

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 10, 2016

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 Airport Manager, HR Director, Economic Development Director
- Staff meeting
- Final CIP preparation
- CIP budget recap meeting with senior staff

Spoke to, attended and/or met with:

- Individual agenda review with Commissioner Boehm, Commissioner Kent and Commissioner Stowers
- Rotary meetings
- Ormond Beach 2 Go! in Hunter's Ridge, 21 residents attended
- FCCMA Ethics Committee conference call
- City Commission CIP workshop and City Commission meeting
- Monthly meeting with Waste Pro and senior staff
- Daytona Chamber Eggs & Issues event
- Tiger Bay meeting

Community Development

Planning

- The Planning Director and Chief Building Official participated in the Ormond Beach 2 Go! event at Hunter's Ridge.
- Planning Board conducted a public hearing to hear the Pineland Phase 1 preliminary plat. After hearing no objections from the public, the preliminary plat was approved.

Building Inspections, Permitting & Licensing

- 223 inspections performed.
- 3 new business tax receipts issued.
- 100 permits issued with a valuation of \$2,147,183.00

NOTE: 25 inspections were completed by a private provider due to inspector scheduled vacation.

Development Services

- The SPRC met with an applicant to conduct a pre-construction meeting concerning the Specialty Surgery Center at 1545 Hand Avenue.
- Projects currently under review in ProjectDox include:
 1. Grande Champion Cypress Trails PRD
 2. 1545 Hand Avenue, Specialty Surgery Center of Florida
 3. 105 Interchange, McDonald's
 4. 3 Signal Avenue, Cunningham Research warehouse addition
 5. Chelsea Place, revision
 6. Dollar General, revision

7. 500 Sterthaus Drive, YMCA Dog Park

- Approved projects Under Construction (percentage completed):

Project	% Complete
146 North Orchard Street	92%
783 North US 1	4%
Children's Workshop Expansion	40%
CVS Health	65%
Dollar General	0%
McNamara warehouse	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	7%
Vystar Credit Union	70%

Economic Development/Airport

Ormond Crossings

- Staff met with Tomoka Holdings to continue the discussions for the construction of utilities to the Commerce Park portion of the project. Tomoka Holdings discussed the infrastructure costs of developing the residential plan on the westerly side of the project, which may require alternative conceptual planning. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- Staff is working with an existing manufacturing company to locate a site for the construction of a 60,000 sf facility. The company is undergoing a due diligence process.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff met with the other city practitioners and Volusia County staff to discuss business retention programs in Volusia County.
- Staff continues working with the Ormond Beach Chamber of Commerce staff to discuss a program "Ormond Beach CEO's" in an effort to assist as business recruitment ambassadors and provide a forum for exchanging business enhancement programs.

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company has purchased 3 Aviator Way and is expected to expand the building and move its headquarters to Ormond Beach. Staff is processing an application for Growth Assistance Program economic development incentives which will be presented to the City Commission for review and approval in July/August.
- Staff met with a high technology start-up company to discuss their plans to open an office in Ormond Beach. The company is refining its business plan and will be seeking office space in the City.

Airport Operation and Development

- Gopher tortoise relocation work for the Taxiway Golf project commenced this week on June 8th.
- The fence sub-contractor under Halifax Paving, Inc. began work to secure the location for the new electrical vault at the airport. The new vault is an element of the Taxiway Golf project.
- Construction of the new monument sign for the main entrance to the airport has commenced.
- The FAA conducted flight checks of the airport's Precision Approach Path Indicator lights this week, and also the status of the VHF Omni Directional Range (VOR) facility.

- Staff worked with Hoyle, Tanner and Associates to compile all of the information needed for two federal grant applications for the Runway 8/26 Environmental Assessment Project and the Wildlife Hazard Assessment project.
- Staff met with representatives from the FAA and the FDOT to review the five year work program proposed for the airport, and to review/discuss procedures for state and federal participation in airport projects.
- Staff is reviewing approximately 1,000 pages of documentation as part of an effort to complete a comprehensive title search for the airport property. The title search is required in order to prepare a new certificate of title for the airport that must be included will all federal grant applications for airport improvement projects.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Completion and distribution of Proposed 5 year Capital Improvement Plan
 - Preparing the 2016-17 fiscal year proposed budget
- Completed Projects - Weekly
 - Processed 50 Journal Entry Batches (#4452 - 4584).
 - Approved 31 Purchase Requisitions totaling \$322,451.12.
 - Issued 22 Purchase Orders totaling \$154,272.36.
 - Processed 4,696 cash receipts totaling \$832,625.79.
 - Prepared 90 Accounts Payable checks totaling \$64,358.08 and 26 Accounts Payable EFT payments totaling \$249,952.34.
 - Prepared 22 Payroll checks totaling \$20,553.69 and 332 Direct Deposits totaling \$393,479.59.
 - Transferred IRS 941 payment of \$148,313.33.
 - Processed 1,391 utility bill payments through ACH totaling \$134,519.51.
 - Processed and issued 4,945 utility bills with billed consumption of water of 28,533K.
 - Issued 730 past due notices on utility accounts.
 - Auto-called 81 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Walking with the Manager (6/17)
 - Florida Licensing on Wheels (6/14)
 - Sand Bag Distribution (6/6)
 - Tropical Storm Warning (6/6)
 - 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 Tropical Storm Colin meeting.
 - CodeRED all call alert for tropical storm Colin precautions and sand bag distribution.
 - Attended weekly staff meeting.
 - Attended CIP workshop.
 - Attended City Commission meeting.
 - Attended quarterly LMS Meeting (Local Mitigation Strategy)
 - Set up and attended Ormond Beach 2 Go! at Hunter's Ridge.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 5
 - Fire Alarms: 7
 - Hazardous: 1
 - EMS: 76
 - Motor Vehicle Accidents: 8
 - Public Assists: 46
 - TOTAL CALLS: 143
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- Aid provided to other agencies: 23 Calls: Daytona Beach (7), Holly Hill (1), Volusia County (15)
 - Total staff hours provided to other agencies: 33
 - # of overlapping calls: 41
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 60
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 124

