

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 22, 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:

- Staff meeting
- General discussion meetings with Police Chief, Economic Development Director, HR Director, Risk Manager, and Planning Director
- Agenda review

Spoke to, attended and/or met with:

- Individual budget review meetings with commission members
- Rotary meeting
- United Way Executive Committee meeting
- Phone discussion with Craig Coffey, Flagler County Manager, on Hunter's Ridge
- Technology discussion with senior staff and Chris Heaven, C. Heaven & Co.
- ICMA webinar on ethics

Community Development

Planning

- TPO: A scoping meeting was held on the Thompson Creek Trail Feasibility Study. The TPO, contracted consultant, and staff met to discuss the limits of the study, known obstacles, and potential alternatives for the trail from Division Ave. to Wilmette Ave.
- Neighborhood Meeting: Highlander Corporation, through their consultant Zev Cohen, held a neighborhood meeting with Lincoln Ave. residents concerning their proposal to amend the Downtown Overlay District to permit 5 story buildings on New Britain Ave. Mitigation measures were presented to offset potential impacts of increased height. Concerns and comments expressed by the residents included the height, development intensity, and loss of privacy.

Building Inspections, Permitting & Licensing

- 317 inspections performed.
- 3 new business tax receipts issued.
- 107 permits issued with a valuation of \$2,539,264.00

NOTE: 23 inspections were completed by Private Provider

- After almost 1 year of ProjectDox implementation, moving to electronic review provides the Department the opportunity to solidify timeframes for the following types of permits:

Permit Type	Timeframe
Fences, signs, driveway, patio, paver, minor commercial electrical/plumbing/HVA, gas and re-paint	minor 2 to 3 days
Replacement windows & doors; garage doors, shutters, and siding	Next Day Permit
Re-roofs, minor residential electrical/plumbing/HVAC	Same Day Permit

Development Services

- The SPRC considered the following developments:
 1. 240 S. Nova Road – Veterinarian office
 2. Cypress Trails subdivision
- Approved projects under construction (percentage completed):

Project	% Complete
146 North Orchard Street	92%
783 North US 1	5%
Children's Workshop Expansion	50%
CVS Health	80%
Dollar General	5%
McDonald's at 1520 N US Highway 1	0%
McNamara warehouse	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	10%
Vystar Credit Union	95%
Chelsea Place, Phase 3	15%

Economic Development/Airport

Ormond Crossings

- Tomoka Holdings continues discussions with potential developers of the master planned project. Staff and Tomoka Holdings are discussing the costs of extending the utilities along north US1 to the project. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- SKYO Industries continues to ramp up its workforce as their manufacturing process shifts from New York to Ormond Beach. The Ormond Beach headquarters is expected to be fully operational by September. Staff met with representatives of Florida Power and Light to discuss energy incentive programs available to SKYO for retrofitting the manufacturing plant.

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

- Staff met with other city practitioners and Volusia County staff to discuss business retention programs in Volusia County. Practitioners recommended a workshop to establish best practices for a County business retention/expansion program.
- Staff, along with Mayor Kelley, met with CEO's of the major Ormond Beach industrial and technology based businesses in an effort to assist in a business retention and recruitment process and provide a forum for exchanging business enhancement programs. Follow up meetings are being scheduled.

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company is planning to relocate to 3 Aviator Way and is expected to expand the building. 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 August.
- Staff is making arrangements for a strategic Economic Development workshop on Saturday, August 27 at 8:00 a.m. at the Performing Arts in the second floor studio.

Airport Operation and Development

- Work continued on the construction phase of the Taxiway Golf project. Runway 17/35, Taxiway Echo, and Taxiway Foxtrot remain closed so that Halifax Paving may continue site preparation for the new taxiway pavement. Runway 8/26 and Taxiway Alpha were closed for several hours last Sunday

evening to facilitate installation of new electrical conduits underneath the runway, which was completed on schedule. New runway end identifier lights have been installed on Runway 17. Drainage pipes and taxiway edge light components are being installed for the northern section of Taxiway Golf.

- Hoyle, Tanner and Associates have provided the final deliverables for the Airport Master Plan Update project to the City. Staff will forward copies to the FAA and FDOT.
- Staff conducted a final site review for the new monument sign for the main entrance to the airport. Installation of the sign has been scheduled for the week of July 25th.
- Both of the airport's wind socks were replaced this week.
- Staff worked with Zev Cohen and Associates to conduct a perimeter inspection of the airport to further develop an environmental study proposal related to obstruction mitigation for all four of the airport's runways.
- Staff completed work to update the airport's disaster preparedness section within the Integrated facility Module of the Florida Aviation Database. The disaster preparedness section was developed by the FDOT's Aviation and Spaceports Office, and is utilized by state and county emergency operations centers for disaster response and response planning.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparing the 2016-17 fiscal year proposed budget.
- Completed Projects - Weekly
 - Processed 43 Journal Entry Batches (#5112 – 5243).
 - Approved 37 Purchase Requisitions totaling \$2,310,597.89.
 - Issued 26 Purchase Orders totaling \$137,229.67.
 - Processed 4409 cash receipts totaling \$516,538.23.
 - Prepared 126 Accounts Payable checks totaling \$201,879.12 and 51 Accounts Payable EFT payments totaling \$739,460.41.
 - Prepared 25 Payroll checks totaling \$22,516.29 and 346 Direct Deposits totaling \$412,144.18.
 - Transferred IRS 941 payment of \$155,792.70.
 - Processed 932 utility bill payments through ACH totaling \$65,676.61.
 - Processed and issued 5,107 utility bills with billed consumption of water of 11,713K.
 - Issued 741 past due notices on utility accounts.
 - Auto-called 91 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (8/2)
 - Florida Power & Light Tree Trimming
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended/assisted with Operation SAFE workshop.
 - Liaison to the NIAB meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

- Attended preconstruction meeting for CDBG FY 15-16 funded Ramsey Terrace roofs with the OBHA.

