wednesday and Friday at The Casements.
- Zumba class met on Thursday at Bailey Riverbridge.
- Yoga Class met on Tuesday at The Casements.
- The Casements Camera Club met at Bailey Riverbridge on Thursday, approximately 20 members were in attendance.
- The third Summer Sounds Concert will be held this evening in Rockefeller Gardens. The group “Stealing Vanity” will be performing.
- Our new “self-guided” audio tour continues to be working well for our visitors. They enjoy touring the home at their own pace but some will return for a docent guided tour to hear more personal notes on the home and Mr. Rockefeller.

#### Parks Maintenance

- Citywide inspections of parks
- Inspections and posted pavilions for reservations
- Memorial Gardens: cleanup efforts
- River Bend Park: fixed loose boards on deck
- South Ormond Neighborhood Center: replaced swing
- EDC: Worked on aqua phonics pipe
- Andy Romano: fixed loose grills
- Birth Place of Speed: secured blue picnic tables/bench and fixed loose boards on deck
- Removed bench from in front of Billy’s Tap Room
- Joyce Ebbets Pier: Removed the ladder kids built to get out of water and picked up litter from water/area
- Riviera Park: installed engraved boards on park bench (new)
- Limitless Park: installed new yellow chair swing
- Bailey Riverbridge Gardens: repaired loose coquina rocks on sidewalk edge

#### Building Maintenance:

- Weekly preventative maintenance of City owned vehicles.
- Weekly lighting inspection of Airfield Runways, Taxiways and Signage
- Weekly inspection of D.O.T. & facility lighting @ various City locations
- Closing out Quarterly PM on 188 AC systems citywide
- Repaired water leak on atrium a/c unit at City Hall
- Performed maintenance on 16 City gates
- Repaired unit 4A at The Casements
- Replaced window in the polymer building at WTP
- Repair work on the dumpster wall at Andy Romano
- Repaired ceiling tile 2<sup>nd</sup> floor conference room at City Hall
- Rebuilt the west side deck hand rail at Emmons Cottage
- Replaced stairway lights at the PAC
- Repaired the men’s outside clogged toilet at SONC
- Repaired the registration men’s clogged toilet at PAC
- Repaired the art room sink drain at SONC
- Repaired the west side men’s toilet at SONC



- Repaired the eastside gym door panic bar at SONC
- Pressure washed the pavilion, picnic tables and grills at SONC
- Repaired the front door at Fleet
- Called various contractors for upcoming jobs
- Replaced the ceiling tile at Fire 94
- Replaced the breakroom paper towel dispenser at the WWTP
- Repaired the a/c in the EMS room at Fire Station 92
- Repaired the outside men's and inside ladies room at SONC
- Unclogged Women's toilet at Fortunato Park
- Replaced fluorescent lights in the Blue Room at PAC
- Repaired the bracket for the Sally Port Camera at the PD
- Repaired the west gate at the PD
- Replaced the water fall hose bibs at the Museum
- Inspection of the Water Wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall

### **Police Department**

#### **Administrative Services**

- Hosted Weekly Staff Meeting.
- Staff attended Operating Budget Workshop at City Hall.
- Staff hosted a meeting with representatives from the State Attorney's office.
- Staff attended City Manager's staff meeting.
- Captain Rosenthal attended an annual training symposium for Criminal Justice Information Systems.
- Staff hosted a meeting to discuss preparations for "National Night Out."
- Captain Roos attended the User Group meeting at the Volusia County Emergency Operations Center.
- Staff conducted interviews for candidates looking to transfer into the Criminal Investigations Unit.
- Staff conducted interviews for prospective police officer candidates.

