

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 12, 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 IT Manager, Risk Manager, HR Director, and Economic Development Director
- Agenda review

Spoke to, attended and/or met with:

- Individual agenda review meetings with the Commission
- Rotary meeting
- Met with Robert Baumer on various topics

Community Development

Planning

- Hunter's Ridge: The Planning Director met with the engineer representing Hunter's Ridge regarding a land exchange that has been the subject of discussion since 2010. Any land exchange must comply with the same requirements for amending DRI Development Orders (DO). In this case, the first action must be a preparation of a Notice of Proposed Change (NOPC) which requires the Regional Planning Council, State Department of Economic Opportunity, and the City to approve prior to amending the DO.
- Trails Shopping Center: The Planning Director and Senior Planner met with Sable Financial Group (SFG) regarding the Trails Shopping Center. The meeting resulted in an understanding that SFG is diligently pursuing improvements to the Trails Shopping Center and building plans for some of the outlying portions of the Shopping Center will be submitted soon. Negotiations with Publix continue.
- Pay and Classification Study: The Planning Director met with Human Resources to discuss the Planning/Building portion of the Cody & Associates Pay and Classification Study.
- Project Dox: In our continuing effort to improve the effectiveness and efficiency of this system, the following actions will be taking place:
 1. The Department will be using a digital signature form that all licensed professionals will need to complete and email to us for verification of the third party authentication certificate. The reason for doing this is two-fold; it gives the Department one place to store all of the certificates, and it removes the responsibility of the verification process from the reviewers. The Department discovered that over time the task of verifying the certificate becomes difficult once drawings are in ProjectDox. If the licensed professional uploads drawings, then the Department can verify the signature. But, if the licensed professional emails the PDF file to someone, and that person renames it, opens it before uploading, etc., then the ability to click on the signature and verify it goes away.

2. The ProjectDox web page will be revised to simplify the text and put on the sidebar documents and information related to Project Dox only such as digital signatures, first-time setup, user guides, etc.

Building Inspections, Permitting & Licensing

- 365 inspections performed (23 done by private provider)
- 9 new business tax receipts issued
- 99 permits issued with a valuation of \$1,342,725.00

Development Services

- The SPRC considered the following developments:
 1. 3 Signal Avenue: Cunningham Pre-construction meeting.
- Approved projects under construction (percentage completed):

Project	% Complete
146 North Orchard Street	92%
783 North US 1	5%
Children's Workshop Expansion	65%
Dollar General	5%
McDonald's at 1520 N US Highway 1	0%
McNamara warehouse	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	40%
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 US 1 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. Staff facilitated the successful rate reduction application through FPL.

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

- Staff continues working with city practitioners to formulate a business retention workshop on September 16 for all Volusia County economic development professionals.
- Staff is working on the video for the 2016 State of the City annual luncheon, with the theme "An Investment of a Lifetime."
- Staff attended the annual Team Volusia membership appreciation event in Daytona Beach.

Prospective Business Attraction/Retention/Expansion

- Staff has 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 at the August 16 Commission meeting.
- Staff has scheduled a Strategic Economic Development workshop for Saturday, August 27, from 8:00 a.m. to 1:00 p.m. at the Performing Arts in the second floor studio. Invitations have been sent and advertisement in the local newspaper began this week.
- Staff met with the management company representatives of the Trails Shopping Center to discuss their future plans that include building façade improvements, pedestrian enhancements, and other longer term projects.

Airport Operation and Development

- Work continues on the construction phase of the Taxiway Golf project. Paving has been successfully completed on the four new taxiway bridges that will connect the new Taxiway Golf to Runway 17/35. Installation of new taxiway lighting and signage is underway.
- Staff is working with Nextower, LLC, to begin the site plan review and permitting process for a wireless communications tower facility at the airport.
- Staff worked with Hoyle, Tanner and Associates and the FAA to prepare and submit additional documentation requested by the FAA to supplement the City's pending grant application for the Wildlife Hazard Assessment and Environmental Assessment projects.
- Staff participated in the Florida Aviation System Plan (FASP) Phase 2 Comprehensive Review Team (CRT) Meeting #4 this week. The focus of this meeting was to ensure that the components of the next phase of the FASP have been accurately identified. Primary importance has been placed upon determining what analysis and deliverables are of the greatest importance and benefit to Florida's airports.
- Staff worked with Fleet to prepare for fueling and initial testing of the emergency backup generator that has been installed at the airport to support the new electrical vault facility.

Finance/Budget/Utility Billing Services

- On-going Projects
- Completed Projects - Weekly
 - Processed 30 Journal Entry Batches (#5487 – 5585).
 - Approved 30 Purchase Requisitions totaling \$226,488.41.
 - Issued 9 Purchase Orders totaling \$11,787.86.
 - Processed 4201 cash receipts totaling \$608,222.20.
 - Prepared 83 Accounts Payable checks totaling \$281,095.61 and 35 Accounts Payable EFT payments totaling \$355,024.67.
 - Processed and issued 6,137 utility bills with billed consumption of water of 41,553K.
 - Issued 563 past due notices on utility accounts.
 - Auto-called 67 utility customers regarding receipt of a past due notice.
 - Processed 197 payments through Interactive Voice Response System totaling \$15,207.87.

