

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 13, 2018

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 various members of senior staff

Spoke to, attended and/or met with:

- Rotary meeting
- Participated on a panel for Florida League of Cities staff attending a leadership class
- Phone call with Rafael Montalvo, facilitator for The OB Life meetings, and Mr. Baumer regarding The OB Life civic engagement meetings.

Community Development

Planning

- Planning staff has received an annexation request for the property at 1345 North U.S. 1, at the northeast corner of Southland Road and North U.S. 1. Total Comfort is in the process of submitting a site plan for this property.
- Planning staff has received an annexation request for the Plantation Oaks property. Plantation Oaks is currently under construction for a residential project with 1,577 residential units. As part of the utility connection, the project is required to annex into the City. City staff is working to time the annexation with the project infrastructure and the project completing Plantation Oaks Boulevard. It is anticipated that the project would be annexed in early 2019.
- Planning staff met with the business owner and City staff regarding a code enforcement complaint at the Ormond Brewery at 301 Division Avenue. The complaint stated that the business was conducting outdoor music and having food trucks. At the meeting the business owner indicated that they would apply for a Special Exception for the outdoor music, which is located next to the railroad tracks, and a Land Development Code amendment to allow food trucks under the conditional use criteria for malted beverage producers.
- Planning staff, along with Neighborhood Improvement staff, conducted a sound test at Woodstock South at 344 South Yonge Street. The business is a retail store that desires to have outdoor music on the weekends from 12 pm to 7 pm. The business is seeking a Special Exception for outdoor sales, outdoor music, and a mural. The mural is under review by the City Attorney's Office.
- Conducted the Brownfield Board meeting. The Board was updated on brownfield activities and was introduced to the Environmental Protection Agency grant administrator for the City's brownfield grant.
- Conducted the Board of Adjustment and Appeals meeting. The Board upheld the Chief Building Official's permit denial of the construction of a billboard at 1001 North U.S. 1. The Board concurred that the existing billboard had been destroyed by the contractor, relocated, and re-constructed without a permit. Once the billboard is destroyed by any cause beyond 75% of its structure, it is required to be removed. Based on the upholding of the Chief Building Official's permit denial the billboard shall be required to be removed.
- Conducted the Planning Board meeting. The Planning Board approved a four lot preliminary plat for a 20 acre parcel at the intersection of Warden Trail and Leeway Trail.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts.
- 274 inspections performed (13 by private provider).
- 141 permits issued with a valuation of \$874,431.

Development Services

- The Site Plan Review Committee received a submittal for the redevelopment of 100 West Granada Boulevard, the former gas station located across the street from Hull's Seafood. The project proposes to demolish the existing building and construct a 1,684 square foot BBQ restaurant. The project requires a Special Exception based on the proposed site plan. The project proposes two parking spaces and would also utilize the public parking in front of Ormond Beach Elementary.
- The Site Plan Review Committee received the second submittal of the Marshside subdivision at the northwest corner of Tymber Creek Road and Airport Road. The subdivision proposes 144 lots.
- The Site Plan Review Committee met with the project engineer for the proposed Chase Bank at 1520 West Granada Boulevard. The project proposes to demolish the existing gas station and re-construct a 3,470 square foot building.

Project	% Complete
589 South Yonge Street	65%
783 North U.S. Highway 1	35%
902 South Atlantic Ave., Bank of America	10%
Cardinal Drive beach parking	0%
Edgewell site work	95%
For Our Parents ALF	65%
Granada Pointe	30%
Hamlin	90%
Lot 2, Airport Business Park	35%
Maxton Group loading dock	80%
Oasis Church, water line extension	0%
Pet Street Veterinary Care center	85%
Prince of Peace, Like New addition	45%
Prince of Peace, office addition	40%
Security First	35%
Thomas & Betts parking improvements (phase 1)	70%
YMCA Dog Park	90%
YMCA Parking Expansion	90%
Zaxby's	20%

Plantation Oaks, utility connection	88%
Cypress Trails subdivision	10%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the Intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Manager's will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
 - Staff has also requested its transportation consultant investigate state funding opportunities for the traffic light.
- Airport Business Park
 - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Staff met with a company that is expanding their operations internally and seeking connections for workforce and training opportunities. Staff will work to connect them with the right resources and ensure they have what they need.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the "Doing Business in Ormond Beach" resource guide.
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial ecosystem in Volusia County.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working an incentive package for a tenant (code name Project Simba) at 101 East Granada Blvd. An agenda item will be prepared for a City Commission meeting upon receipt of the applicant's submittal information.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for hurricane Matthew. To-date the City has received \$6.2 million dollars for hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Training for ESS is on-going. Payroll has completed training for ESS at the Police Department and the Leisure Services department. Payroll has started training Public Works staff.
- Completed Projects - Weekly
 - Processed 47 Journal Entry Batches.

- Approved 14 Purchase Requisitions totaling \$117,028.08.
- Issued 14 Purchase Orders totaling \$104,486.26.
- Prepared 123 Accounts Payable checks totaling \$262,647.61 and 23 Accounts Payable EFT payments totaling \$231,237.58.
- Issued 1,300 past due notices on utility accounts.
- Auto-called 217 utility customers regarding receipt of a past due notice.
- Processed 558 payments through Interactive Voice Response System totaling 51,423.04.
- Grant money fiscal year-to-date total received, \$7.0 million dollars.