Fire Department

Weekly Statistics

- Fires: 3
 - Fire Alarms: 6
 - Hazardous: 2
 - EMS: 92
 - Motor Vehicle Accidents: 10
 - Public Assists: 41
 - TOTAL CALLS: 154
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- Aid provided to other agencies: 13 Calls: Daytona Beach (3), Holly Hill (2), Volusia County (8)
 - Total staff hours provided to other agencies: 21
 - # of overlapping calls: 32
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 75
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 438

Training Hours

- NFPA 1001: Firefighting 28
- NFPA 1002: Driver 10
- NFPA 1021: Officer 2
- NFPA 1500: Safety/Equipment 10
- NFPA 1620 Preplanning 33
- EMT/Paramedic 16
- TOTAL TRAINING HOURS: 99

Station Activities

- Updated 25 pre-fire plans
- Conducted 7 fire inspection

Significant Incidents:

- 7/17/16, 7:10 AM: 144 S. Ridgewood Ave. – Structure Fire – Upon arrival found heavy flames from all windows of two-story residential home – front half of structure was fully involved with areas leaning and signs of collapse – fire under control at 8:46 AM – no residents inside structure – one dog rescued and taken to veterinarian – a fire watch remained on scene until 11:00 PM due to possible hot spots – structure was a total loss.

Human Resources

Staffing Update

Requisitions

- Lead Operator Wastewater Treatment Plant (Public Works)
- Utility Mapping/Locate Technician (Public Works)
- Construction Engineer (Public Works)
- Police Sergeant (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
- Neighborhood Improvement Officer (Police) was advertised 6-22-16 on the City web site and internally and will remain open until 7-29-16.
- Maintenance Worker III – Streets (Public Works) was advertised 7-19-16 internally and will remain open until 7-26-16.

- Part Time Custodian - Casements (Leisure Services) was advertised 7-19-16 on the City web site and will remain open until 7-29-16.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 6-22-16 on the City web site and will remain open until 7-29-16.
- Seasonal Part Time Maintenance Worker II – Andy Romano Beachfront Park (Leisure Services) was advertised 6-22-16 on the City web site and will remain open until 7-29-16.
- Part Time Maintenance Worker II - Parks (Leisure Services) was advertised 7-20-16 on the City web site and will remain open until 7-27-16.

Applications Under Review

- Assistant Finance Director (Finance)
- SCADA/Instrumentation Technician (Public Works)
- Recreation Program Specialist (Leisure Services)
- Part Time Recreation Leader at Nova Community Center (Leisure Services)

Interviews Scheduled

- Police Captain (Police)

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

- Police Officer (Police)
- Tradesworker (Leisure Services)

Terminations

- Police Sergeant (Police) effective 7/23/16
- Utility Mapping Locate Technician (Public Works) effective 7-1-16
- Lead Operator - Wastewater Treatment (Public Works) effective 6-30-16
- Treatment Plant Operator A – Water Production (Public Works) effective 7/31
- Construction Engineer (Engineering) effective 7-29-16
- Part Time Custodian Casements (Leisure Services) effective 7-22-16

Employee Events

- Nationwide representative will be here on July 21 to meet with employees.
- ICMA representative will be here on July 29 to meet with employees.

Risk Management Projects

- Working on subrogation claims.
- Attended strengths-based coaching training.
- Attended liability claim deposition.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Coordinating the start of the project implementation with the vendor. Vendor was onsite for kick-off meetings.
 - Finance – Interactive Voice Response System – Continuing with initial configuration testing. Phone line configuration and testing being coordinated with ATT, configuration validation testing continues.
 - Clerk's Office – Email Archive system replacement – Import all old mail from current email archive system completed. Operational testing continues.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 16 New work - 64 completed - 22 in progress

- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,716	Inbound E-Mails Blocked	12,073
Delivered Inbound E-Mails	16,400	Quarantined Messages	243
Percentage Good Email	57.1%	Virus E-Mails Blocked	87