Grants/PIO

- Public Information
 - Press Releases
 - Only in Florida (EDC 8/18)
 - REEL in the FUN Fishing Tournament (9/10/16 at Bailey Riverbridge)
 - Other
 - Citizen Contacts

- Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Budget Executive Summary scheduled for News-Journal insert on Sunday, August 28, 2016.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Scheduled Sole Purpose Meeting and advertisement for upcoming FRDAP FY 17-18 grant cycle – Tennis Court Lighting at Nova Community Center.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
 - Fire Alarms: 8
 - Hazardous: 3
 - EMS: 94
 - Motor Vehicle Accidents: 9
 - Public Assists: 43
 - TOTAL CALLS: 160
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- Aid provided to other agencies: 14 Calls: Daytona Beach (4), Volusia County (10)
 - Total staff hours provided to other agencies: 15
 - # of overlapping calls: 48
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 85
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 492

Training Hours

- NFPA 1001: Firefighting 10
- NFPA 1021: Officer 3
- NFPA 1500: Safety/Equipment 31
- NFPA 1620 Preplanning 10
- EMT/Paramedic 35
- TOTAL TRAINING HOURS: 89

Station Activities

- Updated 10 pre-fire plans
- Conducted 3 fire inspections
- Provided CPR and First Aid training to the Ormond Beach Police Department

Significant Incidents:

- 8/2/16, 10:11 PM: 90 Raintree Ln. – Structure Fire – Upon arrival found a three story residential home with visible flames – fire appeared to have started in garage area – extensive smoke damage throughout home – no injuries – under investigation by state fire marshal.
- 8/7/16, 8:46 PM: Milsap Rd. – Citizen Assist – Resident accidentally locked sleeping baby in car – firefighters broke window after unsuccessful attempt utilizing a lock-out kit – baby unharmed.

Human Resources

Staffing Update

Requisitions

- Police Officer (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.
- Construction Engineer (Engineering) was advertised 7-22-16 on the City web site; internally; and on the web sites for American Public Works Association, National Society of Professional Engineers, American Society of Civil Engineers, and Florida Engineering Society, and will remain open until 8-26-16.
- Purchasing Coordinator (Finance) was advertised on 8-5-16 on the City web site; internally; and on the FAPPO web site; and will remain open until 8-26-16.
- Maintenance Worker II (Streets/Public Works) was advertised 8-5-16 on the City web site and internally and will remain open until 8-19-16.
- Part Time Community Events Leader (Leisure Services) was advertised 8-8-16 on the City web site and at Embry-Riddle and will remain open until 9-2-16.
- Part Time Community Events Technician (Leisure Services) was advertised 8-8-16 on the City web site and at Embry-Riddle and will remain open until 9-2-16.
- Treatment Plant Operator C, B, or A – Water Plant (Public Works) was advertised 8-3-16 internally and will remain open until 8-10-16.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 6-22-16 on the City web site and at Embry-Riddle and will remain open until 8-12-16.
- Part Time Maintenance Worker II - Parks (Leisure Services) was advertised 7-20-16 on the City web site and at Embry-Riddle and will remain open until 8-12-16.
- Seasonal Part Time Maintenance Worker II – Andy Romano Beachfront Park (Leisure Services) was advertised 6-22-16 on the City web site and at Embry-Riddle and will remain open until 8-12-16.

Applications Under Review

- Lead Operator Wastewater Treatment Plant (Public Works)
- Utility Mapping/Locate Tech (Public Works)
- Neighborhood Improvement Officer (Police)

Interviews Scheduled

- Part Time Recreation Leader at Nova Community Center (Leisure Services)
- SCADA/Instrumentation Technician (Public Works)

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

- Tradesworker (Leisure Services)
- Part Time Custodian at The Casements (Leisure Services)

Positions Filled Internally

- Police Captain (Police)
- Police Sergeant (Police)
- Police Corporal (Police)
- Maintenance Worker III – Streets (Public Works)
- Assistant Finance Director (Finance)
- Recreation Program Specialist (Leisure Services)

Separations

- Part Time Community Events Leader (Leisure Services) effective 7-28-16
- Part Time Community Events Technician (Leisure Services) effective 7-28-16
- Police Officer (Police) effective 8-4-16
- Police Officer (Police) effective 8-18-16

Employee Events

- Health care information meetings for employees took place August 1 – 12
- Free chair massages for employees compliments of Daytona College, August 12 from 9:00 – 11:00 a.m.

Risk Management Projects

- Met with HR Team on Workers' Compensation and liability claims process

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Trainer onsite for 3 days to start System Administration setup including Dashboard, User, and Role configurations. IT and Finance participated.
 - Finance – Interactive Voice Response System – System went live Wednesday evening 8/3/2016 and has been successful. Finance will be reporting the IVR statistics in their weekly report details.
 - Clerk's Office – Email Archive system replacement – Operational testing continues with no major issues. Rollout of the workstation clients has begun system wide.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 16 New work - 45 completed - 35 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	40,890	Inbound E-Mails Blocked	24,411
Delivered Inbound E-Mails	16,179	Quarantined Messages	300
Percentage Good Email	39.6%	Virus E-Mails Blocked	258

- Notable Events:
 - Huge week for security updates being released by vendors Microsoft and VMware. Over the weekend, upgrades and updates were applied to all windows servers and the virtual hosts.
 - Virtual hosts were upgraded with additional memory and network adapters to enhance performance.
- Geographical Information Systems (GIS)
 - Addressing Additions: 6 Changes:0 Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 822
 - Meters GPS Located this week: 0: Total in system = 23,262; 22,560 potable, 691 Irrigation, 11 Effluent
 - Notable Events: Added non city utility layers to Vantage Points Viewer Utility Services and Utility Services (Contours) map configurations

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - City Manager's Staff Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Leisure Services Advisory Board Meeting
 - HR 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 the summer session at Nova Gym on Tuesday night from 6 to 7:45pm. Final night ended with awards and t-shirts.
 - OB Pride Football continues pre-season practice Monday through Thursday nights at 5:30pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
 - Adult Soccer League resumed play this Sunday at 10am.
 - OBSC Competitive Program started practicing this week for their upcoming fall season.

