

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 24, 2016

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

### **City Manager**

Reviewed and prepared with staff as follows:

- General discussion meeting with HR Director, IT Manager and Finance Director
- Staff meeting
- Continued Operational Budget meetings with staff
- Reviewed agenda packet
- Telecommunications discussion with staff

Spoke to, attended and/or met with:

- REEL in the FUN fishing tournament
- Rotary meeting
- Met with Stetson University representatives regarding their internship program
- Met with senior staff, Mayor and YMCA representatives regarding construction activities at the YMCA regarding Dog Park.
- Team Volusia By-Laws committee meeting

### **Community Development**

#### **Planning**

- The Planning Director and Building Official met with City Administration regarding the Department's annual budget.
- Staff is currently surveying adjacent communities regarding building permit fee schedules. The City's Building Permit fees have not been evaluated in about 10 years.
- The Prioritization Schedule for traffic/bike/pedestrian improvements was formally approved at the Technical Coordinating Committee (TCC) meeting. The City's projects remain ranked as reported in earlier weekly reports. The TCC voted "yes" on the TPO's official decision to recommend to FDOT that the allocation of unused earmark funding be used to support the East Central Regional Rail Trail. The Planning Director voted nay.
- The Planning Director, Finance Director, IT Manager and Purchasing Coordinator met to evaluate the responses for the project management of Tyler's Project Manager RFP for Tyler Enterprise Resource System (ERS).
- The Planning Director, City Engineer and Assistant City Engineer, City Administration and City Attorney met to discuss wireless facilities in the City's public rights-of-way. This issue is important since Crown Castle has filed registration papers and Mobilite has incorrectly filed for an Engineering Permit to construct a 120 foot pole in the City's rights-of-way in the downtown (New Britain Ave near Green Bank). Registration must occur first.
- The Department was notified that FDOT District Five received the third installment of the Ormond Crossings FDOT Traffic Mitigation Payment as required by the City/Developer Development Agreement.

**Building Inspections, Permitting & Licensing**

- 286 inspections performed.
- 6 new business tax receipts issued.
- 103 permits issued with a valuation of \$1,906,980.00

**Development Services**

- The SPRC met to discuss the proposed Hunter's Ridge Family Block party which will require a road closure.
- Approved projects Under Construction (percentage completed):

Project	% Complete
146 North Orchard Street	92%
783 North US1	4%
Children's Workshop expansion	40%
CVS Health	65%
Dollar General	0%
McNamara warehouse	10%
Riverbend Church expansion	35%
S.R. Perrott office addition	7%
Vystar Credit Union	70%

**Economic Development/Airport**

**Ormond Crossings**

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

**Airport Business Park**

- Staff met with Guardian Pharmacy regarding their expansion plans and Kershaw Company located on Aviator Way to discuss creation of additional parking. The parties are in discussion to determine the feasibility of the parking development proposal.

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

- Staff met with the other city practitioners and Volusia County staff to discuss business retention programs in Volusia County. A brochure is being developed that will be provided to the businesses in Volusia County. A meeting is scheduled on June 29.
- Staff continues working with the Ormond Beach Chamber of Commerce staff to discuss a program "Ormond Beach CEO's" in an effort to assist as business recruitment ambassadors and provide a forum for exchanging business enhancement programs. An initial meeting date will be scheduled for late July.
- Staff presented the economic development happenings to the members of the Ormond Beach Rotary Service Club.

**Prospective Business Attraction/Retention/Expansion**

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company has purchased 3 Aviator Way and is expected to expand the building and move its

headquarters to Ormond Beach. Staff is processing an application for Growth Assistance Program economic development incentives which will be presented to the City Commission for review and approval in August.

- Staff met with a representative of Xceligent, a leader in commercial data bases to determine the suitability of an economic development tool for the City.