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes:12 Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 46: Total in system = 822
 - Meters GPS Located this week: -12: Total in system = 23,260; 22,566 potable, 690 Irrigation, 11 Effluent
 - Notable Events: GIS had a negative number in water/irrig meters collected this week, this is due to flushing device meters being removed during the 2 in watermain replacement projects.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - City Manager's Staff Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Summer Sounds Concert
 - City Commission Meeting
 - DOL Meeting
- Contract Manager – Grounds and Athletic Maintenance
 - Operations meeting with Grounds Maintenance account manager
 - Operations meeting with Athletic Maintenance account manager
 - Public Works meeting
 - Site inspections of Grounds Maintenance service areas
 - Site inspections of Athletic Maintenance service areas
 - Site visits with account managers
 - Conduct over-site of enhancement, trimming, install and application projects
 - Follow-up to concerns, issues and questions within scope of work
 - Weekly administrative assignments and activities
- 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.
 - City Youth Volleyball Program finished five weeks of their eight week summer session at the Nova gym. They meet on Tuesday and Thursday nights from 6 to 7:45 pm. Currently, 60 participants are signed up, our highest Summer Session ever!
- 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 the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad

- Cleaned all sports parks daily of debris/trash from the events during the week
- Swept out Maintenance Building
- Greased and cleaned equipment
- Set up corner flags for 6-a-side Soccer Tournament
- Blow off concrete areas at Quad and all batting cage carpets at all fields
- Added clay to all bullpen mounds
- Painted soccer grass parking lot
- Removed all bases, etc. from closed fields
- Replaced broken sand bags on soccer goals

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - A dinner rental was held on Saturday from 5:00pm to 10:00pm
 - King Jesus Ministries was held on Sunday from 9:00am to 1:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes and events throughout the week as part of its regular operations:
 - Monday - Friday: CMT Musical Theatre camp

- South Ormond Neighborhood Center
 - Splash Pad open through Dec 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room
 - Open gym
 - Pavilion rental Saturday
 - Summer camp Monday through Friday
 - Volusia County Summer Food Program

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended Senior Games Board Meeting
 - Preparation of program and tasks for Pride Facility Ribbon Cutting
 - Assisted with pick up of Campus Outreach daily lunch
 - Attended follow-up meeting for July 4th
 - Sent out IDC certificates and plaques to sponsors
 - Preparing for Summer Sounds Concert Series – July 22nd and July 29th

- Gymnastics
 - July session in progress
 - Open Gym, Friday, July 22nd 6-8pm
 - Trial classes are being offered to attract potential students

- 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 basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise classes continue to meet at various times throughout the week.
 - Camp T-Rec continues. They will meet Monday through Friday from 8:30 am-2:00 pm.
 - Summer Basketball League for 12-18 year old youths started their play-off game to get ready for All-Star Week.
 - Free breakfast and lunch was offered through the County Summer Food Program.
 - The Summer Coed Volleyball League will be held Tuesday and Thursday from 6:15 pm-8:15 pm

- The Casements
 - The Herb Society met on Saturday at Bailey Riverbridge from 9:00 a.m. to noon.
 - Guild tours were given on the hour Monday through Friday from 1:00 p.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
 - Enviro Camp in their 6th week with “Water, Water, Everywhere!” at the EDC this week.
 - Staff set up for a breakfast meeting that was held on Tuesday in the Preservation Room. Economic Development Director Joe Mannarino hosted a business breakfast meeting from 7:45 a.m. to 8:45 a.m. The room was reset after the breakfast to receive tour guests.
 - Pilates classes met Monday through Friday at The Casements.
 - Lohman’s Funeral Home held a grieving workshop on Wednesday from 2:00 p.m. to 5:00 p.m.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m. in Room 205, due to summer art camp.
 - Greek Cooking was held in The Casements kitchen on Thursday evening from 4:30pm- 8:30pm.
 - A wedding rehearsal was held at Bailey Riverbridge on Friday evening from 5:00 p.m. to 6:00 p.m.
 - Staff pre-set the first floor for a wedding reception to be held on Monday.
 - Community Events will host the second “Summer Sounds” concert this evening from 7:00 p.m. to 9:00 p.m.

- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted reservations at pavilions
 - Secured broken handrail at Skate Park
 - Re-secured park bench at Riviera Park
 - Installed cable on binoculars at Environmental Discovery Center
 - Installed two misters in restrooms and replaced missing railing caps at Fortunato Park
 - Removed concrete from old swing pole then poured and set new one at Fortunato Park

- 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 repairs and preventative maintenance on air conditioning systems in various City facilities
 - Assisted contractors with various jobs in City facilities
 - Repaired outside spigot at Airport Sports
 - Replaced splash pad filter pump motor and mechanical seal at Andy Romano
 - Replaced wind socks at the Heli Pad and Airport
 - Repaired urinal at soccer bathroom at the Sports Complex
 - Cleared men’s toilet at Cassen Park
 - Met various contractors for miscellaneous jobs
 - Check time clocks at the Tennis Center, Environmental Discovery Center, Central Park I and Central Park II, made repairs as necessary
 - Repaired eraser board at The Casements
 - Repair the urinal at Andy Romano Beachfront Park and at Central Park I

Police Department

Administrative Services.

- Attended Weekly Staff Meeting.
- Attended the Quarterly Volusia County Communications User Group Meeting.
- Attended the Independence Day Celebration After Action Meeting.

Community Outreach

- The eighth grade boys' basketball team participated in the *Fireworks on Hardwood* tournament July 16 – 17 in Clearwater, Florida. The team placed third overall.
- The summer program for the Leisure Services and OBPAL partnership continues. Currently 90 youths are registered for the summer program. The next field trip is to the Orlando Science Center on July 28.
- Schedules are being set for the OBPAL fall educational series for Tutors R Us, and Science on Patrol at Ormond Beach Elementary School and Science on Patrol at Ormond Middle School. Final calendars will be issued after the start of school.