- 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
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on "as needed" basis
 - Made fuel runs to fill gas cans
 - 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
 - Continued dragging infields
 - Put up soccer nets and painted Multi-Purpose Field 11 for adult soccer
 - Painted football fields 11 and 12 for Pride practices
 - Painted soccer grass parking lot
 - Installed new foul poles at Wendelstedt and Kiwanis Fields
 - Put out goals on Soccer Fields 1, 4, 5 and 6, as well as 9, for weekend tournament
 - Continue watering of infields due to dryness
 - Continued putting new foul poles together for installation
 - Tied up netting on Soccer Field 11

- Painted football lines at OBMS for Pop Warner
- Repaired windscreen at OBMS
- Added clay and turface to Quad infields

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - 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
 - A Human Resources benefits meeting was held at the PAC on Thursday
 - A birthday party was held at the Senior Center on Wednesday from 5:00-10:00pm
 - The Performing Arts Center staff performed summer maintenance throughout the week to prepare for the upcoming fall season

- South Ormond Neighborhood Center
 - Splash Pad open through December 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room
 - Open gym
 - Staff is cleaning and organizing supplies following summer camp
 - The YMCA fall soccer season began on Monday on the SONC field

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Planning of 2016 events for August, September, and October
 - Assisting with the State of the City Luncheon planning
 - Attending Senior Games Committee Meeting
 - Organizing, cleaning and repair of Community Events equipment and supply areas
 - Assisting with Senior Games tasks

- Gymnastics
 - Classes are going well and growing
 - August session in progress
 - Registration open for August session
 - Trial classes are being offered to attract potential students
 - Open Gym Friday, August 12th 6-8pm

- 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.
 - Coed Volleyball met for the last time on Tuesday from 6:00pm-8:00pm

The Casements

- A birthday party was held at Bailey Riverbridge on Saturday from 3:30 p.m. to 7:30 p.m.
- Guild tours were given on the hour Monday through Friday with the first tour at 1:00p.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- The Casements' exterior was painted and the awnings were replaced throughout the week.
- Pilates classes met Monday through Friday.

- Staff that worked Enviro Camp finished cleaning and resetting the Environmental Discovery Center on Monday from 10:00 a.m. to 2:00 p.m. so that the facility could resume normal business hours on Tuesday.
- Lohman's Funeral Home held a Healing Path 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.

Parks Maintenance:

- Citywide inspection of parks
- Post reservation at pavilions
- Inspections of pavilions for posted reservations
- Removed two basketball hoops and installed two new ones, repainted backboards at Central Park I
- Fixed loose boards at Magic Forest Playground and inspected playground equipment
- Installed three ADA parking curbs at Riverbend Park
- Repaired wooden decking and handrails on west overlook at Riverbend Park
- Assisted with National Night Out set up
- Fixed broken water pipe at Central Park I
- Repaired broken waterline at Community Garden

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
- Preventative maintenance and safety inspections of seven City-owned electronic gates
- Perform safety and operational checks on 14 City-owned electronic gates
- Repair insulation falling from ceiling at Nova Community Center
- Repair/replace dryer at Fire Station 92
- Continued working on installation for new electronic gate at Hull Road
- Assist Carrier with chiller repairs at City Hall
- Check System 3 (Admin Area) at Fire Station 91 not cooling
- Pick and deliver new safe and microwave to Environmental Discovery Center
- Check A/C system in Chambers at City Hall
- Call contractor to investigate roof leaks at Police Department
- Deliver one man lift to Nova Community Center
- Replace entrance door closer at Nova Skate Park
- Replace wind socks at Airport
- Install new sign on the entrance gate at WWTP
- Repair the lights at the fuel island at Fleet
- Meet with pest control for bee's nest at The Casements
- Repair men's room urinal at Central Park I
- Repair splash pad feature pump button at Andy Romano Beachfront Park
- Replace soap dispenser at Cassen Park
- Replace toilet seat in Streets at Public Works building
- Check breakers for no power at Environmental Discovery Center

Police Department

Administrative Services

- Attended Weekly Staff Meeting.
- Conducted Quarterly Cash Audits

Community Outreach

- Youth Director Council (YDC): Members of the Youth Directors Council hosted a tag drive booth during National Night Out August 2. Youth assisted as volunteers by monitoring the inflatable stations, printing and taking photos at the photo station, and assisted in breaking down the event. Members of the YDC meet Monday to go over upcoming projects and review calendars for the fall program.
- OBPAL Basketball program: Practice continues. Tournament play will resume in January 2017.
- OBPAL Summer Program Schedule: The final field trip of the summer was held on August 5, 2016. Ninety-two (92) youth participated in a field trip to Daytona Lagoon, August 5, 2016.
- National Night Out
- Attended in-service training
- Conducted Walk-Through at Tomoka Elementary School
- DARE scheduling commenced for Ormond, Osceola, Pathways, Tomoka, St. Brendan's, Calvary, and Temple Beth El
- Breakaway Trails Crime Prevention Presentation
- Conducted Training for New Hires
- Contact Churches to schedule meeting with Chief of Police