Grants/PIO

- Press Releases
- Fire (1211 Northside Drive)
- Summer Sounds (July 13, 20, and 27)
- Ormond Beach Launches OpenGov
- Florida Licensing on Wheels (7/31)
- Community Volunteers

- 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 staff meeting.
 - Attended Communications meetings.
 - Attended Planning meeting with EPA representative on the Brownfield Grant.
 - Advertising for upcoming OB Life meeting.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 10
 - Hazardous: 4
 - EMS: 92
 - Motor Vehicle Accidents: 4
 - Public Assists: 43
 - TOTAL CALLS: 155

- Aid provided to other agencies: 10 Calls to Volusia County
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 65
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 41

- Training Hours
 - NFPA 1001: Firefighting 7
 - NFPA 1021: Officer 12
 - NFPA 1500: Safety/Equipment 9
 - EMT/Paramedic 15
 - TOTAL TRAINING HOURS: 43

- Station Activities
 - Updated 17 pre-fire plans
 - Participated in Independence Day Celebration at Cassen Park and Rockefeller Gardens
- Significant Incidents
 - 7/4/18, 5:57 PM: S. I95 / Mile Marker 268 – Motor Vehicle Accident – Responded to a single motorcycle accident – driver found on shoulder of road – one patient transported as a trauma alert.
 - 7/4/18, 10:54 PM: Pine Tree Dr. / Old Dixie Hwy. – Brush Fire – Small fire located along the side of Pine Tree Dr. – 900 gallons of water used to extinguish – cause undetermined.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.
 - Police Captain (Police) open 6-11-18 until 7-13-18. Advertised on City web site, governmentjobs.com, FL Police Chiefs Association, FL League of Cities, Indeed, and internally.
 - Neighborhood Improvement Officer (Police) open 6-18-18 until 7-27-18. Advertised on City web site, governmentjobs.com, FACE, FL League of Cities, Indeed, and internally.
 - Civil Engineer (Engineering) open 6-18-18 until 7-27-18. Advertised on City web site, governmentjobs.com, FL Engineering Society, American Society of Civil Engineers, Engineerjobs.com, FL League of Cities, Indeed, and internally.
 - Maintenance Worker II (Streets/Public Works) open 6-19-18 until 7-13-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works) open 6-19-18 until 7-13-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Tradesworker (Buildings/Leisure Services) open 6-26-18 until 7-27-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Utility Locate/Mapping Technician (Water Distribution/Public Works) open 6-26-18 until 7-13-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Treatment Plant Operator C, B, or A (Water Plant/Public Works) open 6-20-18 until 7-13-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Seasonal Part Time Maintenance Worker II (Parks/Leisure Services) re-advertised 4-23-18 until 7-13-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Events Leader (Events/Leisure Services) open 7-3-18 until 7-27-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Interviews Scheduled
 - Tradesworker (Leisure Services)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Separations
 - Tradesworker (Buildings/Leisure Services)
 - Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
 - Munis Employee Self Services (ESS) time being introduced to various departments
 - Blood Drive at City Hall 7-16-18
 - ICMA meetings 7-13-18
 - Nationwide meetings 8-9-18

- Risk Management Projects
 - Drafted an update to the Driver License policy
 - Processed subrogation demands
 - Managed claims

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 11
 - Completed: 70
 - In progress: 35
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 28,645
 - Inbound E-Mails Blocked: 10,084
 - Delivered Inbound E-Mails: 18,561
 - Quarantined Messages: 293
 - Percentage Good Email: 64.8%
 - Virus E-Mails Blocked: 12
 - Notable Events: Preparing and Deploying Ipads for ESS Time Entry
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 69 : Total in system = 1,938
 - Meters GPS Located this week: 0: Total in system = 23,675; 22,892 potable, 772 Irrigation, 11 Effluent
 - Notable Events: Replaced parcel theme with new format from County. Revise VantagePoints Viewer defined search and map tips to work with new parcel format.

Leisure Services

Administration

- Supervisory staff meeting
- Public Works meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits

- Tradesworker interviews
- Leisure Services Advisory Board meeting
- Sound Sounds Concert

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

- Tours were given as needed on Saturday and Tuesday through Friday.
- EDC summer hours continued with the facility open Tuesday to Friday from 3 pm to 5 pm and Saturday 10 am to 4 pm.
- Enviro Camp was held at the EDC Monday to Friday from 9 am to 3 pm.
- Joan Tague led a Summer Nature Stroll on Wednesday from 8 am to 10 am. Participants met at Fleming Avenue Central Park and took a guided walk along the trails.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play was at 1 pm daily weather permitting.
- City Golf Clinic ran Monday-Thursday from 9 am to 12 pm at the Sports Complex.
- City Youth Volleyball Program continued this week with practices on Tuesday and Thursday night from 6 pm-7:45 pm. This program runs for eight weeks.

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, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Blew out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged Osceola and South Ormond fields
- Painted areas for golf clinic

Senior Center

- Granada Squares was held on Tuesday from 6:30 pm to 9:00 pm.
- Thousand Oaks HOA meeting was held on Wednesday from 6 pm to 8 pm.