Community Services & Animal Control

- Animal calls responded to 44
- Animal Bites 1
- Animal Reports 10
- Animals to HHS 8 (Cats 6 Kittens 2)
- Trap Neuter Release 2
- Cat traps issued this week 3

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 2
- Inactive: 17
- Burglary Business: 2
- Burglary Residential: 7
- Larceny Car break: 8
- Grand Theft: 2
- Auto Theft: 4
- Offense Against Family/DCF Reports: 1
- Sex Offense/Rape: 2
- Police Information: 3
- Death Undetermined: 1

Records

- Walk - Ins / Window 99
- Phone Calls 102
- Arrest / NTA'S 24
- Citations Issued 78
- Citations Entered 0
- Reports Generated 144
- Reports Entered 130
- Mail / Faxes / Request 16

Patrol

- Total Calls 1,413
- Total Traffic Stops 126

Operations

Crime Opportunity Report Forms: 161

- 7/13/16
 - Shoplifting Notice to Appear, 1521 West Granada Boulevard (Wal-Mart). A suspect was detained for attempting to steal fishing equipment.
 - Shoplifting Notice to Appear, 1521 West Granada Boulevard (Wal-Mart). A suspect was detained for shoplifting.

- Battery Law Enforcement Officer, Resisting and Suspended License Arrest, 800 Block Wilmette Avenue. Suspect was stopped for speeding. During the stop he was uncooperative and refused to follow the officer's directions to exit the vehicle. The situation escalated and he became combative. Pepper spray was used at which time the suspect jumped out of the vehicle through a window and attempted to flee. A taser was deployed and the suspect was detained.
- DUI Arrest, 300 Block of West Granada Boulevard. Vehicle was found disabled in the travel lane. Car appeared to have been in a crash. The suspect showed signs of impairment and was arrested.
- 7/14/16
 - Grand Theft, 490 Parque Drive. Sixteen foot landscaping trailer with a ramp on the back was reported stolen.
 - Grand Theft, 7 Circle Oaks Trail. Victim advised that a suspect was in possession of some stone arrowheads that were stolen from him.
 - Warrant- Arrest, 170 West Granada Boulevard. Suspect turned himself in at OBPD.
 - Resisting Arrest, Hand Avenue and Pine Street. Suspect was intoxicated and refused to give her name and information while contact was made with her.
 - Warrant Arrest, Hand Avenue/Pine Street. Different suspect was arrested for an open warrant for VOP disorderly conduct.
 - DUI Arrest, Fluhart Drive/Riverside Drive. Suspect was travelling north on Riverside Dr and failed to make the curve where Riverside Dr and Fluhart Dr meet. The vehicle struck metal posts and a tree.
- 7/15/16
 - Burglary Residence, 129 Pergola Place. Home under construction had two Carrier Bluetooth thermostats removed.
 - Burglary – Residence, 335 River Vale Lane. Home under construction had a dishwasher removed.
 - Carbreak, 170 Williamson Boulevard (Sleep Inn). A suspect was observed on video removing tires from bicycles as they were mounted to a vehicle rack in the parking lot.
 - Solicitor Arrest, SR 40/I-95. Suspect was spotted soliciting in traffic in violation of City ordinance.
 - Warrant Narcotics Arrest, 610 Santa Ana Avenue. Suspect had an open warrant for sale of cocaine within 1,000 feet of a convenience store. A subsequent search incident to arrest located two straws with white powder residue that were used to snort meth.
- 7/16/16
 - Carbreak, 2 John Anderson Drive (Fortunato Park). Victim put her purse under the front seat and walked the bridge. When she returned she found her front passenger window smashed and the purse gone.
 - Stolen Vehicle, 158 Harvard Drive. Victim stopped at a residence for a garage sale. Victim left the vehicle unlocked and the car running. When the victim returned the car was gone.
 - Burglary, 440 North Nova Road (Nova Community Park). Suspect broke into the equipment shed and took \$75 in tennis balls.
 - Carbreak, 1450 Hand Avenue, The vehicle is a work truck that was parked behind the church. Driver side window was smashed. The glove box was gone through.
 - Narcotics Arrest, Calle Grande Street and Santa Fe Avenue. Suspect was in a vehicle stopped for a traffic violation. Suspect was found to be in possession of drug paraphernalia and arrested.
 - Solicitor Arrest, Granada Boulevard and I-95. Suspect was observed soliciting in violation of City ordinance.
 - Warrant Arrest, 1235 Scottsdale Drive. Suspect was located with an open warrant.
 - Carbreak, 137 Grey Dapple Way. An unlocked vehicle was entered overnight. Miscellaneous items were taken.
 - Solicitor Arrest, 1500 Block West Granada Boulevard. Suspect was arrested for soliciting and hindering traffic
 - Assault Dating Violence Arrest, 97 Live Oak Avenue #A. Suspect held a knife to the victim then chased the victim out of the house with a small club.