Training Hours

- NFPA 1001: Firefighting 32
- NFPA 1002: Driver 6
- NFPA 1500: Safety/Equipment 17
- NFPA 1620: Preplanning 5
- EMT/Paramedic 35
- TOTAL TRAINING HOURS: 95

Station Activities

- Updated 15 pre-fire plans
- Completed 5 fire inspections

Significant Incidents

- 5/30/16, 11:03 PM: Woodlands Blvd. – Structure Fire – Responded to smoke odor in single-story duplex – found smoldering insulation and small piece of wood burning in attic – crews removed insulation and extinguished fire – possible cause due to a lightning strike earlier in the day.
- 6/1/16, 9:54 AM: Clyde Morris Blvd./Allwood Green Blvd. – Brush Fire – Dispatched to investigate smoke in the area – found a column of smoke with 1/3 acre burning – fire was low to ground in medium fuel and slow moving – Department of Forestry assisted by cutting a line around fire – crews extinguished hot spots and remained on scene to monitor until 2:15 PM.

Human Resources

Staffing Update

Requisitions

- Recreation Program Specialist (Leisure Services)
- Records Clerk (Police)

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal and will remain open until 6-17-16.

- Assistant Finance Director (Finance) was advertised 4-18-16 on the City web site; internally; with the Government Finance Officers Association; with the Florida Government Finance Officers Association; and will remain open until 6-10-16.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 5-16-16 on the City web site and will remain open until 5-27-16.
- Seasonal Part Time Maintenance Worker II (Leisure Services) was re-advertised 5-20-16 on the City web site and will remain open until 6-3-16.
- Part Time Recreation Leader at Nova Community Center (Leisure Services) was advertised 6-1-16 on the City web site and will remain open until 6-30-16.

Applications Under Review

- Part Time Community Events Technician (Leisure Services)

Interviews Scheduled

- Police Officer (Police)
- Police Captain (Police) testing and assessment center will be held 7-13-16 and 7-14-16

Background/Reference Checks/Job Offers – Candidates were selected and began pre-employment processing

- Permit Technician (Planning)
- Maintenance Worker II – Streets (Public Works)

Terminations

- Part Time Recreation Leader (Nova/Leisure Services) effective 6-16-16
- Recreation Program Specialist (Leisure Services) Effective 6/18/16
- Neighborhood Improvement Officer (Police) Effective 6/7/16

Risk Management Projects

- Planning for wellness council Healthiest Companies Awards

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract approved by City Commission at the 4/19/2016 Commission meeting.
 - Finance – Interactive Voice Response System – Project underway, vendor delivered Virtual Machine files to IT for installation. IT working on install of the virtual server and integrating in to the network domain.
 - Clerk's Office – Email Archive system replacement – Barracuda server appliance has been configured and receiving new mail, working with vendor to import all old mail from current email archive system. Operational testing continues.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 11 New work - 41 completed - 24 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	38,516	Inbound E-Mails Blocked	23,405
Delivered Inbound E-Mails	14,813	Quarantined Messages	298
Percentage Good Email	38.5%	Virus E-Mails Blocked	301

- Notable Events:
 - The Nova Community Center is now connected to the City network by a Point2Point wireless link to Water Plant water tower. The new link is directly transferring data at about 200Mb bidirectional. The old cable modem VPN connection was operating at 5Mb/30Mb and was becoming increasingly unreliable.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 29 Corrections: 0
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 1
 - Reclaim Connections Located this week: 32: Total in system = 776
 - Meters GPS Located this week: 0: Total in system = 23,260; 22,556 potable, 693 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - West Ormond Community Center Meeting
 - Emergency Preparedness Meeting
 - CIP Workshop
 - City Commission Meeting
 - Community Garden Tour with New Smyrna Beach Commissioner
 - Budget Discussion
- Recreation Program Specialist
 - Saturday Plant ID Hike at the EDC
 - Saturday Community Garden Solarizing Your Soil program
 - Closed the EDC Saturday
 - Meeting with new EDC volunteers
 - Monthly EDC volunteer meeting
 - Community Garden tour with New Smyrna Beach Commissioner
- 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
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Lady Renegades Softball continued their spring practices this week at 6pm at the Softball Quad.