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular summer camp Monday through Friday
 - Ormond Church held services Sunday

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11 pm daily

- Fitness room
- Open gym
- Pavilion rental Saturday
- Summer Camp Monday-Friday
- Volusia County Summer Food Program Monday-Friday
- Pavilion rental Friday

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisting with Senior Games tasks – ongoing
- Attended Senior Games Board meeting
- Clean up of all supplies and equipment from Independence Day Celebration
- First Summer Sounds Concert, Friday evening, July 13, 6-8pm
- Planning of 2018 events through July:
 - Summer Sounds Concert Series, July 13, 20 & 27

Gymnastics

- Registration is open for July session
- July session in progress
- Open Gym, Friday, July 13

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 is meeting Monday through Friday from 8:30 am-2:00 pm for six weeks.
- Summer Basketball League, for players aged 12-18 years old, continues. Each day two teams in the same age group will be given the time to play each other during the summer.
- Free breakfast and lunch continues to be offered through the County Summer Food Program.
- Coed Youth Volleyball League meets Tuesday and Thursday until the beginning of August.

The Casements

- Guild tours were given on the hour Tuesday through Friday with the first tour at 10 am and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- Enviro Camp Week Five: "This Land is Your Land" took place Monday-Friday from 9:00 am to 3:00 pm at the Environmental Discovery Center.
- Shriner Imperial Session 2018 VIP First Ladies Luncheon took place at The Casements on Wednesday from 10 am to 2:00 pm.
- A large group tour from Blake Christian Academy toured The Casements on Thursday at 10:00 am.
- Summer Sounds Concert Series will hold their first concert on July 13 in Rockefeller Gardens from 6:00 pm to 8:00 pm.
- Pilates took place from 8:30 am to 9:30 am on Monday, Wednesday, and Friday.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- For July 4th: Put floats in Halifax River (2) for fireworks barge and bring back in after fireworks
- Ames Park and Riviera Park: Clean and detail parks after fireworks celebration
- Rockefeller Gardens: Cleanup shoreline
- Ormond Garage: Repair bench

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
- Weekly inspection of DOT and facility lighting at various City locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Repair work in men's room at Pride building at Sports Complex
- Repaired door lock on #6 restroom at Andy Romano Beachfront Park
- Repaired decorative light at S. Washington and Mound Avenue and at 94 S. Ridgewood Ave.
- Replaces broken wall fan at Gymnastics Center
- Checked the electric gate at the Police Department
- Repaired the roof by the west wall at Fire Station 94
- Replaced the baby changing station in #3 restroom at Andy Romano Beachfront Park
- Replace the A/C fan in Building B at the Senior Center
- Vacuum the return duct on second floor at Ames
- Secured the NW corner fence screen at Fleet
- Repaired the damaged back gate at Fleet
- Repaired the separated post on the main gate at WTP
- Replaced the toilet flush valve at Fire Station 93
- Checked the A/C for the bunk room at Fire Station 92
- Removed boxes and obsolete IT equipment from the Airport Tower

Police Department

Administrative Services

- Captain Roos is attending CJIS training in Tampa.
- Chief met with a citizen about traffic concerns in his neighborhood.
- Hosted weekly staff meeting.
- Staff attended in-service training.
- Staff attended Crime View meeting.

Community Outreach

- Members of the YDC practiced the lip-sync songs for the 2018 State of Florida Association of Police Athletic Leagues Annual Conference. The conference is July 19-22 at Disney's' Coronado Springs Resort.
- Two members of the YDC participated in a donation collection at Walmart on Saturday July 7. Funds raised by the YDC will be donated to the State of Florida Association of Police Athletic Leagues as a thank you for all the work they do for the YDC program
- Seventeen (17) members of the basketball program participated in practice last week. Practice continues throughout the summer.
- The OBPAL summer partnership with Department of Leisure Services during the Summer Connections Program continues. A daily average of 50 students participate in reading, math, computer lab, science and art classes. In addition to educational programs, field trips are provided to area attractions including SeaWorld, Kennedy Space Center and Daytona Lagoon. The students are on a field trip today to the Kennedy Space Center.
- The third Reading with a Cop program was held on Wednesday, July 11 at 10:30 am at the Ormond Beach Library. Cpl. Dovine was the guest reader. He read a book about kindness and answered questions about being a police officer. After reading, participants created a small craft led by the library staff.