Community Services & Animal Control

- Animal calls responded to: 36
- Animal Bites: 2
- Animal Reports: 4
- Animals to Halifax Humane: 1 Dog
- Helmets fitted at NNO: 65

Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 11
- Inactive: 18
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 5
- Grand Theft: 6
- Auto Theft: 3
- Sex Offense/Rape: 1
- Police Information: 1
- Extortion/Stalking: 1

Records

- Walk - Ins / Window 92
- Phone Calls 102
- Arrest / NTA'S 22
- Citations Issued 88
- Citations Entered 165
- Reports Generated 140

- Reports Entered 115
- Mail / Faxes / Request 16

Patrol

- Total Calls 1,439
- Total Traffic Stops 162

Operations

Crime Opportunity Report Forms: 179

- 8/03/16
 - Burglary Residential, 330 River Vale Lane. House is under construction and a dishwasher was stolen from the residence.
 - Burglary Business, 226 Cardinal Drive (Pirate's Cove Mini-Golf Course). Suspects entered upon the business property and stole the fiberglass statue of the pirate in front of the business facing S Atlantic Ave. Suspect(s) also uprooted several small statues and threw them into the small ponds on the golf course.
 - Battery Domestic Violence Arrest with barricaded subject, 500 Shadow Lakes Boulevard unit 143 (Shadow Lakes Apartments). Officers received a call from a victim stating a suspect was suicidal and holding a shotgun. When officers arrived, a loud verbal disturbance was found in the apartment and threats with a firearm were being made. The area was evacuated and a perimeter was set up. After three (3) hours of negotiating, the suspect and the victim exited the residence and eventually complied with officers and deputies. The suspect was placed into protective custody under a Baker Act and charges filed for resisting arrest.
 - Carbreak, 1622 North US Highway 1 (Burger King). Two suspects broke out a window to a transient vehicle and fled on foot. The witness waited approximately 20 minutes to call law enforcement. The vehicle appears that someone is living out of it. Officers were not able to contact the victim
- 8/4/16
 - Warrant Arrest, 10 Block Mainsail Circle. Suspect was stopped for a traffic violation and discovered to have a warrant for Possession of Cocaine.
 - Grand Theft, 250 South Atlantic Avenue (Dunkin Donuts). Management discovered 7 missing deposits by one of the management staff. Missing deposit money totals over \$16,000.00.
 - Narcotics Arrest, Tomoka Avenue and South Orchard Street. Suspect was pulled over for a traffic violation. Narcotics were discovered in the vehicle and he was issued a Notice to Appear for the misdemeanor violation.
 - Narcotics Arrest, 600 Block South Atlantic Avenue. Suspect was pulled over for a traffic violation. Misdemeanor narcotics were discovered in the vehicle. Suspect released with a Notice to Appear.
 - Grand Theft Firearm, 44 North Saint Andrews Drive. Victim had furniture delivered. Victim advises that a .40 caliber gun was stolen from the bedroom.
 - Grand Theft, 591 South Atlantic Avenue (Tropic Sun Towers). Victim is staying at the resort for vacation and discovered approximately \$20,000 worth of jewelry missing from her room.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by loss prevention stealing various items valued at approx \$32.00. Suspect was released with a Notice to Appear.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by loss prevention stealing approximately \$83.00 worth of clothing from the business. Suspect also possessed narcotic paraphernalia and was charged for the paraphernalia.
 - Burglary Residence, 345 Grove Street. Victim reported that her home was entered and took a puppy and articles of clothes.
 - Warrant and Narcotics arrest, Lorillard Place/South Ridgewood Avenue. Suspect was arrested on two battery warrants and possession of narcotics and paraphernalia.