- 7/17/16
 - Attempted Murder, Arson, & Cruelty to Animals Arrest, 144 South Ridgewood Avenue. Suspect set fire to an occupied dwelling after a dispute over property left in the house.
 - Car Break, 706 Montana Terrace. Victim reported that his unlocked vehicle was entered this morning. MP3 player, CD's and some change missing from the vehicle.
 - Car Break, 704 Montana Terrace. Victim reported that the suspect entered her vehicle and stole two cans of bear spray.
 - Assist Outside Agency, 1000 Block Ocean Shore Boulevard. A stolen vehicle from Flagler County was southbound on Ocean Shore Boulevard. A VCSO deputy attempted a traffic stop but the vehicle fled. Ormond Beach officers had a successful stop stick hit. The vehicle and suspect were eventually apprehended on the interstate.
- 7/18/16
 - Stolen Vehicle, 79 Jamestown Drive. A 2008 Honda Civic 4 Dr beige in color was stolen.
 - Burglary Business, 440 North Nova Road (Nova Community Park). The equipment shed was broken into again and more tennis balls were taken. \$30 in damage to the shed.
 - Burglary Residence, 141 Pergola Place. This is a new house under construction. Unknown method of entry. The thermostat and some French doors were taken.
 - Burglary Residence, 126 Pergola Place. Unknown method of entry. This is another home under construction. A \$500 thermostat was taken.
 - Burglary Residence, 275 Washington Place. Landlord reported the break-in.
 - Carbreak, 240 Washington Place. The driver's window was broken out and a car stereo was removed.
 - Burglary Residence, 955 South Nova Road Lot #43. Victim was out of town and returned to find his rear door standing open. Interior was ransacked, but advised nothing was found taken at this time. Entry was made into the home from the kitchen window.
 - Burglary Residence, 504 McIntosh Road. Victim advised unknown subject entered his carport and took a Ryobi black and yellow 14" chainsaw.
 - Stolen Vehicle, 170 North Nova Road. The victim's vehicle was borrowed to go to the store. The car was left running and unlocked while the borrower went inside to grab a few things. Suspects pulled up in a white sedan, an unknown suspect got out of the white car and got into the running vehicle and left the area.
 - Warrant Arrest, 170 West Granada Boulevard. Suspect turned himself in. Warrant was for grand theft with a \$2,500 bond out of Volusia County.
- 7/19/16
 - Carbreak, 30 Stallion Way. Vehicle was left unlocked. Coast Guard long knife and fishing gear taken.
 - Carbreak, 73 Chrysanthemum Drive. Vehicle was left unlocked and was entered at the residence. The only thing confirmed taken was a post office box key.
 - Carbreak, 759 South Atlantic Avenue. No force used and \$700 was taken.
 - Burglary Residence, 126 Hilldale Avenue. A window was broken. \$20 in coins, a bottle of alcohol and other minor items taken.
 - Burglary Residence, 16 Heather Lane. The victim left her vehicle unlocked with her purse and keys inside in her open garage. A suspect entered and took the vehicle and left the area followed by another vehicle. Officers spotted the suspects near US1 and SR40 but they fled.
 - Narcotics Arrest, 690 South Nova Road. Suspect was stopped for tail light out. Driver had marijuana in plain view.
 - Burglary, 846 West Lindenwood Circle. A new dark green King BMX bicycle was taken from an open garage.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 26
 - Number of Uniform Traffic Citations Issued: 29
 - Number of Written Warnings Issued: 4
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 2

- General Comments:
 - Deployed and retrieved the Stealth Stat for a speeding complaint on Neptune Avenue.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 2 Cases initiated
- 25 signs have either been removed or sign cases created.
- 17 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and sixty-five (65) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland - Crews are working on Midway Avenue, Willow Place, Washington Place and Capri Drive.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Final punch list items have been sent to the contractor from Volusia County’s inspector; final as-builts have been received for review.
- 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 – The jack and bore of the 24” outfall pipe is complete, as well as the setting of the southern junction box, and diversion box control structure. The contractor has submitted an acceptable Maintenance of Traffic (MOT) plan for the work on New Britain Avenue and requested partial closure the weeks of July 25 and August 1.
- WWTP Sludge Thickener Improvements – Start up of the new aerator in Sludge Tank No.1 and the new blowers was performed and was successful. The contractor has now put Tank No.1 back into operation and is proceeding to perform the work on Tank No.2.
- City Hall Chiller Pump Replacement – Substantial completion was met and the system is now operational. Contract Closeout documents are being prepared.
- Airport Monument Sign Replacement - The contractor has submitted the structural engineering plans for building permit review.
- 2016 Corrugated Metal Storm Pipe Repairs - Approximately 400 feet of 30-inch stormdrain pipe along Tomoka Avenue between South Beach Street and Eileen Butts Street was repaired with cured-in-place pipe liner. Crews are working on lining repairs on Ormond Parkway.
- 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables - Held pre-Construction meeting.
- Lincoln Avenue Parking Lot – Met with contractor to discuss project start-up. Mobilization to begin construction activities will begin August 1. Work activities will begin by demolishing the existing structures and asphalt paving. Activities are being coordinated with the Historical Society to minimize inconvenience to their parking-lot access, which is adjacent to the project parking-lot.
- Water Treatment Plant Lime Silo Dust Arrestor – An on-site visit was scheduled for July 20, to finalize the contractor’s measurements and prepare for mobilization.
- Water Treatment Plant Controls and Pump Upgrade - Contracts have been sent to the contractor for execution.
- Laurel Creek Stormwater Pump Station Improvements – Contracts have been received from the contractor and were sent to legal for final execution approval.