Community Services & Animal Control

- Animal Calls responded to: 44
- Animal Reports: 7
- Trap Neuter Release: 0
- Animal Bites: 1

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 12
- Inactive: 20
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 11
- Grand Theft: 3
- Auto Theft: 0
- Recovered Missing Persons: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0

Records

- Walk - Ins / Window: 86
- Phone Calls: 114
- Arrest / NTA'S: 24
- Citations Issued: 85
- Citations Entered: 40
- Reports Generated: 140
- Reports Entered: 100
- Mail/Faxes/Requests: 25

Patrol

- Total Calls: 1,255
- Total Traffic Stops: 169

Operations

Crime Opportunity Report Forms: 76

- 7/4/2018
 - Burglary Residential, 19 North Yonge #2. Forced entry was made onto the porch of the home where a shopping cart was taken.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject contacted after concealing items in a purse and attempting to leave the business without paying.
 - Assist Agency/Stolen Vehicle Recovery, 294 West Granada Boulevard (KFC). DBPD was working stolen vehicle that had just occurred in their jurisdiction. The vehicle was tracked via GPS and located unoccupied at this location. Officers observed a male and female who matched the suspect description inside of the establishment and detained them. DBPD officers arrived on scene and placed the male under arrest. The female was eventually released from the scene.
 - Carbreak, 338 Ocean Shore Boulevard (Grace Lutheran Church). Vehicle broken into via smashed window. Phone, money and purse taken from vehicle.
 - Warrant Arrest, 154 Rockefeller Drive. Officer responded to a possible burglary in progress at the address. It was found that the intruder was seated on the back porch and was the ex-boyfriend of the younger resident. Suspect was subsequently arrested on outstanding warrants and for resisting arrest.
 - Stolen Vehicle Arrest, 530 South Atlantic Avenue (Marathon). Suspect was on a stolen motorcycle at a gas pump. Suspect subsequently ran on foot from officers and was taken into custody through the cooperative efforts of OBPB, VCSO & Beach Patrol. Suspect also had felony drug charges and numerous traffic charges.

- 7/5/2018
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Suspect stole \$153.50 in merchandise. She was detained by loss prevention and subsequently placed under arrest. She was released with a notice to appear.
 - Larceny, 880 South Atlantic Avenue. A suspect operating a green Ford pickup removed approximately \$2,000.00 in aluminum hurricane shutters from this location. A pair of gloves were also collected from the scene.
 - Carbreak, 38 West Ocean Terrace. Unlocked vehicle. Nothing taken. No evidence or suspects.
 - Carbreak, 138 Deer Lake Circle. Unlocked vehicle. Items taken were a check book.
 - Shoplifting, 1521 West Granada Boulevard (Walmart). Suspects attempted to steal a television. A suspect was developed and a photo lineup was presented and a suspect was identified.
 - Carbreak. 4 Fox Hollow Drive. iPod taken from unlocked vehicle.
 - Carbreak Arrest, 241 North United States Highway One (Piranha Grill). Officers responded to the Piranha Grill in reference to a carbreak that had just occurred. Responding officers were provided with the tag number of the vehicle that the suspect left in which had been obtained by the victim. The suspect was arrested without incident.
 - Disorderly Conduct (Affidavit), 869 South Atlantic Avenue (Riptides). Suspect caused a disturbance within the restaurant causing him to be asked to leave. Suspect then attempted to enter again and was restrained from doing so. Investigation revealed a number of witnesses to suspect's actions of yelling and swearing at the underage employees and upsetting other customers.
 - Resisting Arrest, 254 Oleander Place. Officers were investigating a possible hit and run crash. During the follow up, the suspect locked his doors, rolled up the window and started consuming an object that he removed from his pocket. The officers believed that the suspect was consuming controlled substances and smashed out the passenger window to remove the suspect from the vehicle.
- 7/6/2018
 - Shoplifting, 290 Wilmette Ave (Mower Depot). Two subjects entered the store and walked around for several minutes. One left and waited in vehicle as the other ran out with a chainsaw head. Chainsaw head valued at \$1,200.
 - Carbreak, 122 S Nova Road (Big Lots). Victim left window down in parking lot while shopping. Small wallet taken that contained \$15 and driver license.
 - Vandalism, 329 Sanchez Ave (Sanchez Park). Approximately \$500.00 worth of damage to park. Leisure Service's reported paint thrown over signage and playground area. The trash receptacles were located in the river.
 - Traffic Arrest, 1000 Block South Nova Road. Suspect was arrested during a traffic stop for Habitual Traffic Offender.
 - Shoplifting Arrest, 1458 West Granada Boulevard. Suspect placed several items belonging to Bealls in her purse and tried to leave the business without paying for them. Suspect was also in possession of narcotics.
 - Carbreak, 1657 North United States Highway 1. Victim advised someone went into his semi-tractor trailer and took a Play Station 4. He believes the suspect is his sister's boyfriend, and his name is unknown at this time.
- 7/07/2018
 - Carbreak, 6 Lakeview Circle. Vehicle doors unlocked. Wallet stolen from center console area.
 - Sex Offense, 1567 North United States Highway One (Econo Inn). Mother of juvenile came to the police department to report her daughter a victim of a sexual assault that occurred in the beginning of June 2018.
 - DUI Arrest, 2000 Block West Granada Boulevard. Officers responded to a minor crash at the intersection. Subject admitted to using multiple types of medication and narcotics in the past two days and was extremely under the influence of the drugs and medication.
 - Battery Domestic Violence Arrest, 346 Putnam Avenue. Suspect was placed under arrest for throwing a TV cable box at his live-in girlfriend and striking her on the top of her head and causing a laceration.

- Battery Arrest, 364 South Atlantic Avenue. Suspect was placed under arrest for punching the victim in the face.
- Narcotics Arrest, North Yonge Street/Melrose Avenue. Suspect was in possession of marijuana, and met the criteria for a notice to appear.
- Warrant Arrest, 65 Abacus Avenue. Suspect had an open warrant out of Volusia County.