- Stolen Vehicle, 172 Fairway Drive. Victim reported that his car was parked in the driveway with the doors unlocked and the keys left in the vehicle.
- Battery Domestic Violence Arrest, 1614 North US Highway 1 (Econo Lodge). Officers responded to a physical domestic violence incident. Suspect was determined to be the primary aggressor and was arrested.
- 8/5/16
 - Stolen Vehicle, 1505 San Marco #102. The motorcycle, black with orange rims 2005 Suzuki GSXR 1000, was last seen in the lot.
 - Warrant Arrest, 600 Block of Hand Avenue. Traffic Officers working a STEP made a stop. During the investigation it was determined the suspect had active warrants for her arrest.
 - Stolen Vehicle, 601 West Granada Boulevard. Victim advised she left her Yellow 2015 Kia Soul running in the parking lot of the Moose Lodge with her dog inside. A patron came inside the business and advised a dog was running around in the parking and the Kia was gone. Victim advised she had the key fob to the car with her.
- 8/6/16
 - Carbreak, 60 Vining Court. The vehicle was left unlocked and the registration was taken.
 - Grand Theft, 867 South Atlantic Avenue. Suspect took the Victim's purse with \$800 in it. The purse was later located, without the money.
 - Burglary Residence, 230 John Anderson Drive. Victim is missing painting, tables and mirrors from the residence.
 - Warrant Arrest, 6 Brookwood Drive. Suspect was arrested for an open warrant for VOP reference a DUI no bond issued.
 - Warrant Arrest, 911 Northbrook Drive. Suspect was arrested for an open warrant for VOP reference possession of paraphernalia and driving while license cancelled.
 - DUI Arrest, Wilmette Avenue / North Orchard Street. Suspect was arrested for DUI and DUI property damage.
- 8/7/16
 - Burglary Residence, 51 Ormond Shores Drive. Entry was made through a window to the carriage house which abuts the carport. A flat screen TV and some tools were taken.
 - Carbreak, 4 North Perrott Drive (SR Perrott). Suspect broke out the rear window to a cap on one of the business trucks. Unknown as yet what was taken.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect was detained by Loss Prevention regarding theft of a phone.
- 8/8/16
 - Grand Theft, 333 West Granada Boulevard (Ace Hardware). The victim was asleep outside the business and awoke to find his bicycle stolen. The victim discovered a hand written sign approximately 20 feet away with derogatory things said about the victim.
 - Suspicious Person Arrest, East Granada Boulevard and South Atlantic Avenue. Officers observed a suspect freely walk into the intersection and in front of oncoming traffic turning through the intersection solely to disrupt traffic flow and nearly caused a car crash standing in the roadway and not moving. Suspect contacted and refused to comply with identifying himself or producing any identification.
 - Battery Domestic Violence Arrest, 250 East Granada Boulevard (CVS Pharmacy). Officers responded to a report of several transients drinking by the business. Further investigation into the incident determined that 2 of the transients are persons commonly dealt with on day shift and that a battery had occurred. It was determined that the suspect struck the victim on the head in an argument and he was arrested for the domestic battery.
 - Carbreak, 474 Chelsea Place. Wallet and money stolen from vehicle.
 - Violation of Pre-Trial Release Arrest, 1521 North US Highway 1 (McDonalds). Officers responded to the report of a suspicious person identified as the suspect that was currently wanted by Flagler County Sheriff's Office for a residential burglary. Contact was made with the suspect and he was detained for further investigation. Search incident to arrest located items in the suspect's possession that linked him to the residential burglary in Flagler County.

- Solicitor Arrest, Interchange Boulevard and West Granada Boulevard. Two suspects were observed soliciting traffic in violation of city ordinance.
- Battery Domestic Violence Arrest, 62 Pine Trail. Officers responded to the residence in reference to a domestic disturbance in progress in front of the residence. Through the on-scene investigation it was determined that the suspect battered the victim.
- Carbreak, 39 Dix Avenue. The victim stated that sometime over the past three (3) days someone entered his boat and stole three (3) batteries.
- 8/9/16
 - Narcotics Arrest, 555 West Granada Boulevard #A5 (Equity Closing & Title Group). Victim called police due a suspect following him to work and causing a disturbance in the parking lot of his place of work.
 - Trespassing Arrest, 21 Oceanshore Boulevard (Birth Place of Speed Park). Suspect was observed entering The Birth Place of Speed Park and was contacted there. Suspect was recently issued a trespass warning to the park due to his behavior and conduct.
 - Burglary – Residence, 50 Bramblewood Lane. X-Box game console, guitar and amp taken. Residence was occupied at the time of the burglary. Vehicle in the driveway was also burglarized in the same time frame. Front door to the residence unsecured.
 - Grand Theft, 50 Bramblewood Lane. Victims had a party at the residence and a .45 caliber handgun was discovered missing from the residence.
 - Warrant Arrest, 785 West Granada Boulevard. Officers responded to a disturbance in the parking lot. Upon arrival, officers located both parties involved. One of the parties involved, the suspect, was found to have an open warrant for Failure to Appear Domestic Battery.
 - Carbreak, 192 South Washington Street. Sometime during the day a suspect reached into the open window of the victim’s vehicle and stole his Samsung S7 cell phone.
 - Fleeing Driver Arrest, South Halifax Drive at Seminole Drive. Two (2) vehicles fled from officers for racing over the Granada Bridge. No pursuit was authorized and emergency equipment was shut down. Officers spotted one of the vehicles on Seton Trail and a suspect bailed out of the vehicle and fled on foot. Officers spotted the suspect and made the arrest without further incident.
 - Warrant Arrest, 264 South Atlantic Avenue (Florida Hospital Oceanside). Suspect was arrested for a narcotics warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 43
 - Number of Uniform Traffic Citations Issued: 50
 - Number of Written Warnings Issued: 5
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 5
- General Comments:
 - Personal contact with all but one public school in the City to prepare for the first week of school.
 - Braun, LaBrie, and Warmington testing BWC's