Design Projects:

- South Peninsula Reclaimed Expansion – City staff met with the Consultant last week, survey is approximately 50% complete, design is roughly 30% complete.
- West Ormond Community Center – Staff’s consultant is scheduling to meet with school administration to discuss the project conceptual plan to receive their comments.

- 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.
- 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 late July.
- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is 60% complete. Permit applications are being prepared. A presentation to FIND occurred on June 18th. Staff was informed that staffing issues at the ACOE has resulted in significant delays in their issuance of permits. This could affect the FIND grant if staff cannot obtain permits by September, the City will not be eligible for grant funding. Therefore, staff has modified the grant application to FIND into two phases. This application would be for Phase I – design and permitting so the City will be eligible for reimbursement of design costs and then submit next year in February 2017 for Phase II – construction funding. This would result in a one year delay to the project.
- Sanitary Sewer Inflow/Infiltration - Bidding manual was prepared to 90% completion and will be completed upon final determination and selection of pipe locations most in need of repair. Staff is analyzing lift station pump run times and gravity main depths to help determine the most critical infiltration and inflow areas of the sanitary sewer system.
- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed. Permit applications were submitted to FDEP.
- Forest Hills Connector Trail – City staff is finalizing survey work for the route from Forest Hills to Granada Blvd., as well as from Misner's Branch to Tomoka Elementary School.
- 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 is approximately 30% complete.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – City staff met with the Consultant last week, survey is approximately 80% complete, design is 20% complete.
- 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.
- Fleming Ave Stormdrain Improvements - Design proposal is being prepared for City Commission approval.

Department Activities

Administration/Meetings/Customer Service/Other:

- Nova Landfill - The semiannual ground water monitoring report and natural attenuation monitoring plan compliance report are being prepared for the submittal to the FDEP.
- Reviewed plans and created approved work-in-the-right-of-way permit for Tomoka Meadows directional bore per, FPL request.
- Reviewed plans and created approved work-in-the-right-of-way permit for wood pole replacements along several city streets, per FPL request.
- Reviewed plans and created approved work-in-the-right-of-way permit for 1250 State Avenue, per AT&T request.
- Reviewed plans and created approved work-in-the-right-of-way permit for 300 River Bluff directional bore, per Brighthouse request.
- Provided AutoCADD drawings of the proposed Lincoln Avenue parking lot per contractor (Hall Construction) request.
- Researched as-built drawings for areas along Sterthaus Drive, North Orchard Avenue, and Wilmette Avenue, for proposed FPL concrete pole installation in the right-of-way, per FPL request.
- Continued topographic survey of Old Tomoka Rd to be combined with proposed Forest Hills Trail survey.
- Modified the permit drawing for 307 North Beach Street water service replacement, per Utilities Division comments.
- Modified the permit drawing for 1655 John Anderson Drive water service replacement, per Utilities Division comments.

- Researched files and provided PDF copies of Lift Station 5M as built to Utilities Division, per request.
- Modified the Central Park canoe launch drawings, per project manager's comments.
- Researched plans for the location of abandoned force main along Ocean Shore Blvd., to assist contractor with repairs.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Gathered signs/barricades for S Beach/Tomoka
 - Cut out section & asphalt N Saint Andrews
 - Assisted Parks Dept with concrete anchor
 - Cleaned asphalt pile and asphalt bin at Public Works
 - Assisted Stormwater with hauling concrete; dirt pile and leveling on Riverside Dr
 - Cut & removed bad sections of Harvard Dr, repaired

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
- Stump grinding citywide
- Trimming on Orchard St at Division; Domicilio & N Beach; low limbs on Rio Pinar, Twelve Oaks, rear of 400 block of N US1 – West St
- Removed declining oak tree and palms on 400 block of N Nova Rd; 2 dead limbs hanging in roadway at Nova Community Center

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the city, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Assisted Tree crew with flagging at Hand & Division
- Fixed sidewalk erosion at Vadner Park
- Trimming on West St off of US1; shoulders on Riverside Dr & Ormond Parkway
- Shell road shoulder at Riverside Dr & Ormond Parkway

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
- Straightened signs in various areas of the City
- In-shop training
- Installed street names on Central Ave; Triton/Neptune & Greenwood/N Beach St
- Attended meeting regarding guard rail on Fluhart/Riverside Dr
- Installing Stop sign & Handicap sign at Nova Community Center
- Installed Right Turn Only sign on Mound Ave; School Pedestrian Cross sign on Domicilio

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
- Cleaned & inspected basin on Warwick
- Pipe repair 800 block of Riverside Dr

Mowing

- Reach Out – N US1, Nova Rec, Wastewater Plant pond
- Bush Hog – US1
- Slope Mower – FDOT SR40

Vac-Con

- Baffle boxes in Live Oak
- Line cleaning on Warwick

Street Sweeping/Streetsweeper

- 138 miles of road cleaned
- 40 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