#### **Community Outreach**

- Staff attended the "Badges and Board-shorts" event held at Fortunato Park.
- Approximately 22 parents and children attended the eighth *Monday Morning with a Cop* on July 24 at the Ormond Beach Public Library. Captain Rosenthal read the book *The Butter Battle* by Dr. Seuss to our family audience.
- The OBPAL summer educational classes with the Department of Leisure Services at the South Ormond Neighborhood Center ended last Wednesday. Students enjoyed the annual "Ice Cream in a Bag" science project to celebrate their great summer learning about art, science, reading, math and computer skills.
- Eighty (80) children attended the field trip to the Orlando Science Center last Thursday. The final OBPAL summer field trip was to Daytona Lagoon on Tuesday, July 25.
- Members of the Police Athletic League boys' basketball teams continue to practice at the South Ormond Neighborhood Center on Tuesdays, Wednesdays and Saturdays. Practices will continue through the end of July. Approximately thirty-three (33) youths attend the practices each day.

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

- Animal Calls responded to: 44
- Animal Reports: 5
- Animals to Humane Society: 5
- Trap Neuter Release: 1

#### **Criminal Investigations**

- Cases Assigned: 32
- Cases Cleared by Arrest/Complaint Affidavit: 3

- Cases Exceptionally Cleared: 6
- Inactive: 5
- Fraud: 10
- Burglary Residential: 2
- Larceny Carbreak: 9
- Grand Theft: 4
- Auto Theft: 2
- Police Information: 5

#### Records

- Walk - Ins / Window 78
- Phone Calls 94
- Arrest / NTA'S 17
- Citations 46
- Citations Entered 29
- Reports Generated 132
- Reports Entered 100
- Mail / Faxes / Request 16

#### Patrol

- Total Calls: 1,235
- Total Traffic Stops: 112

#### Operations

##### Crime Opportunity Report Forms: 122

- 07/19/17
  - Burglary Residence, 1090 North United States Highway One #1A. The victim reported that her prescription medication was taken from inside the residence.
  - Stolen Vehicle, 465 Bryant Street. The victim reported his mother's 2016 Jeep Cherokee was stolen.
  - Carbreak, 1340 West Granada Boulevard (Lowe's). Unlocked vehicle entered in the parking lot, numerous power tools taken.
  - Trespass Arrest, 205 East Granada Boulevard. (Walgreens) Subject entered the store after receiving a trespass warning from officers.
  - Grand Theft, 591 South Atlantic Avenue #412. (Tropic Sun Towers) Subject reported that unknown suspect(s) stole two fishing poles and a tackle box.
- 07/20/17
  - Theft, 4 Rio Pinar Trail. The victim recently moved to Hillsborough County and suspects employees from the moving company (All My Sons) of stealing several pieces of jewelry at this location.
  - Carbreak, 101 Sandy Spring Road (Tymer Creek). A total of five recreational vehicles and a boat were burglarized in the storage lot, some of which appeared to be forced entry. Several TV's appeared to have been taken.
  - Theft, 53 Lorillard Place. The victim reported that his son's blue and white Schwinn bicycle was stolen from this location.
  - Burglary Residence, 125 Chelsea Place Avenue (Chelsea Place.) Subject reported that suspect(s) entered his home through an unlocked bedroom door. Cash was taken from a bedroom drawer.
  - Warrant, Narcotics Arrest, 236 Grove Street. Subject was contacted and found to have open warrants. He was additionally charged with Violation of Probation and possession of narcotic paraphernalia.
- 07/21/17
  - Warrant Arrest, 630 Santa Ana Avenue. Subject was picked up at this address and arrested for an open warrant.