- 7/08/2018
 - Battery Domestic Violence Arrest, 164 South Nova Road (Oakridge Cemetery). Victim called 911 after she was battered multiple times by her boyfriend. Suspect fled the scene on his bicycle but was located near Tomoka Plaza and taken into custody without incident.
 - Narcotics Arrest, North Yonge Street/West Granada Boulevard. Suspect was stopped for a traffic infraction and was found in possession of hash oil, Alprazolam, and marijuana.
 - Battery Dating Violence Arrest, 1657 North United States Highway 1. Suspect was in a physical altercation and committed battery on her boyfriend.
 - Narcotics Arrest, 400 Block South Atlantic Avenue. Suspect was placed under arrest for possession of a drug paraphernalia (crack pipe and syringe with heroin).
 - Narcotics Arrest, Fleming Avenue/South Nova Road. Suspect was stopped for a traffic infraction, and was found in possession of marijuana under 20 grams. He met the criteria for a notice to appear.

- 7/09/2018
 - Grand Theft, 120 South Nova Road (Perrine's). The victim forgot her wallet at the register. An unknown suspect left with the wallet prior to the victim returning. The incident was likely captured on video, however, management could not access it at the time of the investigation.
 - Theft, 1474 West Granada Boulevard (Agave). Employee stole a bottle of tequila on yesterday's date. The incident was captured on video surveillance. She is also on probation for resisting an officer without violence.
 - Carbreak, 450 Lakebridge Drive. Victim believes the vehicle was locked, however, there is no sign of forced entry. iPhone 7 Plus taken. Two latent prints recovered.
 - Carbreak Arrest, 410 River Square Lane. Suspect unlawfully entered his employers' personal vehicle and removed an envelope containing \$2,580.
 - Battery, 9 Fernery Trail. Victim reported that he had been battered by the suspect. Affidavit was completed
 - Vandalism, 22 Byron Ellinor Drive #B. Known subject went to the residence, and without permission, smashed a cell phone outside of the home and returned to his residence.
 - Stolen Tag, 900 West Granada Boulevard. Victim reported that the tag was removed from his vehicle.
 - Warrant Arrest, Ocean Shore Blvd & East Granada Blvd. Officers responded to a report of a disturbance. As part of the investigation they made contact with the suspect who was wanted out of Georgia.

- 7/10/2018
 - Carbreak, 24 Winding Woods Trail. Unlocked vehicle entered and a cell phone was taken that was later recovered.
 - Battery- DV, 415 North Halifax Drive. Male suspect was arrested for DV battery to female victim. Suspect was transported to the VCBJ.
 - Warrant Arrest, 70 Tomoka Avenue. Suspect was taken into custody on a warrant from a fatal crash in August of 2017.
 - Theft Arrest, 1474 West Granada Boulevard (Agave). Suspect arrested after he stole a bottle of liquor and was caught on camera. He was also charged with violating his probation.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 16
 - Number of Uniform Traffic Citations Issued: 22
 - Number of Written Warnings Issued: 16

- Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 8 Cases initiated
- Zone 4: 5 Cases initiated
- 9 Signs have either been removed or sign cases created.
- 5 Tree removal permit requests.

Administrative staff assisted with (2) walk-ins and (81) telephonic inquiries

Public Works

Airport Operation and Development

- Staff prepared and submitted the Public Transportation Grant Agreement (PTGA) applications for the projects to construct improvements for the public use heliport and fabricate and install new directory and wayfinding signage for the airport. The PTGA replaces the Joint Participation Agreement (JPA) formerly utilized by the FDOT. The PTGA standard became effective on July 1, 2018.
- Staff is continuing to work on closeout documentation for the federal grant agreements that provided primary funding for three airport projects; the Wildlife Hazard Assessment, the Environmental Assessment for the projects to extend Runway 8/26 and Taxiway Alpha, and the project to design the Rehabilitation of Runway 8/26.
- A Federal Register Notice (FRN) published on July 9 announced the process to notify the FAA of requests for supplemental discretionary funding. This is regarding an additional \$1 billion in discretionary funds made available under the Consolidated Appropriations Act of 2018. Staff is working with the City's airport consultants to determine if any airport projects may qualify for this additional funding.

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – A final inspection was held last week; the contractor is working on final punchlist items. The project surveyor is making final revisions to the project as-builts.
 - Ph III 2-Inch Water Main Replacement – Peninsula – City is awaiting final as-builts revised per GIS comments.
 - Ph III 2-Inch Water Main Replacement – Mainland – Contractor is working on Putnam Avenue. Contractor has committed to performing final tie-ins and meter switch overs beginning next week on Cliffwood Circle, Alexander Court, Fir Street, Pine Street, and Arrowhead Circle.
 - North US1 Landscaping Ph II – The work is 85% complete. The majority of Crape Myrtles and Ligustrum trees have been planted. The Reclinata palms will be planted at the end of the month.
 - Effluent Outfall Replacement – The contractor installed the end diffuser assembly and has moved on to repairing the 3 holes in the outfall pipe.
 - Storm and Sewer Lining – Storm drain lining operations are underway and expected to continue for the next few weeks.
 - Deer Creek Reclaimed Water – Contractor was on-site and located the tie-in location and has scheduled for the wet tap connection to be performed.