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 1 Case initiated
- Zone 4: 2 Cases initiated
- 7 signs have either been removed or sign cases created.
- 22 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and seventy-two (72) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland – Installation of the new water main has been completed on Washington Place, pressure testing has passed, and bacteriological testing has begun. Work continues on Fairview Avenue with service lines being installed across the roadway. The line that was taken out of service on North Beach Street has been grout filled; restoration is being finalized along North Beach Street.
 - Ph II 2-Inch Water Main Replacement – North Peninsula – Final as-builts are being submitted; punch list items are nearly complete. A final inspection is being scheduled to complete this project.
 - North US1 Landscaping (Airport Road to I-95) – The contractor is installing the accent plantings, mulching and pruning the new palm trees.
 - Downtown Stormwater – All work on New Britain Avenue has been completed, the contractor has begun installation of the exfiltration system on the Lincoln Avenue site.
 - WWTP Sludge Thickener Improvements – The one tank is now operational with the new aerator in place. The contractor is dewatering the second tank for cleaning and retrofitting for the new aerator installation.
 - 2016 Corrugated Metal Storm Pipe Repairs - Pipe lining was completed on Cypress Circle and a 24-inch outfall on Oak Forest Drive. Approximately 760 LF of pipe lining was completed on Ormond Parkway.
 - 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Contractor is scheduled to start with curb replacement in the Forest Hills area.
 - Lincoln Avenue Parking Lot – Construction began August 1 and the demolition is complete. Contractor is working on grading out the parking lot.
 - Water Treatment Plant Lime Silo Dust Arrestor – Plans are submitted for building permit review. The metal building is scheduled to be delivered September 12.
 - Water Treatment Plant Controls and Pump Upgrade - Contracts have been sent to the contractor for execution.
 - Laurel Creek Stormwater Pump Station Improvements – A pre-construction conference was held August 8th. Contractor will submit equipment submittals for approval.

- Design Projects:

- South Peninsula Reclaimed Expansion – Survey is 50% complete, design is 30% complete.
 - West Ormond Community Center – Staff's consultant met with School Administration and developed a mutual agreement on the proposed layout with some minor modifications that were presented by the school representatives. The consultant will incorporate these layout changes, and within two weeks present them back to the school representatives for their concurrence.
 - 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 finalized. Construction funding is available in FY 16-17; therefore, the project will be bid after October 1.
 - 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 August.
 - 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 notified that the City's FIND grant application rated high enough for funding consideration for Phase 1 – Design and Permitting. Final notification from FIND is expected in September. Staff received notification that it did not make the funding ranking for the Florida Boating Improvement grant that was submitted to the FDEP FFWCC. Staff has requested

clarification on several of the ranking items that it felt were not representative of its application and is awaiting a response from FFWCC.

- 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 – Consultant is finalizing design plans. 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. Started in-house design.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – Staff is finalizing plans for County review.
- Phase III 2-Inch Water Main Replacement – Mainland – Preliminary comments have been provided to the consultant based on the 60% plans.
- Phase III 2-Inch Water Main Replacement – North & South Peninsula – Survey is 80% complete, design is 20% complete.
- Downtown Stormwater Phase 2 - Consultant is developing a scope of work and proposal for the Phase 2 construction plan development.
- Fleming Avenue Stormdrain Improvements - Design proposal is being placed for City Commission approval at the September 6th meeting.
- Wilmette Avenue Pumping – The consultant met with FPL to discuss options for providing power to the site; design has commenced.

Divisional Activities:

Administration/Meetings/Customer Service/Other:

- Reviewed plans and created approved Wetland Protection permit for 258 South Beach Street proposed dock construction.
 - Reviewed plans, created and approved multiple Work-in-the-Right-of-Way permits for directional bore and conduit placement at 127 Pine Cone Trail, 122 River Bluff Drive, and 16 Eagle Court, per Brighthouse Networks request.
 - Researched and provided survey benchmark information near the 32 Marjorie Trail area, per surveyor (Halifax Surveying) request.
 - Researched and provided survey benchmark information near the Hand Avenue/Fred Gamble Way area, per surveyor (Awad Surveying) request.
 - On-site meeting at 85 Ocean Shore Blvd. with the homeowners to address their concerns regarding construction on the neighboring property.
 - Created wetland maps for future well sites, per Utilities Division request.
 - Created several plan set plots for Utilities Division including: Shadow Crossings Force Main Improvements, Lift Station 8M1 Rehabilitation, and WTP Aerator Rehabilitation projects.
 - Modified Lincoln Avenue Parking Lot plans to reflect changes made by Project Manager.
 - Created construction plan drawing for the Huguenot Park Improvements (CDBG).
 - Created record drawings for Sodium Hypochlorite Tanks based on data provided by contractor.
 - Completed right-of-way stakeout at the southwest corner of Clyde Morris/SR40 to address political sign placement complaint, per Neighborhood Improvement Division request.
 - Completed tree-in-the-right-of-way stakeouts at 945 John Anderson Drive, and the northeast corner of Railroad Street/Washington Street, per Streets Division request.
 - Completed right-of-way identification at 903 Stanford Avenue to address an accessory structure too near the street complaint, per Neighborhood Improvement Division request.
- Environmental Management
Street Maintenance

Asphalt / Concrete

- Mix and pour 2 sidewalk sections on Spring Meadows Blvd.
- Assist Building Maintenance with concrete at Airport Sports Complex; with ballard install at key pad at Airport Sports Entrance
- Patched section of sidewalk for Utilities at S Ridgewood & Central Ave; SR40 near Flippers; S Ridgewood & SR40 at F.I.G.
- Cut out and repaired hazardous sections of concrete on Orlen Way at Valencia Dr.