- Carbreak, 0-Block South Washington Street. Yellowstone Landscaping vehicle had lawn equipment taken from it.
- Warrant Arrest, 82 Alanwood Drive. Subject was located at her residence and arrested on outstanding warrants.
- Narcotics Arrest, Riverside Drive and River Beach Drive. Subject was contacted during a traffic stop where narcotics were located.
- Theft, 707 South Atlantic Avenue. Subject was arrested for theft after being observed entering a vehicle and attempting to conceal a small purse which had been taken.
- 07/22/17
  - Robbery Arrest, 160 North Nova Road (SunTrust Bank). A hold-up alarm came out at this location and the alarm company said that the bank was under duress. An affidavit was generated for the suspect responsible for the robbery, after the investigation the suspect was arrested.
  - Carbreak, 16 Lionshead Drive. The victim is a firearms dealer and delayed reporting the crime as he had to take inventory to make sure that his gun was indeed missing. The victim said that he left his .380 caliber weapon in his unlocked vehicle and it was stolen.
  - Strong Armed Robbery (Purse Snatching) Arrest, 1140 West Granada Boulevard (Bodez). A 64 year old female was walking in front of Bodez when her purse was snatched off of her shoulder. A perimeter was set up and a Volusia County K-9 apprehended the suspect, all property was recovered.
  - Battery to Law Enforcement Officer Arrest, 716 Orchard Avenue. Officers responded to a man lying in the roadway that was initially unresponsive. After waking the subject, he became violently resistive, kicking officers. It took a total of six law enforcement personnel to subdue the subject.
- 07/23/17
  - Driving Under the Influence Arrest, 7 Tidewater Drive. Subject crashed his car at this address; he was determined to be driving under the influence during the investigation.
  - Aggravated Assault, 10 Arrowhead Circle. The victim said that her ex-boyfriend's mother showed up on scene demanding to take her car from her and pointed a fake gun at the victim before leaving the scene.
  - Carbreak Arrest, 1570 North United States Highway One. Subject was observed to be inside of a vehicle in the parking lot. The owner chased the subject from the vehicle and flagged down a passing Volusia County Deputy. Subject was located and arrested.
  - Armed Robbery Arrest, 1009 Ocean Shore Boulevard (Coral Sands). Officers responded to an armed robbery that had just occurred. Officers set a traffic perimeter and the vehicle was located at 1239 Ocean Shore Boulevard. The suspect was identified and arrested. All of the money taken in the robbery was recovered in the vehicle as was the fake pistol used in the robbery.
- 07/24/17
  - Stolen Vehicle/Grand Theft, 1509 San Marco Drive #103 (San Marco Apartments). A black 6x10 open trailer with two lawn mowers was stolen from the parking lot.
  - Armed Robbery Arrest, 507 South Atlantic Avenue (Chateau Mar Beach Resort). The same defendant from the robbery at the Coral Sands Resort used a silver and black BB gun to rob the clerk at this location. There was no cash in the register at the time, so the subject changed his focus to the clerk's purse, which also contained no cash. Charging Affidavit completed and served as the subject was still in custody.
  - Theft, 236 McIntosh Road. A red and black Huffly bicycle was taken from the driveway.
  - Grand Theft, 333 West Granada Boulevard. (Golds Gym) Subject reported that an unknown suspect pried open his gym locker and stole his Rolex wrist watch and a credit card.
- 07/25/17
  - Battery Domestic Violence Arrest, 169 Lincoln Avenue. Subject was arrested for exposing the victim to "mace" by spraying it on the victim's vehicle, in an attempt to expose him to its effects.
  - Theft, 63 South Atlantic Avenue. Two bicycles were stolen from this location overnight.

- Tampering with a Witness Arrest, 413 North Yonge Street. Subject was arrested for allegedly threatening to kill the victim if she did not drop the charges in a case.
- Trespass Arrest, 205 East Granada Boulevard (Walgreens). Subject was arrested for trespassing at this location.
- Carbreak, 1 North Beach Street. (Bailey Riverbridge Gardens) Subject reported that unknown suspect(s) smashed out the back window of her vehicle and stole her purse.
- Carbreak, 1 North Beach Street. (Bailey Riverbridge Gardens) Forced entry, nothing was taken.
- Battery Domestic Violence Arrest, 867 North Halifax Drive. Subject was arrested after shoving another person at the home.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 14
  - Number of Uniform Traffic Citations Issued: 20
- Traffic Crash Reports
  - Number of Crashes without Injuries: 10
  - Number of Crashes with Injuries: 1