- 6-A-Side Adult Soccer League, rented and run by Luis Camacho, will continue their game season on Tuesday night from 5-8pm on the Sports Complex Soccer Fields 2, 3 and 9.
- OBSC hosted a clinic this week Wednesday through Friday at Soccer Fields 2 and 3 from 9am to 12pm at the Sports Complex.
- Athletic Fields 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 common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Greased and cleaned equipment
 - Set up fields for 6-a-side Soccer League
 - Painted soccer grass parking lot
 - Added bricks/mound clay to Quad
 - Removed goals, benches, and trash cans from soccer fields 4 and 5
 - Picked up temporary fencing from Lady Renegades tournament
 - Spruced up bullpens
 - Repaired "L" screens
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Granada Squares Dance was held on Tuesday 6:30pm to 9:00pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats and CMT held regular classes.
 - Tuesday and Wednesday: CMT held regular classes.
 - Thursday: Kopy Kats and CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - South Beach Dance Spring Showcase, Saturday, 7-9pm.
- South Ormond Neighborhood Center
 - Splash Pad open through December 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Pavilion rental Sunday
 - Jazzercise Monday
 - Preparing for summer camp
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Assisted with City Commission workshop meal
 - Assisting Senior Games committee with planning tasks and updating application for distribution
 - Clean up and organization of equipment and supplies from Memorial Day Service
 - Planning of 2016 events through July:
 - Reel in the Fun Fishing Tournament, Saturday, June 18
 - Independence Day Celebration Independence Day, Monday, July 4
 - Summer Sounds Concert Series, July 15, 22, 29

- Gymnastics
 - Classes are going well and growing
 - June session in progress
 - Registration open for June session
 - Trial classes are being offered to attract potential students
 - Preparing for three clinics in June
 - Open Gym dates set for June

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise classes continue to meet at various times throughout the week.
 - Preparation for Camp T-Rec continues.

- The Casements
 - A wedding ceremony was held at Bailey Riverbridge on Saturday from 12pm-4pm.
 - A wedding ceremony and reception was held at The Casements on Sunday from 2pm-10pm.
 - Enviro Camp counselors met at the EDC for training all week from 9am to 3pm.
 - Staff set up for a wedding reception on Wednesday.
 - A wedding rehearsal was held on the North Lawn on Wednesday afternoon.
 - A wedding and reception was held in The Casements on Thursday afternoon from 12pm to 11pm.
 - Staff reset The Casements for a Saturday wedding on Friday afternoon.

- Parks Maintenance
 - Citywide inspection of parks
 - Post reservation at pavilions
 - Inspections of pavilions for posted reservations
 - Fix noisy plate cover at Andy Romano Beachfront Park
 - Installed "Reservation" signs on barbeque grills at Andy Romano Beachfront Park
 - Installed soft cushion surfboard rack at Andy Romano Beachfront Park
 - Installed new signs on columns at Riviera Park
 - Picked up litter at Environmental Discovery Center

- Building Maintenance
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Tri-weekly inspection of DOT and facility lighting at various City locations
 - Tri-weekly lighting inspection of airfield runways, taxiways and signage
 - Performed preventative maintenance and safety inspections on 14 City-owned electronic gates
 - Repaired A/C in Activity Room at Nova Community Center
 - Installed diaper depots in restrooms at Nova Community Center
 - Installed shelving in Activity Room at Nova
 - Restarted chiller at Police Station
 - Repaired door on Cupola at Fortunato Park
 - Inspected NW side of building for holes at MacDonald House
 - Repaired shower plungers on columns at Andy Romano Beachfront Park
 - Assisted with repairs of lights on Granada Bridge
 - Hung plaque at Environmental Discovery Center

Police Department

Administrative Services.

- Attended Weekly Staff Meeting.
- Attended the "Back the Blue" Challenge at Pine Trail Elementary.
- Attended bi-weekly Crime View Meeting.
- Attended "Badges and Boardshorts" event at Andy Romano Park.
- Attended Meeting on the Future PAL Building.
- Attended DARE at Osceola Elementary

Community Outreach

- Command Staff awarded Cameron Walden with the First Annual OBPAL Senior Scholarship. The \$500 scholarship will support his attendance to Lynn University in Boca Raton, Florida.
- The R.E.A.D., (Reading, Exploration, Adventure and Discovery), Science on Patrol and Tutors R Us programs have concluded for the current academic year. Tutors R Us will resume in September, Science on Patrol will resume in October and R.E.A.D. will resume in January.
- Basketball: Practice continues for the 8th and 9th grade teams. The next tournament is June 10 – 12, in Plantation, Florida.
- The summer program for the Leisure Services and OBPAL partnership will begin on June 20. The OPBAL component is 6 weeks. Tutoring, art, science and computer lab will be held Monday through Thursday from 10:30 a.m. to 4:00 p.m. Field trips will be to the Brevard Zoo, Orlando Science Center and Daytona Lagoon.
- OBPAL has collected the non-food supplies for the Peacetime Emergency Child Care program. The sign in sheets and permission forms are ready for when the program is activated.
- "Back The Blue" kickball game was played at Pine Trail Elementary with OBPD winning 12-4 against the teachers.
- Conducted the "Citizen Police Academy" for Patrol Operations and CID.
- "Badges n' Boardshorts" surf event was held on June 4th which included a surf contest, surf clinic, and infant water safety. Several hundred attended throughout the day.
- DARE graduation at Osceola Elementary was held on June 6th.
- Attended and spoke at the Ormond Beach Elementary 5th grade graduation.
- Planning for the 2nd Annual "Cops & Joggers" 5k on the beach in July.
- Planning for National Night Out.
- Contacted OBMS PTA to provide Drug Free World, Internet Safety, and other topics for next school year.

Community Services & Animal Control

- Animal Calls responded to : 39
- Animal Reports: 5
- Animals to Halifax Humane: 4 (Dogs: 2 Cats: 2)
- Injured Wildlife: 2
- Reclaimed dogs: 1
- CSO's participated and attended "Back the Blue" at Pine Trail Elementary.