19,923

PM Services completed for the week:

Emergency—Vehicles and Equipment

9

Non-Emergency Vehicles and Equipment

26

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 12,922 gallons of unleaded and 2,864 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,137 gallons of unleaded and 1,090 gallons of diesel.
- Fleet completed 55 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – Searcy Engineering visited the site to take measurements of the storage building walls in order to optimize the placement of the proposed electrical panels.
- Dual Check Valve Installation Services – Contract is nearing completion in the north peninsula reuse service area.
- Effluent Outfall Replacement – Information for additional line repairs requested at the plant and across from the railroad tracks was sent to the project manager for inclusion in the design plans. Construction permit applications are being reviewed by FDEP.
- Fire Hydrant Replacement Program – Preparing FDOT permit plans for hydrant at 621 S. Atlantic. Second annual phase hydrant group is underway.
- Lift Station 10M & 12M Rehabilitation – Pump information is being gathered for lift station 12M.
- Lift Station 8M1 – A revised work authorization for construction administration services from McKim & Creed is under review.

- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent Pump Station Pump #2 operational evaluation is underway.
- Rima Wells Auxiliary Power Generator – Visited site to observe generator installation. Field Order #1 is being prepared to relocate the transformer. The generator is being installed.
- Sanitary Sewer Inflow Infiltration Project – Pump run times are being evaluated to select areas to be televised.
- Shadow Crossings Force Main Improvements – Prepared agenda item for City Commission consideration for contract – bid award for July 26th meeting. Preparing conformed contract specifications and drawings.
- Sodium Hypochlorite Storage Tank Replacement (WWTP) – Installation of tanks are completed. As-built drawings are being prepared.
- SR 40 Irrigation – Landscape architect and grounds maintenance to determine feasibility of service connection at an easterly median.
- Storage Tank Repairs & Maintenance – Preliminary plans and specifications for the WTP elevated tank are under review.
- Water Plant Aerator Housing Rehabilitation (CIP) – A work authorization for construction administration services from McKim & Creed was reviewed. Consultant is scheduling the preconstruction meeting.
- Water Plant Lime Silo Dust Arrestor Project – Shop drawings are being submitted and the project schedule is being finalized. Contractor visited the site to take measurements and prepare for mobilization.
- Water Plant Pump & Control Upgrades – Contracts are being executed.
- WWTP Sludge Digester Aeration – Project is under construction.
- Utilities SCADA Upgrades – Radio survey is being performed.
- Volusia County Use Permit Applications underway for following water services replacement locations: 307 N. Beach St. and 1655 John Anderson Drive.
- Volusia County Use Permit issued for 104 Sand Dunes Drive.
- SPRC Projects: Grande Champion Cypress Trails PRD – Met with engineer and attorney to discuss concept plans and determination of area proposed to be served. Huntington Villas – Reviewed as-builts for the sanitary sewer on Heron Wing Drive. Kauffman Residence – Reviewed water main relocation plans. Kingston Shores – Reviewed revised easement from the Park Service for the water line and provided comments. Halifax Paving Office Building @ 860 Hull Road – Reviewed revised plans and submitted comments. McDonald's Drive-thru Expansion Projects: 1530 N US HWY 1 & 100 S Nova Rd. – Reviewed plans. Utilities were not impacted. Realty Pros Office - 900 W Granada – Received concept plans for review. River Oaks – Pump station is being investigated to determine the impeller size provided during construction. Vystar Credit Union – As-built plans for the sanitary sewer were reviewed. 20 West Tower Circle - Reviewed Concept Plans. 554 Riverside Drive – Reviewed plans to relocate existing 12-inch water main. 570 Fred Gamble Lot Split – Reviewed revised plans. Previous comments were satisfactorily addressed. 1368 N Oceanshore Blvd – Lift station force main needs to be connected.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 41.97 million gallons for the week ending July 15, 2016 (6.00 MGD)
 - Backwashed 13 filters for a total of 559,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.96 Million Gallons.
 - Produced 29.96 Million Gallons of Reuse.
 - Produced 0.00 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.28 MGD, plant designed for 8 MGD.
 - Hauled 95.26 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 10 water service leaks.
 - Replaced 8 residential water meters.
 - Installed 13 new residential water services for home being constructed.
 - Replaced or repaired 6 water meter boxes.
 - Replaced 5 water services due to aged piping
 - Disconnected 2 water services due to demolitions.
 - Installed 6 new water services & meters for new residential construction.
 - Contractor installed 2 - 2" casings for water service replacements under paved roadways.
 - Performed yearly scheduled pressure testing of 9 City owned backflow preventers.
 - Responded to 11 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 12 main line valves for scheduled outages and water main leaks.
 - Initiated fire hydrant maintenance & inspection in Ormond-by-the-Sea, 68 fire hydrants inspected and painted.
 - Activated water main serving new CVS store at 795 W. Granada Blvd.
 - Water main flushing on US1, west of Hull Rd including Hull Rd, Ormond Lakes, Southland Rd, Destination Daytona.
 - 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 102 regular 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 3 in the conventional system service area.
 - Responded to 7 Request for Utility Verifications for residential and commercial properties.
 - Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge and bleeding off air from the force main to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Rewired pump at 23 Circle Creek Way
 - Assisted Storm Water crews to determine depression @ 293 Melrose Ave.
 - Installed new riser and removed excess dirt @ 92 Westland Run
 - Installed new PEP tank @ 53 Tomoka Ridge Way
 - Repaired cleanout and videoed sanitary main to locate tap for 4 Perrott Dr.
 - Replaced cast iron cleanout @ 226 Melrose Ave.
 - Pulled approximately 3,600 gallons off of force main @ Spanish Waters & A1A. Dropped pressure in main from 43 psi to 12 psi.
 - Assisted in severance of service for demolition at 30 Lincoln Ave.
 - Assisted force main repair for NPUC at 3435 John Anderson Dr.
 - Cleared main stoppage @ 499 S. Nova Rd. Cleared line from MH 468. Paper and grease stoppage.
 - Cleaned 2,008 lf of 8" gravity main
 - Televised main line on Division between Nova & Collins due to stoppage.
 - Removed approximately 6,000 gallons from Hunters Ridge LPFM to reduce pressures.
 - Professional Piping Services began cleaning A1A force main between Spanish Waters and Dormont Dr.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 42/42 psi, Ocean Mist Hotel @ 14/36 psi, Ormond Mall @ 18/22 psi. Continued flushing of air release's in an effort to lower the force main pressures.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 33/12 psi. Foxhunters Flat (2 inch) 25/2 psi & Shadow Crossing Blvd. (4 inch) 6/0 psi.
 - Televised 5 laterals from our PM list, 3 needed to be cleaned. These locations will be put on a 6 month follow up.