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 2 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 2 Cases initiated
- 13 signs have either been removed or sign cases created.
- 15 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and eighty-four (84) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Police Department Sally Port – The Contractor will install additional spray foam insulation around the AC ducts and fire damper in an effort to stop the condensation from running down the wall.
    - Police Department Fence – Two combination lock boxes were installed. The perforated panels have been ordered and will be installed once they are delivered to the site.
    - 2017 Storm Drain Pipe Lining – The Contractor is working on Riverview Drive and completing the post-lining inspections.
    - Seawall Repair at Ames and Riviera Parks – Contractor is nearly complete with the work at Riviera Park and will begin work on the Ames Park seawall shortly.
    - Sanitary Sewer Inspection – The Contractor is working in the Lindenwood Circle area and between Division & Hand, east of South Orchard Street.
    - 2017 Roadway Resurfacing – The Contractor will be on-site paving Amsden Road on Wednesday.
    - South Peninsula Reclaimed Expansion – Work continues on Riverside Drive, the Contractor is currently working between Willis Drive and Ormond Parkway. Reuse main has also been installed on Casements Drive and Willis Drive. The Contractor is preparing to pressure test this loop to allow for service to the properties in the block. A second crew continues to install check valves on water services in advance of reclaimed water installation. Roadway crossings have been completed on Bosarvey Drive in anticipation of roadway resurfacing.

- CDBG 2017 Trail & Sidewalk – The Contractor is working in Central Park grading, forming, and pouring the concrete trail.
- Ph III 2-Inch Water Main Replacement – Peninsula – Contract execution is in process. A pre-construction meeting is being scheduled.
- Ph III 2-Inch Water Main Replacement – Mainland – A pre-construction meeting was held July 24. The project start date is being scheduled, and a Notice to Proceed will be issued.
- CDBG - Huguenot Park – Pre-construction meeting was held on June 21st. Awaiting final approval and Notice to Proceed from Volusia County to begin construction.
- Street Light Maintenance – Street light pole painting on Nova Road from Division Avenue to the southern City limit (30 lights) will be performed by one of our Construction Management firms under continuing contract. Work will commence in August and is scheduled to be complete by the end of the month.
- Design Projects:
  - Ormond Crossings Utility Extensions – The City Commission approved a request for a Work Authorization for design services associated with extending utilities to serve the first development project of Ormond Crossings. A design kick-off meeting was held. Consultant is coordinating the RR permit.
  - West Ormond Community Center – Consultant has submitted a draft report. Staff has a meeting to go over the draft with the Consultant and once a final draft is completed this will be presented to the City Commission at an upcoming workshop.
  - Ormond Sports Complex Field 9/10 Lighting – In an attempt to have the fields ready for the fall season staff has requested a turn-key installation proposal from one of our Construction Management firms under continuing contract. However, the design for the replacement lighting will not be complete until the end of the month so final costs from the Construction Manager will not be received until later next month, and therefore, the lights will not be in place for fall soccer season. The Leisure Services Director is looking into temporary lighting for several of the fields.
  - WTP Sludge Residuals Facility Improvements – Met with Consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and is being reviewed. Staff has asked the engineer to look into the screw press design technology for sludge dewatering. Screw presses could save the City up to \$60,000 per year in operating costs in comparison with the continued use of centrifuges. Andritz has arrived on site to perform a pilot test of their screw pump to confirm its ability to dewater the lime sludge. Once the results are in staff can decide if this technology is preferred over the centrifuge technology.
  - Cassen Park Public Dock – Staff has received the FDEP permit and has received the ACOE permit. Staff submitted grant applications to FIND and FFWC for grant funding for construction costs. Presentations to FIND occurred on June 16<sup>th</sup>. The FIND Commissioners expressed their support for the project and staff is hopeful that construction funding will be made available. Staff should know sometime in September if grant funding will be provided.
  - WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant is proceeding with design.
  - Effluent Outfall Replacement – The project goes to the City Commission for approval to bid on July 25<sup>th</sup>.
  - Forest Hills Connector Trail – FDOT has accepted the City's invoice for in-house design work completed to date, which will comprise the City's match of the federal funds for completion of the project.
  - CDBG (canoe kayak launches) – Staff is soliciting written installation proposals to complete the installation of both stored launches. The FDEP Permit has been received and construction can occur.