Criminal Investigations

- Cases Assigned: 41
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 7
- Inactive: 18
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 20
- Grand Theft: 9

- Auto Theft: 1
- Recovered Missing Persons: 1
- Police Information: 1
- Suspicious Incident: 1
- Death Undetermined: 2

Records

- Walk - Ins / Window 92
- Phone Calls 112
- Arrest / NTA'S 36
- Citations Issued 107
- Citations Entered 30
- Reports Generated 155
- Reports Entered 120
- Mail / Faxes / Request 19

Patrol

- Total Calls 1,605
- Total Traffic Stops 193

Operations

Crime Opportunity Report Forms: 167

- 5/31/16
 - Stolen Vehicle and Carbreak, 6 Pine Valley Circle. Unknown suspect entered an unlocked 2014 Black GMC Acadia. Inside the GMC, the suspect found the keys to a 2005 Silver Lexus RX330 also parked in the driveway. Suspect(s) then stolen the Lexus. The Lexus also contained large amount of cash and gift cards inside it.
 - Burglary Residence, 143 Cumberland Avenue. A known suspect was seen at the residence by a neighbor and was scared off. Appears entry was made by a rear patio door and exit was through the garage door as the neighbor saw the suspect in the garage with the garage door raised.
 - Carbreak, 223 Milsap Road, 3 vehicles were burglarized in the driveway of the residence with 3 different victims. First was a Ford F250 truck that had a .22 handgun and a .40 handgun. The second vehicle was an unlocked Jeep Cherokee that had sunglasses taken. The third vehicle was an unlocked 1997 Jeep Cherokee that had a cell phone charger taken.
 - Narcotics Arrest/Traffic Stop, 700 Block South Nova Road. Suspect was pulled over for a traffic violation.
 - Carbreak, 73 Tomoka Meadows Boulevard. Unlocked vehicle
 - Carbreak, 77 Tomoka Meadows Boulevard. Unlocked vehicle.
 - Carbreak, 79 Tomoka Meadows Boulevard. Unlocked vehicle.
- 6/1/16
 - Burglary Business Attempt, 1275 West Granada Boulevard. Suspect attempted to pry open the door to the business but was unsuccessful.
 - Grand Theft, 550 North Nova Road. No forced entry. Mostly computer equipment taken along with some personal items.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect was detained by Wal-Mart Loss Prevention without incident. He was charged with Dealing in Stolen Property and Theft
 - Carbreak, 437 Triton Road. A 2016 Chevy was unsecure at the time of the burglary. It is undetermined if anything was stolen at this time. The operator of the truck was not available to take inventory.
 - Carbreak, 468 Magnolia Street. The victim reported that a suspect entered his 2016 Kia and stole his wallet. It appears the vehicle was left unsecured.