- Ormond Crossings Utility Extensions – The contractor has installed the jack and bore for the utility crossings at the railroad crossing and has installed both water main and sewer lines along Broadway.
- Downtown Light Replacement – The fixture heads shipped at the end of June, and light poles are scheduled to ship July 30, per the manufacturer.
- CDBG – Cassen Park Fire Hydrant – The fire hydrant assembly, service tap and pressure testing has been completed. As the contractor could not locate the 6-inch stub that was shown on old as-builts it was decided to extend the water main to the existing main line on the west side of Beach Street. As this will require a permit from the County, the work has been delayed until the permit can be obtained.
- 2018 Road Rehabilitation – Microsurfacing – The contractor has sealed the cracks in the existing asphalt. They will return at the end of July to microsurface the roads. Notices were sent to residents informing them of the process.
- CDBG – Streetlight Replacement – The fixtures are scheduled to ship July 27, per the manufacturer.
- Fortunato Park Pier – Repair work is expected to begin at the end of July-early August.
- Rockefeller Gardens Stage Shade Cover – Structural drawings were submitted and are currently under review.

- Bidding
 - 2018 Road Rehabilitation-Resurfacing – Bid award has been moved and is now scheduled for Commission approval on July 31.
 - Forest Hills Connector Trail – Bid was awarded at the June 26 City Commission meeting.
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once Finance has secured the necessary bond funding.

- Design Projects:
 - North US1 Water Main Improvements – Phase 1 will be to loop the main that feeds Security First in Ormond Crossings which will provide a redundant loop for US1 along the length, and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer is on schedule to complete the design to allow bidding to occur in August which should allow sufficient time to complete the loop before the opening of the Security First building scheduled currently for May 2019. Phase 2 will extend a new 12-inch water main from Airport Road South along US1 to “double barrel” the existing single 12-inch water main. Staff applied to the State for an economic development grant that did not receive funding for this cycle, therefore the application is now in for the next year funding cycle, if approved, the grant will pay for the construction cost for the water main improvements (\$2.05 million).
 - Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension –The consultant has submitted and received a permit exemption from FDEP for the fishing pier repairs. This project is anticipated to advertise for bids in August. Consultant is working with FDEP on the required submerged land lease that is required for the dock project.
 - WWTP Sludge Dewatering Improvements – Consultant submitted final plans. A review meeting was held and the consultant will finalize plans for bidding.
 - Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
 - Fleming Ave Stormdrain Improvements – The City Commission approved the design work authorization, a kick-off meeting for the design is scheduled next week.
 - Wilmette Avenue Pumping – The FEMA HMGP Phase I engineering/design grant is fully executed.
 - Laurel Creek Stream Gauges – A purchase order is in process for the hardware and software, and staff is reviewing the installation procedures for in-house installation of the additional lake level monitoring devices.
 - Cassen Park Improvements (Paving and Restroom Replacement) – The consultant will have 90% design drawings for staff review and comment the by end of July.

- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Engineering consultant is preparing a proposal for the electrical design of the field lighting.
- OBSC Improvements – Championship Field 7 – This project is being broken up into 2 phases. Construction manager is preparing an opinion of cost for phase 1 which includes everything except the concession building.
- Secondary Raw Water Main – Staff is coordinating work between the design engineer and the geotechnical contractor.
- MacDonald House – City staff met with construction manager who is preparing an updated proposal to take a limited approach to restoration with a focus on exterior aesthetics and structural repairs.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Staff is finalizing the planting plan.
- Nova Community Park Tennis Court Lighting – Staff will submit a FRDAP grant application to help offset the cost to construct the project.
- A1A Force Main Repair – 60% plans are under review.
- Coquina Court Drainage – Staff has provided review comments to consultant on both plans and specifications.
- Main Trail Bridge Repair – Staff met with one of our continuing contract construction managers to discuss repair options.
- Water Plant Upgrades – Staff met with the consultant to work out the logistics on the chlorine conversion portion of the project.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Staff is working to negotiate the cost for consultant design services based on project requirements and scope.

- Departmental Activities
 - Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans.
 - Reviewed daily Engineering permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Division Avenue wood pole replacement, per FPL request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Stonehaven Trail directional bore, per AT&T request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Wandering Oaks Drive and Shadow Lakes Drive directional bores, per Brighthouse request.
 - On-site meeting at 70 Saddlers Run with homeowner to discuss options to relieve minor flooding in the rear yard.
 - Researched old files and located as-builts for sewer & storm systems around the old Food Lion property on East Granada Blvd.
 - Continued to modify Granada Median Landscape Plan, per project manager's comments.
 - Modified Customer Ruse Connection Standard Detail, per Utilities Division comments.
 - Prepared residential notification flyers to be mailed for the upcoming Roadway Microsurfacing project.
 - Created a map of Central Park properties indicating acreage of each park.
 - Took measurements for proposed plant locations along the Granada medians for the Granada median landscape project.
 - Completed angle of lean measurements along The Casements wall to determine areas of repairs needed.
 - Completed Trees-in-the-Right-of-Way survey at Fleming Avenue and Parque Drive intersection, per Streets Division request.
 - Researched old files and provided PDF copies of Ames House electrical plans to Legal Department, per request.
 - Researched plat and SPRC documents to determine maintenance responsibilities for Ormond Lakes lift station, per Utilities Division request.
 - Researched and provided PDF copies of 2000 WTP Improvements project to Utilities Division, per request

- Located and provided as-built and architectural files of Fire Station 92, as requested by Building Maintenance Division.
- Researched and provided as-built files to FPL to assist them in determining right-of-way locations along South Beach Street.