- Downtown Stormwater Phase 2 – Consultant has provided 60% plans for City review; City staff met with Mainstreet to discuss plans and schedule. The plans will be presented to the Mainstreet Design Committee the week of August 14 for review and input.
- Fleming Ave Stormdrain Improvements – Received an RFI from FEMA and staff's Consultant is preparing a response.
- Wilmette Avenue Pumping – Staff has submitted a FEMA HMGP grant for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. The Volusia County Local Mitigation Strategy has included this project on their priority list for FEMA funding.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen – Conceptual design was submitted and is under review.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Roof repairs at the Water and Wastewater plants are complete.
- OBSC Improvements – Field 3 Lighting – Staff is working with the Consultant on final plans for bidding, grant submission and FAA review of pole height and location.
- OBSC Improvements – Championship Field 7 – Staff is working with the Consultant on final plans for bidding and grant submission.
- North US1 Landscaping Ph II – The FDOT approved the plans and bid documents are currently being prepared.
- Sandpiper Lane Drainage Improvements – Bid award to JD Weber Construction is on the agenda for the August 15 City Commission meeting.
- Water Plant Upgrades – The Consultants are preparing 30% plans for review.
- Secondary Raw Water Main – The survey for the proposed raw water main route is underway.
- Wastewater Plant Influent Pump Station – Consultants collected electrical information in the field and are analyzing the data. A progress meeting was held July 26.
- Departmental Activities
  - Reviewed weekly SWMP and fence permits
  - Researched and provided elevation benchmark locations along the North Peninsula area, per Surveyor request.
  - Modified County use permit for 5 & 59 Rivocean water services per Utilities Division request.
  - Modified map for park ponds and FDOT stormwater ponds currently under maintenance.
  - Modified Central Park Canoe Launch Plans, per Project Manager's comments.
  - Re-created a stormwater project spreadsheet, per City Engineer's request.
  - Completed Tree-in-the-Right-of-Way locate at 301 Oak Drive, per Neighborhood Improvement Division request.
  - Researched documents to determine ownership and maintenance responsibilities for a section of Old Tomoka Road.
  - Reviewed Hand Avenue Road Closure detour plans for FPL concrete pole installation and provided comments.
  - Created 18 Ocean Pines construction setback exhibit map.
  - Researched storm pipe location and ownership at 825 John Anderson Drive.

#### Environmental Management

##### Street Maintenance - Asphalt/Concrete

- Removed broken sidewalk, graded, formed up on 400 block of S Beach St
- Pulled forms, cleaned up job on N Ocean Shore Blvd

- Cut and removed broken sidewalk on N Ocean Shore Blvd at Ann Rustin, mixed and poured DOT sidewalk sections, pulled forms & cleaned job
- Paved sections of Pineland Trl

#### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimmed on Marjorie Trl, Orion St, Fairway & Golfview, Nova Community Center, Gray Dapple Way, Ormond Lakes subdivision
- Removed trees on Waterbluff Dr, and in Melrose Park

#### Maintenance

- 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 and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- Trimming on N Ridgewood Ave, on Fleming Ave by Central Park I, and other areas citywide
- Trimmed around street signs citywide

#### 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 & cleaned signs in various locations
- Ordered Sign Shop materials
- Straighten signs citywide
- Checking signs in various areas citywide
- Installed new No Outlet sign, post, & anchor at Forest Hills Blvd & Scottsdale
- Fabricated Memorial Gardens park sign in shop
- Checked all school zones for restriping & thermos plastic installation

#### Stormwater Maintenance

- Pond maintenance on Timberlake Ln, Airport
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Basins inspected and cleaned in Zone 2
- Basin repair in Saddle Creek

#### Vactor

- Pine Bluff Trl
- Marjorie Trl, Spivey Ct
- Saddle Creek

#### Mowing

- Reachout on SR40

Street Sweeping/Streetsweeper

- 148 miles of road cleaned
- 31 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 27,197
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 30
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 14,187 gallons unleaded, 4,647 gallons diesel
  - Fuel used in one week: 1,984 gallons of unleaded and 718 gallons of diesel.
  - Fleet completed 56 work orders this week.