Forestry Crew

- Trimmed and cleaned up at City yards and City Hall (including Corbin Ave. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps Citywide
- Trimmed on Fleming Ave.; Trails Subdivision; Shelly Way
- Saw maintenance at Public Works shop
- Removed 2 trees on Railroad St; 2 on Ormond Lakes Blvd.
- Assisted Parks with clean up at Rockefeller Gardens

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads and 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 and Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches Citywide
- DOT weed control on all State Roads
- Take equipment to Fleet
- Trimming over walks on N Ridgewood from Granada to Sanchez 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 and decals for upcoming jobs
- Washed and cleaned signs in various locations
- Straighten signs in various areas of the City
- In-shop training
- Fabricated welcome sign for City
- Fabricated street names for Ocean Ter. and John Anderson Dr.
- Installed HIP Stop sign at Standish/John Anderson Dr.
- Ordering Sign Shop materials

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
- Hotspots citywide
- Sinkhole repair on Military and Biltmore

- Removed sand piles at ABC pond
- Cleaned equipment in Public Works yard
- Pipe repair on 100 block of Tomoka Ave.
- Pond maintenance at ABC pond

Mowing

- Reach Out – SR40
- Bush Hog – SR40

Vac-Con

- 300 block of Oak Dr

Street Sweeping/Streetsweeper

- 104 miles of road cleaned
- 28 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
31,245

PM Services completed for the week:

Emergency—Vehicles and Equipment
6

Non-Emergency Vehicles and Equipment
13

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 12,367 gallons of unleaded and 7,831 gallons of diesel fuel on hand.
- Fuel used in one week: 2,270 gallons of unleaded and 1,030 gallons of diesel.
- Fleet completed 43 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Design is underway.
- WWTP Outfall Pipe Replacement – FDEP Construction Permit for outfall piping replacement was issued.
- Fire Hydrant Replacement Program – FDOT permit plans are being prepared for the hydrant at 621 S. Atlantic. The list of completed hydrants for initial year contract period forwarded to GIS for records update.
- Lift Station 10M and 12M Rehabilitation – Sixty percent plans were received for review.
- Lift Station 8M1 – A revised work authorization for construction administration services from McKim & Creed was received for review.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent Pump Station Pump #2 operational evaluation is underway.
- Rima Wells Auxiliary Power Generator – Duct work and fan are being installed. Generator shroud and wall thimble are being fabricated. A final inspection is scheduled on 8/19/16.
- Sanitary Sewer Inflow Infiltration Project – Pump run times are being evaluated to determine priority areas to be televised.
- Shadow Crossings Force Main Improvements – Conformed contract documents are prepared and being forwarded to contractor for execution.
- Sodium Hypochlorite Storage Tank Replacement (WWTP) – As-built drawings are being prepared.

- SR 40 Irrigation – Landscape architect and grounds maintenance determined feasibility of connecting two landscape islands together to replace the existing service connection.
- Storage Tank Repairs and Maintenance – Preliminary plans and specifications for WTP elevated tank reviewed with comments sent to the consultant.
- Water Plant Aerator Housing Rehabilitation (CIP) – Preconstruction meeting was held on 8/2/16. The notice to proceed date is to be determined. A construction schedule is pending.
- Water Plant Lime Silo Dust Arrestor Project – Metal building is scheduled for delivery in mid September.
- Water Plant Pump and Control Upgrades – Contracts were sent to the contractor for execution.
- WWTP Sludge Digester Aeration – Mixer/Blower training held on 8/4/16. SCADA training was held on 8/5/16. Sludge Holding Tank #2 is in service. Sludge Holding Tank #1 is being drained for mixer/blower installation.
- Utilities SCADA Upgrades – Radio survey is being performed.
- Volusia County Use Permit Applications underway for 307 N. Beach St.
- Volusia County Use Permit issued for 1655 John Anderson Drive.
- SPRC Projects: Chelsea Place – A site meeting is scheduled to discuss force main conflicts on 8/11/16. Children’s Workshop – 506 Lincoln Avenue – A final site inspection is scheduled 8/12/16. Grande Champion Cypress Trails PRD – Received plans for review. CVS – 795 W Granada – Reviewed as-builts and performed final site inspection. Punch list items were generated. Dunkin Donuts – 1190 Oceanshore Blvd. – Reviewed plans and provided comments to be addressed. Granada Pointe – 600 W Granada – Plans were reviewed. All comments were addressed. Kingston Shores – Received plans for review. Realty Pros Office - 900 W Granada – Plans were reviewed and comments submitted for corrections. SR Perrott Modification @ 1280 N US 1 – Received plans for review. 1368 N Oceanshore Blvd. – Lift station force main modifications required due to unforeseen field conditions – Contractor cost proposal for additional work was reviewed and a field order is being prepared.
- Utilities Engineer and Manager attended 2016 Annual FL Rural Water Conference held in Daytona Beach earlier this week.