Environment Management

Street Maintenance - Asphalt/Concrete

- Broken concrete slab removal and pour on Military Blvd
- Recycled asphalt at the PW yard
- Poured concrete around new water box in driveway on Oriole Cir
- Asphalt work on Harvard Dr; John Anderson Dr; Pineland Trl; Old Kings
- Concrete work on N Center St
- Picked up message boards on Walker St

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
- Picked up message boards on Granada (Mainland & Beachside)
- Saw maintenance
- Trimmed over road on Eileen Butts; Twelve Oaks Trl

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
- DOT weed control on all state roads
- Trimming in various areas citywide
- City Hall trash pickup in parking lot
- Bridge maintenance on Granada bridge
- FDOT inspection on US1, A1A, SR40
- Trimming over sidewalk in Ormond Lakes; at Airport by Riverbend Golf Course; Riverside Cir & Riverside Dr; Laurel Ave & Hand Ave

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
- Picked up signs and barricades from 4th of July event (Sign Shop signs and barricades)
- Straightened & replaced signs citywide
- Road striping inventory citywide
- Attended training class

Stormwater Maintenance

- Reach mowing at Nova Rec, Old Kings, Division
- Pond maintenance citywide – Division, Old Kings, Arroyo Parkway, Airport
- Gates & pumps inspected/locates
- Getting spraker ready at yard
- Locates & basins citywide

- Pond mowing at Wilmette & WW Plant; Airport
- Removed floats at Cassen Park
- Ditch mowing/reachout RR St, Wilmette Ave, Sanchez Ave, US1
- Depression on Fluhart, pipe collapsed and will be lined and repaired
- Training at Public Works
- Road repair at Sanchez Park

Vactor

- Pipe cleaning at Fluhart & Riverside Dr

Street Sweeping/Streetsweeper (sweeper down)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,799
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 15
- Road Calls for the week:
- Quick Fleet Facts:
 - Fuel on hand: 9,516 gallons unleaded, 4,978 gallons diesel
 - Fuel used in one week: 2,130 gallons of unleaded and 994 gallons of diesel.
 - Fleet completed 52 work orders this week.

Utilities

- Projects Summary
 - Annual Supply of Sodium Bisulfite and Hydrofluosilicic Acid – Chemicals were advertised for bid on July 1, 2018.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Bid opening occurred this week with four (4) bids received.
 - Engineering Services for Breakaway Trails Storage and Pumping Improvements – A site meeting was held with potential engineering firms for project design. Addendum 2 was issued to answer various questions that were raised at the meeting. Proposals will be reviewed on July 20, 2018.
 - Force Main Upgrades 2018 – Reviewed 60% plans and provided comments.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – 60% plans were reviewed and a meeting held with the consultant to discuss comments. Specifications were reviewed and a marked up copy given to the engineer.
 - Lift Station 8M1 – Prepared City Commission memos to vacate the existing easement and accept a new easement for the lift station on the 7/31/18 City Commission agenda.
 - Lift Station 10M & 12M Improvements – A meeting was held with the contractor to finalize Field Order #2.
 - US 1 NW Corridor Water Main Improvements – Received 60% plans for review.
 - WTP LPRO Membrane Replacement – A design kick off meeting was held. Met with the hydranautics membrane supplier to discuss advantages of his product.
 - Utility Location Services – A meeting with the selected contractor will be scheduled.
 - Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) activities – The testing for lead based paint for all tanks was performed 6-6-18. Results indicate lead in the exterior paint on the water treatment plant tank. The consultant recommends adding a lump sum bid item for disposal. WTP elevated tank was advertised for bids on July 1, 2018. A pre-bid meeting is scheduled this week. A purchase order was issued for BAT storage tank leak repairs. Repair work is being scheduled.

- Utilities SCADA Upgrades (Software Purchase RFP) – Software selection and award recommendation to City Commission pending review of vendor provided agreement language. Continue coordination of draft RFP documents with consultant for integrator services.
- 3 Rivocean Drive – Volusia County Use Permit application was sent to Volusia County for processing.
- SPRC Projects (Utilities Review)
 - Marshside – Reviewed plans and provided comments.
 - Myers Subdivision – Received conceptual plans for a meeting to discuss design requirements for this
 - Hunter’s Ridge and Little Tomoka Townhome Site – A meeting was held to discuss this potential project.
 - Pump House – Reviewed plans and provided comments.
 - Plantation Oaks – Sanitary sewer main videos were received for inspection.
 - 1520 W Granada Blvd. – Chase Bank: Reviewed plans and provided comments.