Utilities

- Projects Summary
  - Breakaway Utilities Yard Electrical & Pump Upgrades – Received the FPL invoice information and easement request for the 480 Volt line and transformer. Received bid plans and specifications for final review.
  - Water & Wastewater Chemical Purchases – Bids were received and evaluated. Bid tabulation prepared. Bids are being sorted in order to prepare recommendation for award.
  - Fire Hydrant Replacement Program – Submitted FDOT permit application and sent notification letters to utilities in the right-of-way.
  - Lift Station 8M1 – Legal Department is preparing a City Commission memo for vacating the existing easement and providing a replacement easement for the Lift Station 8M1 site. Final as-built plans were received.
  - Lift Station 10M & 12M Rehabilitation: Reviewed a proposal for construction administration services from the consultant. A work authorization is being prepared. FDEP construction permit was issued. Project award of bid was authorized by City Commission.
  - Phase III 2-inch Water Main Replacement – Mainland – A preconstruction meeting was held on July 24, 2017.
  - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Work is proceeding in the 4M sanitary sewer system. Most of the remaining work is in the 6M system. A meeting was held to review videos and discuss prioritization of repairs.
  - Secondary Raw Water Main – Survey is being performed.
  - Shadow Crossings Force Main Improvements – As-built drawings were reviewed and comments sent to the contractor.
  - Sodium Bisulfite Tank Replacement – Bid advertisement underway.
  - Elevated Storage Tank Repairs & Maintenance – Bids received were rejected.
  - South Peninsula Reclaimed Expansion – Reclaimed water main is being installed along South Halifax and Riverside Drive. Dual check valves are being installed on water services.
  - Water Plant Aerator Housing Rehabilitation (CIP) – Aerator #1 is installed. A meeting was held to review the proposed construction sequence to replace the down pipe at Aerator #2.
  - Water & Wastewater Plant Sludge Dewatering Improvements – The Andritz screw press pilot study was performed last week at the WWTP and is scheduled for lime sludge evaluation at the WTP this week. Flottweg representatives visited sites and provided staff and design engineer with presentation regarding their dewatering centrifuge equipment.
  - Water Plant Upgrades (Lime Slaker & Chlorine Generator) – Thirty percent plans are being prepared for review.
  - WWTP Influent Pump Station VFD Replacement – Electrical system information is being evaluated and monitored to determine influent pump station power conditions.