#### Airport Operation and Development

- The FAA's VHF Omni Directional Range (VOR) facility at the airport is not yet fully operational, as planned. Additional flight checks of the facility are expected to take place in early July.
- Work continued this week to install new airfield lighting and signage for Taxiway Charlie. Tree clearing work for the new Taxiway Golf and site preparation for the new electrical vault also continued this week. **Runway 17/35 will be closed approximately for 30 days beginning on Monday, June 27<sup>th</sup> so that Halifax Paving may begin site preparation for the new taxiway pavement.**
- Staff worked with AVCON, Inc. to configure the new airfield lighting control system that will be installed at the air traffic control tower as part of the Taxiway Golf project.
- Staff completed work with Hoyle, Tanner and Associates to prepare, compile and submit to the FAA two grant applications for future airport projects. Federal funding assistance is being requested for a Wildlife Hazard Assessment for the entire airport and an Environmental Assessment for the proposed Runway 8/26 Rehabilitation and Extension Project.
- The next regular meeting of the Aviation Advisory Board is scheduled for July 11<sup>th</sup> at 7:00 p.m.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Completion and distribution of Proposed 5 year Capital Improvement Plan
  - Preparing the 2016-17 fiscal year proposed budget
- Completed Projects - Weekly
  - Processed 35 Journal Entry Batches (#4708 – 4808).
  - Approved 23 Purchase Requisitions totaling \$76,238.19
  - Issued 35 Purchase Orders totaling \$174,155.50.
  - Processed 3482 cash receipts totaling \$530,716.49.
  - Prepared 131 Accounts Payable checks totaling \$135,820.35 and 61 Accounts Payable EFT payments totaling \$394,956.41.
  - Prepared 19 Payroll checks totaling \$18,939.39 and 337 Direct Deposits totaling \$405,331.96.
  - Transferred IRS 941 payment of \$152,482.59.
  - Processed 1,157 utility bill payments through ACH totaling \$123,584.04.
  - Processed and issued 5,816 utility bills with billed consumption of water of 58,246K.
  - Issued 570 past due notices on utility accounts.
  - Auto-called 266 utility customers regarding receipt of a past due notice.

#### Grants/PIO

- Public Information
  - Press Releases
    - Eagle Scout Trevor Richardson
    - Independence Day Celebration (July 4)
    - Movies on the Halifax (July 1 – "Minions")
  - 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.

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted 2016 COPS Hiring Grant.

## **Fire Department**

### Weekly Statistics

- Fires: 6
  - Fire Alarms: 4
  - Hazardous: 6
  - EMS: 95
  - Motor Vehicle Accidents: 6
  - Public Assists: 50
  - TOTAL CALLS: 167
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- Aid provided to other agencies: 13 Calls: Daytona Beach (6), Volusia County (7)
  - Total staff hours provided to other agencies: 20
  - # of overlapping calls: 48
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
  - Total EMS patients treated: 86
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 246

### Training Hours

- NFPA 1001: Firefighting 84
- NFPA 1002: Driver 64
- NFPA 1500: Safety/Equipment 24
- EMT/Paramedic 8
- TOTAL TRAINING HOURS: 180

### Station Activities

- Updated 24 pre-fire plans
- Provided a tour of Station 91 to a group of 25 adults and children.

## **Human Resources**

### Staffing Update

#### Requisitions

- Police Officer (Police)

#### Approved/Active Recruitment

- Police Captain (Police) was advertised on 6-1-16 internally and on 6-10-16 on the City web site and on the Florida Police Chiefs Association web site and will remain open until 6-24-16.
- 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 IV – Streets (Public Works) was advertised 6-22-16 internally and will remain open until 6-29-16.
- Recreation Program Specialist (Leisure Services) was advertised 6-13-16 on the City web site and internally and will remain open until 6-24-16.
- Tradesworker (Leisure Services) was advertised 6-22-16 on the City web site and internally and will remain open until 6-29-16.

- 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 7-13-16.
- Part Time Recreation Leader at Nova Community Center (Leisure Services) was advertised 6-1-16 on the City web site and will remain open until 6-30-16.