- Utilities Equipment Maintenance

- Wastewater Plant – Lift Stations

- Influent Room, biweekly alternation of pumps, ok.
- 7P, grounds keeping, trim bushes and trees.
- Poly Blend #2, replace with new assembly, turn over to operations for programming as needed, ok.
- Influent sampling meter, install new unit, ok.
- Polymer skid #1, connect new unit, ok.
- Carrousel#1, replace non-functioning SCR200 meter with new stock, ok.
- A1A Force Main – Spanish Waters, assist Collections Division as needed
- McDonalds, weekly odor control and wet well cleaning.
- Digester Tank #2, attend start up and training of new equipment.
- WIN911 monitor/response: 8M1, 4M, 7P, Ormond Mall, Huntington Woods, phase loss, city wide, major FPL power outage, supported outages as needed and monitored, ok; 1P, 10M, 9M, 11M, phase loss-high level, power restored at each station upon arrival, possible storm related, found vacuum system leak at 1P pump #1, repaired, ok; Shadow Crossings, high level, wet well pumping down upon arrival, cleaned dirty probe, ok; McDonalds, high level, reset alarm, ok.
- SCADA monitor/response: Spanish Waters, high run hours, found to be excessive force main pressure – 45psi static – turned over to Collections Division to relieve pressure, assist as needed.
- 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 Blower #1; Screw Pump #1; Swing Zone Blower #2; Carrousel Surface Aerators, #1N, #1S, #2N, #2S.
- Semi-annual Plant PM's: Swing Zone Blower #1; Swing Zone Blower #2.
- Bi-Annual Plant PM's; Screw Pump #1.
- Lift Station PM's: 9 monthly and 1 annual performed.
- 49 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System

- Claricone #2, assisted Operations with cleaning.
- Sand filter discharge pumps, not operating, identified failed relay and replaced, ok.
- 12% Chlorine pump #1 replaced nonoperational unit and began to rebuild.
- 12% Chlorine Storage Tank began plumbing connection and leak test for repurposed tank from Waste Water Plant.
- Chlorine Pump #5, replaced worn hose assembly, ok.
- South Sludge pit, repaired leak in transfer pipe, ok.
- Standish Booster Station, vacuum system leaking air, repair parts on hand, vendor rebuild being scheduled.
- Riverview booster station, not responding, reset RTU breaker, ok.
- Monthly Well PM's: Division 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 17.
- Monthly PM's: Hypochlorite generator system.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program – Staff informed the FDEP that all of the required annual inspections and samplings of IPP permitted facilities are complete. The FDEP WWTF permit requires annual facility inspections.
- Reuse Groundwater Monitoring – Staff submitted the 2nd quarter FDEP groundwater monitoring report for 5 monitoring wells sampled in the reuse service area. The reported results were compliant with permit limits.
- Fats Oils and Grease (FOG) in Sewer Collections System – Staff is developing a strategy for limiting the volume of FOG in the City's sewer collection system. FOG plays a major role in blockages within the system.

- 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. Hard copies of the CCR were distributed by staff to the bulk water customers, such as apartment buildings. This distribution allows customers who do not receive water bills from the City to have an opportunity to be aware of the report.
 - Backflow Device Testing Compliance – Staff is evaluating the commercial water customers who have not demonstrated their backflow prevention device has been tested and certified. The compliance rate of the devices within the City is periodically requested by the FDOH.

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 weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for July 21, 2016 Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation, creation, and distribution for July 26, 2016, City Commission Operating Budget Workshop and City Commission Meeting
- Agenda packet preparation for August 3, 2016 City Commission Meeting

Status of Department Projects

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