- WWTP Outfall Pipe Replacement – Revised plans and specifications submitted for review.
- Utilities SCADA Upgrades – The consultant is nearing completion of the software RFP.
- Prepared Volusia County Use Permit Application to replace a water service line at 132 Beau Rivage Drive.
- SPRC Projects (Utilities Review)
  - Celedine – Water flow model results and assumptions were received for review along with revised plans for subdivision. Revised plans for the subdivision were reviewed and comments provided to the design engineer.
  - Granada Pointe – Reviewed resubmitted drawings. Utility department had no additional comments.
  - Huntington Villas, Phase 1B – Final inspection for utilities is scheduled this week. Record drawings, a video of the sanitary sewer and a report for the video was obtained. The proposed plat was reviewed and comments provided.
  - Kingston Shores – Provided information for meter vault assemblies to design engineer.
  - Launch Federal Credit Union 240 South Williamson – Meeting was held to discuss the concept plan. Water and gravity sewer is available to serve the site.
  - Ormond Gateway PBD – 1670 N US 1 – Concept Plans were reviewed and comments were provided.
  - Plantation Oaks – FDEP Application for Water Main Clearance was issued.
  - Security First – Received preliminary site plans. Received water distribution system calculations for review. Information concerning the service area for proposed public pump station was received and comments provided.
  - Thomas & Betts 105 Southland Road – Plans were reviewed and comments provided to the design engineer.
  - Spinnaker Condo Force Main Connection – Reviewed revised plans. Utility department comments were addressed.
  - Walmart Liquor Box – Reviewed plans and provided comments.
  - 40 Bella Vita Way, The Gardens at Addison Oaks – Reviewed proposed plat and provided comments.
- Water Treatment
  - Delivered 40.26 million gallons for the week ending July 21, 2017 (5.75 MGD).
  - Backwashed 13 filters for a total of 571,000 gallons backwash water.
  - Raw water average daily withdrawal rate from all wells through June 30, 2017 @ 6.441 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
  - Produced & hauled 67.5 wet tons of dewatered sludge (65 - 70% solids).
  - Operated north & south plant generators for routine PM.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 29.90 Million Gallons.
  - Influent flows average for week @ 4.27 MGD, plant designed for 8 MGD.
  - Produced 27.24 Million Gallons of Reuse.
  - Produced 2.66 Million Gallons of Surface Water Discharge.
  - Annual Average (July 01, 2016 – June 30, 2017) for Surface Water Discharge 0.886 MGD.
  - Hauled 162.88 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
  - Responded to and/or repaired 8 water leaks.
  - Performed accuracy testing of a 3", 4" and 8" commercial water meters. Scheduled 5 commercial tests.
  - Rebuilt 3 - 2" water meters serving permanent flushing devices. Replaced the measuring chamber inside the water meters.
  - Installed 5 new residential water meters.
  - Replaced or repaired 5 water meter boxes.

- Replaced 3 water services due to low flow or leaks. Straighten valves on 3 new water services turned sideways due to plumbing installation.
- Performed pressure testing of 12 City owned backflow preventers. Repaired 3 BFP devices that failed inspection.
- Responded to 7 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed maintenance on 13 fire hydrants in the Airport Business Park. Repaired a fire hydrant involved in a motor vehicle accident.
- Delivered an 8" (Renaissance Condominiums) and 6" (Kingston Shores Condominiums) water meters for contractor installation.
- Performed a final water system inspection in Huntington Woods (Flagler) 1B- Hawks Roost Ct. & Grass Quit Ct.
- Flushing activities: Checked dead-end areas for low CL2: Winding Woods, The Trails, Chelsea Place, Hidden Hills, The Falls, Coquina Point, Spring Meadows, Santa Fe, S. Nova Rd, The Village. All were flushed and tested high for Cl2.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 127 regular and 4 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
  - Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
  - Responded to 11 Request for Utility Verifications for residential and commercial properties.
  - Crews replaced a broken pep tank @ 14 Crescent Lake Way.
  - Checked all known trouble spots. All good @ current time.
  - Crews Cleaned 1800' of 8" sanitary main line in the 6M system.
  - Crews performed a final inspection of Huntington Villas; Televised 37 sanitary laterals and checked that they were marked in the curb properly.
  - Locates were called in for needed repairs @ 354 Fir St. and 505 S. Ridgewood Ave. The repairs were completed at both of these addresses after all locates were cleared.
  - Adjust the reuse main @ 200 Neptune Ave. and @ 40 S. St Andrews to flow approximately 500 GPM into both OCC and TOCC.
  - Crews set new install @ 77 Tomoka Ridge Way
  - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 25/23psi, Ocean Mist Hotel @ 25/24psi, Ormond Mall @ 0/0psi. Continued flushing of air release's in an effort to lower the force main pressures.
  - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 25/24psi. Foxhunters Flat (2 inch) 20/17psi & Shadow Crossing Blvd. (4inch) 8/3psi.
  - Crews restored all the past jobs with fill dirt and sod, putting them back to original condition.
  - Crews performed locate of sewer services on Beach St. between Rosewood Ave. and Hernandez for the Contractor installing a new liner in the sanitary main line.
  - Crews responded to and repaired a broken blow off site on the N. US# 1 sanitary force main near 1701 N. US#1.
  - Performed onsite inspection of both OCC and TOCC looking for proper signage for reuse use per DEP. Other sites inspected include Breakaway Trails, Hunters Ridge and the Nova Rd. Community Center.
  - Called in locates for two new PEP tank installs in Breakaway Trails and for a sanitary service line disconnect.
- Wastewater Plant – Lift Stations
  - Sludge Mixer/Aerator 1, unit not functional, removed by Contractor under warranty, electrical cables severely damaged, awaiting repairs.
  - C P Foods – Call out, air relief valve damaged - repaired, support as needed, ok.
  - Lift Stations; assist Engineering with shutdowns for contracted Force Main inspections.