- Carbreak, 491 Magnolia Street. No forced entry on a 2000 Ford pickup. No items reported missing at this time
- 6/2/16
 - Carbreak, 79 Fairway Drive. Unlocked vehicle. Headphones and change taken. All 4 doors were left open.
 - Carbreak, 1103 Sherbourne Way. Purse, Kindle, \$75 and numerous Credit/Gift cards were taken from the vehicle.
 - Carbreak, 66 Fairway Drive. Vehicle was unlocked, but the owner was sure they locked and checked it, Nothing was taken
 - Shoplifting Arrest, 1521 West Granada Boulevard. Loss Prevention took a suspect into custody for refund fraud.
 - Solicitor Arrest, I-95 and Granada Boulevard. Suspect was contacted in violation of the ordinance. He was detained and arrested.
 - Carbreak, 353 West Granada Boulevard (Winn Dixie). Victim advised that her lap top was taken out of her 2000 Jeep.
 - DUI Arrest, South Halifax Drive & Rockefeller Drive. Suspect was stopped for a traffic violation. The driver was impaired and a DUI investigation was started. The driver refused to exit the truck and passively resisted. The driver was asked several times to exit the truck. He was taken out by force and arrested.
- 6/3/16
 - Carbreak, 1212 Vanderbilt Drive. Doors to vehicle unlocked. Wallet taken.
 - Carbreak, 754 Candlewood Circle. Vehicle was unlocked. Roll of quarters and a few dollars taken from vehicle.
 - Narcotics Arrest, 1 South Beach Street (Cassen Park). Received an anonymous call of a subject at Cassen Park in possession of narcotics. Contact was made with the described subject sleeping in his vehicle. Significant amount of methamphetamines recovered along with prescription pills and paraphernalia during investigation.
 - Solicitor Arrest, West Granada Boulevard and Interchange Boulevard. Suspect was observed soliciting passing traffic and vehicles.
 - Narcotics Arrest, 700 Block South Nova Road (Tomoka Plaza). Suspect was observed by an off duty officer using narcotics while inside of a vehicle and the information relayed to VCSO Dispatch. The subject was contacted in the vehicle while parked in Tomoka Plaza and surrendered the narcotics to officers once they arrived on scene.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by Loss Prevention stealing camping equipment due to recently becoming a transient and needed somewhere to stay. Subject was arrested for Grand Theft.
 - Carbreak, 744 East River Oak Drive. Unlocked vehicle entered overnight.
 - Warrant Arrest, 19 North Yonge Street Lot#26. Officers responded to a disturbance at the residence and it was discovered that one of the subjects involved had an open warrant for VOP/Reference a DUI Charge.
- 6/4/16
 - Vandalism Arrest, 19 North Yonge Street Lot #26 Officers responded to the residence multiple times for disturbances from the prior night shift to day shift. Suspect was staying at the victim's residence and got intoxicated and punched his way into the victim's bedroom breaking the door hinge.
 - Warrant Arrest, Dispatch advised of a subject considered possibly armed and dangerous driving south out of Flagler County enroute to Daytona Beach – beachside. OBPD Officers and a VCSO Deputy located the vehicle southbound on Oceanshore Boulevard and conducted a felony traffic stop on the vehicle. Suspect was taken into custody without incident. Flagler County Sheriff's Office responded to the scene and took custody of the subject. Narcotics located inside the vehicle.
 - Burglary Residence Attempted, 1 Tomoka Oaks Boulevard Unit #103 (Escondido Condo's). Landscaper discovered an attempted burglary to a vacant residence. Window screen removed but does not appear entry was made.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed price tag switching by Loss Prevention.
- Burglary Residence, 9 Mainsail Circle. No signs of forced entry. Firearm and 2 checkbooks reported stolen.
- Narcotics Arrest, 300 South Nova Road (Dunkin Doughnuts). Officers responded to a report of a suspicious person. He was described as “being on something.” They located the suspect in the parking lot. The suspect consented for his bag to be searched. Officers found him to be in unlawful possession of prescription pills. He was also in possession of someone else’s wallet with credit cards. He was arrested for possession of narcotics, paraphernalia and the credit card.
- DUI Arrest, North Yonge Street/Warwick Avenue. Units responded to a suspicious person with a vehicle near the subject at the intersection of North Yonge Street and Warwick Avenue. Suspect was observed inhaling chemicals from a spray can. Suspect was uncooperative, drove away and nearly ran over two officers before crashing into a garage located on Cumberland Avenue.
- 6/5/16
 - Carbreak, 759 South Atlantic Avenue (Georgian Inn). Vehicle unlocked. Gym clothes and equipment taken.
 - Battery on Law Enforcement Officer Arrest, 115½ Benjamin Drive. Officers responded to a suspicious person lying down on the ground behind the residence. While trying to wake up the subject, he rolled over and kicked an officer in the leg multiple times. Subject was physically and verbally resistant and was ultimately taken into custody. Subject then continued to try and kick/spit/throw sand at officers. OC Spray was deployed to gain compliance with the subject.
 - Grand Theft, 87 Bosarvey Circle. Victim shared some tools with a neighbor. Victim went back to reclaim his property and could not locate the neighbor and then spoke with another neighbor who discovered that the suspect gave him some of the victim’s property.
 - Habitual Traffic Offender Arrest, Division Avenue and Collins Street. Subject pulled over for expired tag of nearly two years. Subject is listed as a Habitual Traffic Offender and was arrested.
 - Shoplifting and Resisting without Violence Arrest. Suspect observed by loss prevention stealing multiple items from Wal-Mart.
 - DUI Arrest, 867 South Atlantic Avenue (The Beach Bucket). Units responded to a report of a drunken person leaving the bar in a vehicle. A traffic stop was conducted on the suspect vehicle at 194 East Granada Boulevard. After a DUI investigation it was determined that the driver was intoxicated.
- 6/6/16
 - Burglary Residence, 501 Laurel Drive. Entry was made through a back screened in area and exited by way of the front door.
 - Burglary Residence, 897 Quail Run. Forced entry through a bedroom window. Two TV’s, iPad, Mac laptop, Kindle and jewelry taken
 - Narcotics Arrest, Sanchez Park. Suspect was found passed out at the back of the park in his vehicle. He had a syringe in his hand. After officers contacted him he admitted, post Miranda, that he was using drugs
 - Carbreak Attempted, 215 Williamson Boulevard (Regal Cinema). Victim came out to her vehicle and saw where an unknown person had used some sort of pry bar on her tailgate.
 - Driving While License Suspended Arrest, North Nova Road and Wilmette Avenue. Suspect was pulled over for a road rage incident. A driver’s license check was conducted which revealed it was suspended.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 55
 - Number of Uniform Traffic Citations Issued: 50

- Number of Written Warnings Issued: 12
- Number of Parking Citations Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Serious Bodily Injuries: 1
 - Crash Investigation General Information:
 - 160500056: Serious Bodily Injury Crash at South Nova Road / Hand Avenue. Roadway partially closed for 1.5 hours. Victim had an incapacitating injury which was not discovered on scene. He was declared as trauma alert at Halifax Hospital.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 3 Cases initiated
- 18 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and ninety-two (92) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 - All water meters and services along North Beach Street between Sanchez Avenue and Melrose Avenue have been installed. Directional bore of new water main on Midway Avenue was completed. Watermain installation and services continues on Capri Drive. Directional bore pipe was delivered for the watermain replacement on Fairview Avenue. Installation of new services have been completed on Willow Place and Washington Place.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor is addressing preliminary punch-list items.
- North US1 Landscaping (Airport Road to I-95) – The Contractor is installing irrigation along the northbound on/off ramp. This work will complete the irrigation system for the project and they will start installing the trees around the Interstate.
- Downtown Stormwater – Silt fence and tree protection barricades have been installed, crushed concrete for the trenches has been delivered.
- WWTP Sludge Thickener Improvements – Electrical work is underway. The contractor has dewatered the sludge thickener tank and removed the grit and will be forming for concrete placement next week.
- Communications Infrastructure – Point to Point connection with The Casements is complete.
- City Hall Chiller Pump Replacement – A preconstruction meeting was held and the contractor is expecting pump delivery next week.
- Airport Monument Sign Replacement - The contractor is preparing structural engineering plans to submit for a Building Permit.