Departmental Activities

Public Works – Utilities Division

Water Treatment

- Delivered 43.83 million gallons for the week ending August 5, 2016 (6.26 MGD)
- Backwashed 12 filters for a total of 578,000 gallons backwash water.
- Produced and hauled 54 wet tons of dewatered sludge.
- Operated north and south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 29.77 Million Gallons.
- Produced 27.42 Million Gallons of Reuse.
- Produced 2.35 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.25 MGD, plant designed for 8 MGD.
- Hauled 90.0 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to or repaired 6 water service leaks.
- Installed 10 new residential water services for home being constructed.
- Replaced or repaired 13 water meter boxes.
- Replaced 7 water services due to aged piping, 4 ea. - 2” casing were installed for water services under roadways.
- Performed meter testing on one 2”, 2 ea. - 3”, and one ea. 8” and 10” commercial water meters.
- Completed inspections and painting of 58 fire hydrants in OB-Sea. Completed maintenance on 8 city fire hydrants.

- Located valves and scheduled fire hydrant replacements in Forest Hills. Water Distribution crews have also identified 4 ea. isolation valves that will be replaced with these various water outages.
- Repaired a 2" GSP water main leak on New Britain Ave.
- Performed yearly scheduled pressure testing of 10 City owned backflow preventers.
- Responded to 15 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Moved the water service for 364 Destination Daytona Dr.
- Backfill and landscape Water Distribution excavation sites.
- Rescind all outstanding boil water notifications.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 118 regular and 3 Emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Responded to 2 Request for Utility Verifications for residential and commercial properties.
- Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge monthly, and bleed off air from the Force Main as well to reduce the main line pressure.
- Checked all known trouble spots. All good at current time.
- Cleaned 2852 lf of gravity main in System 6M
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 12/16 psi, Ocean Mist Hotel @ 0/2 psi, Ormond Mall @ 0/5 psi. Continued flushing of air releases in an effort to lower the force main pressures.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 28/32 psi. Foxhunters Flat (2 inch) 24/18 psi and Shadow Crossing Blvd. (4 inch) 2/8 psi.
- Televised 26 laterals from our PM list. Found 10 that needed to be cleaned, and 16 that were clean and clear, and 0 that needs to be repaired. These locations will be put on a 6 month follow up.
- Performed annual root control on 3 Sanitary Service Laterals.

Utilities Equipment Maintenance

Wastewater Plant – Lift Stations

- Influent Room, bi-weekly alternation of pumps, ok.
- Chlorine Pump #2, motor fault, possible electronics issue, two (2) backup pumps available for operation, current use as manual back up, schedule replacement.
- Centrifuge Conveyer Belt, roller not moving, free roller and lubricate, ok.
- Shop; perform housekeeping all areas of office.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: Ormond Mall, high level, #2 pump tripped at motor starter overload, reset, observed proper pump down and cycle alternation; Ashton Look, not monitored call in - high level alarm, found station high level, pumps not operable due to high pressures, coordinate with Collections to diagnose and repair, valves exercised, ok at this time; 2M, phase loss, possible faulty phase monitor, replaced, will monitor.
- SCADA monitor/response: San Marco, no starts #1, motor starter tripped, reset motor starter, will monitor; SCADA – reboot terminal; 7M, no starts #1, reset motor starter, inspected station, ok; Ormond Lakes #2, no starts #2, reset motor starter, found locked up pump, replaced pump with new inventory, ok; Ormond Lakes #4, high starts, clean probe, deragg both check valves, ok; Cypress Place, Deer Creek, 10M, high starts, clean probe, ok; Breakaway Trails, no starts #2, adjust trip settings on breaker, continue monitoring.
- 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: Grit Snail; Influent Odor Control Unit; Effluent Transfer Pumps, #1, #2, #3; Digester Blowers, #1, #2, #3; Screw Pumps, #1, #2, #3; Sand Filters, #1, #2, #3;
- Lift Station PM's: 24 monthly and 1 annual performed.

- 77 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- H.S.P. #4, not functioning, found faulty time delay relay at motor starter cabinet, replaced with shop stock, replaced leaking control valve air solenoid, ok.
- Bird centrifuge, paint motor drive belt guard.
- E496 utility trailer to fleet for maintenance.
- Paste Lime Slaker #2, not operating, feed belt jammed, clear debris replace belt with new stock, ok.
- Well 35R, replaced leaking Bermad valve control lines.
- Well 36R, change motor rotation wiring to support generator upgrade project.
- Lime slurry pump #2, replace worn discharge tube.
- LPRO clear well, paint VFD cabinet.
- LPRO filters 3/4, fracture noted in 8" line, replace faulty fittings as needed, inspect all areas and tighten connections.
- North Aerator housing, remove access cover for operations staff.
- After hours call out, Lime Slaker #2, grit removal chain failed, make repairs as needed; North Sludge Pit, submersible pump discharge flange failed, repair and reconnect flange, ok; support reuse system parameter modifications as necessary due to high demand.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- 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.
- EPA's DMRQA-36 – The US EPA requires sewer collection systems which discharge into surface waters to perform a quality assurance evaluation of sampling and analysis proficiency. This evaluation helps ensure the integrity of the data produced. The City's WWTF performs in house analysis and has several contaminants analyzed by laboratory contractors with different areas of specialty. The City is required to submit results provided by each laboratory performing analytical services for City.

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. Customer water bills for September and October will 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 City Manager Staff Meeting
- City Clerk attended Code Review meeting with Legal Department on August 11, 2016
- Staff attended and provided support for August 12, 2016, Pension Boards Meeting
- Agenda packet preparation, creation and distribution for August 16, 2016, City Commission Meeting

- City Clerk met with staff from St. Johns River Water Management District for site visit at City Hall.

Status of Department Projects

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