- 13M, not reporting to SCADA, RTU is fully functional, Open Enterprise refusing to update, will continue repair efforts.
- Surface water sampler, not operating as intended, correct deficient wiring and replace non-operational component with shelf stock, ok.
- Reuse water sampler, not operating as intended, corrected deficient wiring and ordered a replacement signal splitter, will complete when parts are received.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: McDonalds, phase loss, found non-operational phase monitor, replaced with new inventory, tested station operation, ok.
- SCADA technician activities: Friday end of shift test of Win911 @ WWTP, ok; installed software on new laptop to program smart relays in the field; WWTP IFIX server health check and housekeeping; multiple reboots of the lift station and reuse SCADA server due to lockups; set up account Fluke customer care to allow for factory repair of meters and other Fluke equipment
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Poly Blends, #1, #2; Effluent Transfer Pumps, #1, #2, #3.
- Quarterly Plant PM's: Bar Screens, #1, #2.
- Lift Station PM's: 18 monthly performed and 6 annual.
- 55 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
  - Well 26H, tripped motor starter, noted loose wire connection, inspected and corrected as needed cabinet wiring, ok.
  - Well 40R, well not responding, control transformer not operational, installed replacement, ok.
  - Aerators #1, assisted with installation of aeration trays.
  - High Service pump #5, rebuilt pump.
  - Lime slurry pumps 1 & 2; replaced worn feed tubes, ok.
  - Clari-Cones 1 & 2, cleaned injection ports, ok.
  - Clear well transfer pump 1 & 2, not rotating on a weekly schedule, worked with Rocha Controls on warranty work to write/test new code in LPRO PLC, ok.
  - Hi Service pump 1 DPI 5 port loss fault, soldered new cable in shop, installed, ok.
  - Breakaway Trails Reuse, overflowing, level transducer damaged at junction box, repaired and adjusted, ok.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
  - Groundwater Monitoring Report – Staff is preparing the quarterly GWM for the FDEP required to monitor any impact the City's reuse water is having on the local groundwater system.
  - Monitoring Sewer Collection System – Staff is monitoring select locations throughout the collection system to ensure the industrial facilities are in compliance with Local Limits for the contaminants in the Sewer Use Ordinance. The limits help protect the WWTF and assist in the compliance of the effluent discharge from the WWTF to the Halifax.
  - Quarterly FDEP Consent Order Report – Staff is preparing the quarterly report for the consent order due to the effluent exceedances of copper from the WWTF. The WWTF has maintained compliance for 9 consecutive months. The Utility will request to close out the consent order as all of the guidelines have been met.
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Wetlands Monitoring Report – Staff is finalizing the Wetlands monitoring report for the submission to the SJRWMD. The report is required by the Consumptive Use Permit (CUP) issued by the District. The report summarizes the health of the wetlands adjacent to the City's potable water production wells in the Rima Ridge Wellfield.

**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, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended Florida Municipal Attorney Association Seminar on July 26-28, 2017
- Staff attended and provided support for July 25, 2017, City Commission workshop (Operating Budget) and City Commission meeting
- Agenda packet preparation, creation, and distribution for August 2, 2017, City Commission meeting
- Agenda packet preparation and distribution for August 3, 2017, Quality of Life Advisory Board meeting.