Design Projects:

- South Peninsula Reclaimed Expansion – Design has begun and the Cost Share grant application was submitted to the St. Johns River Water Management District (SJRWMD).
- Laurel Creek Stormwater Pump Station Improvements – Bids were opened on May 11 and are under review.

- West Ormond Community Center – Three concept plans were prepared with costs ranging from \$8.9 - \$16 million. Staff has included in the CIP for a feasibility study to be performed next year as the next step in the process.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
- Water Treatment Plant Lime Silo Dust Arrestor – Project was awarded at the May 17 City Commission Meeting; Consultant is preparing contracts for execution.
- Water Treatment Plant Controls and Pump Upgrade – The project is scheduled for contract award at the June 27 City Commission meeting.
- WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held. The engineering report that will look at various sludge dewatering systems is expected in July.
- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is underway. Permit applications are being prepared. A presentation to FIND is scheduled for June 18th.
- Ormond Beach Sports Complex Traffic Calming - Bid award was approved by the Commission at the June 7 meeting. This was included in the yearly resurfacing contract.
- Sanitary Sewer Inflow/Infiltration - Project cost estimate and budget limitations requires reduction of the scope, such that highest priority locations are inspected and reported. List of locations is being revised accordingly.
- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed.
- 2016 Corrugated Metal Storm Pipe Repairs - Bid award was approved at the June 7th CC meeting. Contracts are being prepared.
- Lincoln Avenue Parking Lot – Pre-demolition inspection for the two existing structures on the lot was completed. A Work Authorization for site demolition and construction of the new parking lot is scheduled for award at the July 27th City Commission meeting.
- 2016 Roadway Resurfacing - Bid award was approved at the June 7th CC meeting. Contracts are being prepared.
- Forest Hills Connector Trail – City staff is continuing survey work for the route from Forest Hills to Granada Blvd., as well as from Misner's Branch to Tomoka Elementary School.
- Water Treatment Plant Controls and Pump Upgrade – The project is scheduled for contract award at the June 27 City Commission meeting.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – Staff is finalizing plans for County review.
- Ph III 2-Inch Water Main Replacement – Mainland - Preliminary design plans are being prepared, which will be used by staff and Consultant to field visit each location where watermain is proposed for replacement and determine optimum location for new watermain installation.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Design is underway with surveying.
- Downtown Stormwater Phase 2 - A meeting with the design Consultant was held to develop a scope of work and proposal for the Phase 2 construction plan development.

Department Activities

Administration/Meetings/Customer Service/Other:

- Ormond Beach 2 Go! - Attended event at Hunter's Ridge clubhouse to provide information and answer questions.
- Reviewed and created an approved Work-in-the-Right-of-Way permit along New Britain Avenue from Lincoln Avenue to Washington Street, per AT&T request.
- Researched a 18" storm pipe location on 15 Cumberland Avenue to determine if easement exists and if construction will be allowed near pipe at minimum distance per Consultant request.
- Researched old plans and site documents and located and marked the property line at Northbrook Village to determine maintenance responsibilities of the berm along the eastern side of neighborhood, per the Northbrook Village HOA request.

- Completed topographic survey at Central Park Phase 1 to assist in determining locations for the proposed Community Garden project, as requested by Leisure Services.
- Modified County Use permit for 11 & 15 Sunny Beach Drive water service replacements, per Utilities request.
- Modified State Use permit for a fire hydrant replacement on A1A, per Utilities Division request.
- Performed and Recorded bi-monthly Gas Monitoring, and Ground Water Monitoring at Nova Landfill required FDEP.
- Environmental Discovery Center: Added medications to tank, and performed water changes. Started creating animal care and maintenance activity list.

- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Dug out fill and asphalt patch for Water Div on Fairway Ave
 - Asphalt patch for Wastewater Div on Tomoka Ave
 - Cut and removed broken sidewalk on Sterthaus Dr
 - Assisted in tropical storm preparations
 - Grind trip hazards on S Orchard at Division Ave
 - Assisted Stormwater Div with sandbag duty

 - Tree Crew
 - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
 - Trimmed at various bus stop benches
 - Maintenance and tree inspection citywide
 - Hauled debris to Nova/Transfer Station
 - Grind stumps citywide
 - Removed large limb on Lakebridge Dr; dead Hackberry tree in CP1
 - Trimming on Division Ave
 - Cleaned up from storm – Citywide

 - Maintenance Crew
 - Rotated Special Event Bridge signs
 - Debris cleanup on Granada Bridge and Memorial Gardens
 - Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
 - Picked up litter at various bus stops in the City, on DOT (Department of Transportation) roads, at Orchard & Wilmette and on the Tomoka River Bridge
 - Weed control on streetscape and FDOT areas
 - Cleaned benches citywide
 - DOT weed control on all state roads
 - Inspected for low branches in Ormond Lakes
 - Cleaned up shoulders of road (TVs & tires) on Gowers Dr & Flagler Dr
 - Cleaned road and edged walkway on Old Kings between Hammock Ln & Division 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
 - Straighten signs in various areas of the City
 - In-shop training
 - Making locates for installation fo (3) Speed Limit signs on Bosarvey Dr
 - Checked for Thermo Stop bars in different areas around 3 Foxhunter Flat
 - Changing out No Left Turn sign at Police Station

- Checked for new 25mph Speed Limit sign on Bosarvey Dr
- Checked area on Foxhunter for concerned citizen for stop bars