Water Treatment

- Delivered 45.09 million gallons for the week ending July 6, 2018 (6.44 MGD).
- Backwashed 12 filters for a total of 675,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 30, 2018 @ 5.991 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 13.5 tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 35.39 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.06 MGD.
- Produced 27.30 Million Gallons of Reuse.
- Produced 8.09 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (June 01, 2017 – May 31, 2018 (MGD)): Influent 4.79 MGD (Permit 8 MGD); Surface Water Discharge 2.11 MGD (Permit 6 MGD); Reuse 3.10 MGD (Permit 10 MGD)
- Hauled 136.09 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to seventeen (17) reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired fourteen (14) water service leaks.
- Installed two (2) new residential water services.
- Downsized residential water meter size from 1” to ¾” per a Finance Department work order.
- Performed accuracy testing on two 3” and a 4” commercial water meters, all tested accurate. Scheduled 4 commercial water meters for future testing.
- Cleaned debris out of 4’x6’ concrete meter vault exposing water meter and valves, added rock for base to assist in controlling dirt infiltration and aid in water drainage, meter vault is located in Destination Daytona.
- Repaired a leaking 6” AC water main on corner on Putnam Ave & Andrews St.
- Performed pressure testing on seven (7) city owned backflow preventers. One (1) of which required minor repairs.
- Replaced eighteen (18) broken meter boxes.
- Replaced five (5) water services due to low volume concerns or broken valves.
- Completed annual Volusia County fire hydrant maintenance program, 280 fire hydrants.
- Raised two (2) fire hydrants that were below minimum port height requirements.
- Performed valve maintenance on eight (8) main line valves.
- Located two (2) water meters per Finance Department work orders.
- Completed assigned flushing per Water Treatment Plant during system wide chlorine treatment activities.

- Assisted opening of potable interconnect (Ormond side only) to assist City of Daytona Beach critical project if needed. Daytona completed project with no incident and interconnect returned to normal closed position. No water was transferred during the activity.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 128 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 20 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 4 reuse trouble calls.
- Located PEP systems for contractors at 9 & 14 Crescent Lake Way
- Rehabbed PEP system at 2 Leisure Wood Way.
- Cleaned 800' of gravity main in Huntington Woods
- Replaced and rewired pump at 31 Laurel Ridge Break.
- Replaced and rewired PEP system at 27 Foxfords Chase.
- Replaced, rewired pump and added 12" riser at 42 Coquina Lake Way.
- Replaced and rewired pump at 27 Deep Woods Way
- Rehabbed PEP system at 62 Creek Bluff Way.
- Turned off reuse at 2 Lake Vista Way at customer's request.
- Responded to 5 PEP alarms due to high ground water table in Hunters Ridge area.
- Located and marked PEP system at 6 Spanish Pine for contractor.
- Removed air from A1A force main.
- Locating and marking new reuse boxes on S. Peninsula. This was not done by contractor.
- Met with contractor at 45 Laurel Ridge Break to explain how to wire in PEP system.
- Replaced broken lid on one PEP system. Contractor ran over visible lid after it was located.
- Repaired broken back lid on PEP tank at 180 Black Hickory Way.
- Responded to PEP alarm at 7 Foxcroft Run. House is vacant. Water running in house. Meter service turned water off. (4,000 gal +/- in 36 hours).
- Responded to PEP alarm at 40 Tomoka Ridge Way. System working fine, blockage on customer side.
- Installed 4" gravity tap on 6" main at 165 Windward Cir.
- Located 8" reuse main for contractor at Forest Quest and Airport Rd. Location did not match plans or GIS.
- Responded to back up at 111 S. Ridgewood Ave. Cleared with Harban. Televised line.
- Responded to back up at 196 Arborvue Trl. Located C/O – City side clear.
- Cut out asphalt and concrete at 596 Robin Rd. in preparation of main repair.
- Responded to back up at 827 Cordova Ave, cleared line and televised. Line repairs are necessary - locates called.
- Rewired PEP pump at 27 Deep Woods Way and at 18 Old Bridge Way.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 40 psi, Ocean Mist Hotel 32 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 20 psi, Westland Run 23 psi & Shadow Crossing Blvd. (4 inch) 13 psi.
- Coordinated and assisted Professional Piping, Inc. contractor force main cleaning services activity for A1A force main.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Annual Water Quality Report – Staff is preparing the Certificate of Delivery of the CCR to the VCHD. The certificate verifies the Utility complied with the regulatory deadlines for the CCR's availability to the City's consumers.
- Cross Connection Control Program – Staff continuing to meet with individual businesses in the City's potable water system to increase compliance of the backflow prevention program. The customers have been receptive to the requests for the required compliance testing.
- Consumptive Use Permit (CUP) – Staff submitted the most recent analytical data of the saltwater monitoring wells to the SJRWMD. Data indicates all wells sampled were within the limits of the City's CUP.

- Reuse Groundwater Monitoring – Staff performed the sampling of the groundwater wells located on Oceanside Country Club property as required by the City's WWTF operating permit. The data allows the FDEP to assess the impact of utilization of reuse water on the local groundwater. The results will be prepared by the City's contract laboratory.

Support Services/City Clerk

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

- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation and creation for July 31, 2018, Operating Budget Workshop
- Agenda packet preparation for July 31, 2018, City Commission Meeting