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected Citywide
- Inlets – inspected and cleaned Citywide
- Basin cleaning – Citywide, all zones
- Ditch maintenance at Northbrook ditch & Sandy Oaks
- Hot Spots at Sycamore Cir & Citywide
- Sandbag prep at Public Works yard

Mowing

- Reach Out – SR40
- Bush Hog – US1

Vac-Con

- Ponce De Leon Dr

Street Sweeping/Streetsweeper

- 105 miles of road cleaned
- 29 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
26,023

PM Services completed for the week:

Emergency—Vehicles and Equipment
8

Non-Emergency Vehicles and Equipment
20

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 6,819 gallons of unleaded and 8,135 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,432 gallons of unleaded and 904 gallons of diesel.
- Fleet completed 50 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – contacted FPL to obtain power usage meter information for load calculations.
- Division Avenue Well Field Raw Water Piping – Awaiting revised as-built drawings from surveyor and contractor.
- Dual Check Valve Installation Services – Contract is nearing completion in the north peninsula reuse service area.
- Effluent Outfall Replacement – Reviewing revised plans & specifications.
- Fire Hydrant Replacement Program – FDOT indicated that a general permit may be used if sidewalk length disturbed is less than 10 feet. Obtained general permit forms for submittal.
- Lift Station 10M & 12M Rehabilitation – Design kick off meeting was held 6-8-16. Field visits were made to the lift stations to gather additional information needed for design purposes. Obtained

as-built drawings for the collection systems at both lift stations along with the drawings for LS 12M. Drawings for 10M are unavailable.

- Lift Station 8M1 – Award recommendation to Danus Utilities, Inc. for \$216,050.00 was approved at the 6-7-16 City Commission meeting under Resolution 2016-78. A work authorization is being prepared for construction administration services from McKim & Creed.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent Pump Station Pump #2 operational evaluation is underway.
- Rima Wells Auxiliary Power Generator – Electrical work is being performed on-site. Generator is scheduled for delivery on 6-27-16.
- Sanitary Sewer Inflow Infiltration Project – Received breakdown of pipe types in each system to assist with areas to be televised.
- Shadow Crossings Force Main Improvements – Bids are being tabulated.
- Sodium Hypochlorite Storage Tank Replacement – Construction meeting was conducted to coordinate the installation of the tanks and chemical delivery. The contractor is applying for a building permit. Tanks are being delivered 6-14-16 and installation is scheduled to begin 6-15-16.
- SR40 Irrigation – Landscape architect and grounds maintenance to determine feasibility of service connection at an easterly median.
- Storage Tank Repairs and Maintenance – Paint samples are being analyzed for lead. Preliminary plans were received and logos are being developed.
- Water Plant Aerator Housing Rehabilitation (CIP) – Award recommendation to E & D Contracting Services for \$163,000 was approved at the 6-7-16 City Commission meeting under Resolution 2016-77. A work authorization is being prepared for construction administration services from McKim & Creed.
- Water Plant Lime Silo Dust Arrestor Project – Contracts are being prepared for execution.
- Water Plant Pump & Control Upgrades – Differences between bid prices and budget estimates were rectified. Project is scheduled for award at the 6-27-16 City Commission meeting.
- Utilities SCADA Upgrades – Project kick off meeting scheduled for June 10, 2016.
- Volusia County Use Permit Applications underway for the following water services replacement locations: 3845 John Anderson Drive, 104 Sand Dunes Drive and 11 & 15 Sunny Beach Drive
- SPRC Projects: Clyde Morris Boulevard CTD 355 – Reviewed concept plans for the proposed subdivision. The developer requested a letter indicating that Ormond Beach has the capacity to serve the entire project including the portion of the project located in Daytona Beach. CVS – The engineer is preparing a plan for tedious connection to water main underneath the Nova Road sidewalk. Dollar General 1545 N US 1 – A preconstruction meeting was held. Ormond Central – Verification of sewer laterals performed along SR40 sewer main. Four inch laterals were located. Pennsylvania Ave Right of Way Vacation – Prepared a letter of no objection to the right-of-way vacation request. River Oaks – Performed one year maintenance inspection for Phase 1 of River Oaks and the completion inspection for Phase 2. Pump station is being investigated to determine the impeller size provided during construction.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 39.64 million gallons for the week ending June 3, 2016 (5.66 MGD)
 - Backwashed 12 filters for a total of 513,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 32.13 Million Gallons.
 - Produced 26.66 Million Gallons of Reuse.
 - Produced 5.47 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.59 MGD, plant designed for 8 MGD.
 - Hauled 141.55 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 11 water service leaks.
 - Replaced or repaired 11 water meter boxes.
 - Replaced 4 water services due to aged piping.
 - Installed 9 new water services/ meters for a new residential construction.
 - Performed yearly scheduled testing of 4 City owned backflow preventers.
 - Responded to 9 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 22 main line valves for scheduled outages and water main leaks.
 - Repaired a 4" gate valve serving 175 S. Nova Rd.
 - Performed maintenance on 6 fire hydrants in The Falls subdivision.
 - Relocated the water service at 110 Beau Rivage Dr for septic tank replacement.
 - Performed scheduled water main outage for the disconnection of 2" water mains as part of the 2" water main replacement project.
 - Backfilled and landscaped Water Distribution excavation sites.
 - Rescinded all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 125 regular and 2 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
 - Responded to 7 Request for Utility Verifications for residential and commercial properties.
 - Exercising force main valves and bleed offs in Phase 1 of Hunters Ridge to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Installed a 24 hour PSI logger on the US#1 Sanitary Force Main near 1700 N. US1.
 - Crews repaired a leaking reuse service under the roadways at 188 Fairway Dr.
 - Crews cleaned and televised approx. 340' of 8" sanitary main in front of 150 Tomoka Ave to verify sanitary line implications on a roadway depression noted in the area.
 - Frequent checking of the reuse storage tank levels during cleaning of the final tanks being performed at the WWTP for service reliability concerns.
 - Crews repaired a broken lateral @ lot 125 Pergola Pl.
 - Located and marked the reuse service @ 427 Triton Rd.
 - Clean and televise the sanitary main on SR40, near 750 W. Granada.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 19/25 psi, Ocean Mist Hotel @ 19/15 psi, Ormond Mall @ 9/6psi. Continued flushing of air release valves to lower main pressures.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 32/18psi. Foxhunters Flat (2 inch) 25/12 psi & Shadow Crossing Blvd. (4 inch) 8/8 psi.
 - Televised 26 laterals from PM list, found 18 needed cleaning, and 8 were clean and clear. Noted for 6 month follow up.
 - Performed annual root control on 2 sanitary service laterals.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Room, installed replacement power module VFD #1, Siemens onsite for startup & VFD validation, Influent pump #2 TAW onsite to perform precautionary motor analysis due to motor noise, both vendors verified proper operation - written reports for same forthcoming.
 - River Oaks follow up from call out, ok.
 - Pine Trail, contractor began riser pipe replacement & partial rehab of station on 5/31, station to be placed in bypass and in custody of contractor during interim, completed 6/2/16, ok.
 - Shop, air compressor, repair air leaks at main lines, ok.
 - A1A Force Main @ Spanish Waters & Ormond Mall, assist Collections as needed.
 - Centrifuge Sludge Feed Pump #2, change gear box oil, ok.

- HOMAC – SCADA, no starts pump #2, reset motor starter, turned over to electrician for possible bad motor starter replacement/repair, ok
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: River Oaks, high level, found station fully operational, found force main pressure @ 18psi, contacted collection crews for assistance with force main pressure, a small amount of air was relieved at force main tie in at Airport Road, checked other stations in area, all other stations ok, pumped down and cycled through alternation, ok at this time; 2P, high level, lost prime at both pumps, both vacuum systems repaired as necessary, primed both pumps, pumped down station, watched station refill and cycle through alternation, ok; 4M1, high level, check station, cleaned probe, ok.
- SCADA monitor/response: Breakaway Trails, no starts #2, found non-functional circuit breaker and corroded wiring, replaced breaker with shop stock and corrected wiring, ok; HOMAC, no starts #2, reset motor starter, ok; 7M high starts, cleaned probe, ok; Halifax Medical Center, high run hours, deragged both check valves, ok; HOMAC, no starts pump #2, reset motor starter, not functioning, scheduled electrician for repair; Shadow Crossings, high starts, cleaned probe, ok.
- Plant wide oil & grease route.
- 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: Swing Zone Blowers, #1, #2; Influent Odor Control.
- Quarterly Plant PM's: Reaeration Blower #1, #2; Influent Odor Control.
- Annual Plant PM's: Fermentation Submersible Mixer #2, #4.
- Lift Station PM's: 16 monthly performed.
- 58 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Bird Centrifuge; removed rotating assembly for shipment to Andritz, began in-house refurbishment of centrifuge base and associated components.
 - Division Wells 7, 8, 17, not responding, well 7 reset RTU, wells 8 & 17 reset motor starters, ok.
 - Well 24D, set up and test backup generator for hurricane season, ok.
 - High Service Pump #5, motorized control valve and check valve failed, began assembly of replacement components, scheduled for replacement 6/8/16, will update when complete.
 - High Service Pump # 3, replaced worn motor to pump, ok.
 - High Service Pump # 7, VFD a/c failed, VFD shutdown high temperature, connected temporary a/c, contractor dispatched for repairs, parts on order, will update when repaired.
 - L.P.R.O., feed pumps 1 & 3 repaired leaks at air release valves, ok.
 - Hypo-Chlorite Generator, assist operations with installation of generator plate assembly.
 - Monthly Well PM's: Division wells 4, 5, 6, 7, 8, 15.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program – Staff inspected a permitted facility to note changes to their pretreatment process which could affect the WWTF. The inspections are required annually per the IPP permit.
 - Special Waste Profile and Disposal Application – Staff submitted and received approval from the Volusia County Solid Waste Department for the removal and disposal of the dumpster utilized by the collection system. The waste was delivered via contractor to the Volusia County landfill.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report – Staff approved the final version of the 2015 CCR (Annual Water Quality Report). The new report is available on the City website at www.ormondbeach.org/ccr. For the month of June, all water bills include an invitation for customers to view the new report on the website. A local printer is also producing the report as a brochure for distribution to bulk water customers such as apartment buildings.
 - Backflow Assembly Compliance – Staff is monitoring the compliance rate of the privately owned backflow prevention devices to ensure a satisfactory rate.

- Ormond Beach 2 Go! – Staff was available at the Hunter's Ridge clubhouse for utility related questions and programs.

Support Services/City Clerk

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

- City Clerk attended Florida Association of City Clerks Conference on June 6-8, 2016
- Assistant City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for June 7, 2016, City Commission CIP Workshop and City Commission Meeting
- Agenda packet preparation for June 27, 2016, City Commission Meeting

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Currently reviewing proof sent from Municode.