#### Applications Under Review

- Assistant Finance Director
- SCADA/Instrumentation Technician (Public Works)

#### Interviews Scheduled

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

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

- Part Time Community Events Tech (Leisure Services)
- Seasonal Part Time Maintenance Worker II (Leisure Services)
- Police Officer (Police)

#### Terminations

- Police Officer (Police) effective 6-25-16
- Part Time Maintenance Worker II Andy Romano Beachfront Park (Leisure Services) effective 7-1-16

#### Risk Management Projects

- Attended Wellness Council Executive Board meeting

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

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Contract approved by City Commission at the 4/19/2016 Commission meeting.
    - Finance – Interactive Voice Response System – Continuing with initial configuration testing. Phone line configuration and testing being coordinated with ATT.
    - Clerk's Office – Email Archive system replacement – Working with vendor to import all old mail from current email archive system. Operational testing continues.

- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 26 New work - 53 completed - 29 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	27,964	Inbound E-Mails Blocked	11,300
Delivered Inbound E-Mails	16,360	Quarantined Messages	204
Percentage Good Email	58.5%	Virus E-Mails Blocked	331

- Notable Events:
  - Received the new Nimble Storage Area Network (SAN) expansion shelves from the vendor Friday afternoon. Staff installed and activated the expansion shelves, one at each of data centers (HDC and PD), over the weekend.

- Geographical Information Systems (GIS)

- Addressing Additions: 5 Changes: 2 Corrections: 1

- Map/Information Requests: 23
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0: Total in system = 776
- Meters GPS Located this week: 12: Total in system = 23,272; 22,566 potable, 695 Irrigation, 11 Effluent
- Notable Events: None

### **Leisure Services**

- Administration
  - Supervisory Staff Meeting
  - Public Works Meeting
  - City Manager's Meeting
  - Assistant City Manager's Meeting
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - Reel in the Fun Fishing Tournament
  - Budget Meeting
  - Meeting regarding Stanley Steamer
- 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 oversight of enhancement, trimming, installation and application projects
  - Follow-up to concerns, issues and questions within scope of work
  - Weekly administrative assignments and activities
  - Attended Community Garden meeting Tuesday
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
  - Lady Renegades Softball continued their spring practices this week at 6 pm at the Softball Quad.
  - 6-A-Side Adult Soccer League will continue their game season on Tuesday night from 5-8 pm at the Sports Complex on Soccer Fields 2, 3, and 9.
  - OBSC hosted another clinic this week, Monday through Friday at Soccer Fields #2 and #3 from 9-12 pm at the Sports Complex.
  - OBYBSA/OBGS continue their "post-season fun" with All and competitive games/scrimmages/practices Monday through Thursday at the Sports Complex and Nova Fields.
- 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
  - Greased and cleaned equipment
  - Set up corner flags for 6-a-side Soccer League

- Finished crimson stone at Shuffleboard
- Repaired wind screen at OBMS and Nova tennis courts
- Installed Bahia sod at field house and quad practice facility
- Repaired Wendelstedt dugouts with blue “sleeves” on backside
- Put in permanent rubbers on Quad 2 and 4
- Put out temporary fences for Landy Renegades Tournament
- Put in new home plate on Quad 2
- Moved Pride Football equipment out for summer training
  
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
  - Granada Squares Dance was held on Tuesday 6:30pm to 9:00pm
  - Rental on Sunday from 4:00pm to 10:00pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday through Thursday: CMT Summer Dance Camp was held
  - The Performing Arts Center hosted the following events:
    - CMT Dance Recital, Thursday 7-9pm
  
- South Ormond Neighborhood Center
  - Splash Pad closed for repair Monday through Wednesday
  - Open park and playground sunrise to 11pm daily
  - Fitness room Center hours
  - Open gym Center hours
  - Pavilion rental Saturday
  - Summer camp Monday through Friday
  - Field trip Friday
  - Volusia County Summer Food Program
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Assisting Senior Games committee with planning tasks and updating application for distribution
  - Assisting with pick up of Campus Outreach daily lunch
  - Planning of 2016 events through July:
    - Independence Day Celebration Independence Day, Monday, July 4
    - Summer Sounds Concert Series, July 15, 22, 29
  
- Gymnastics
  - Classes are going well and growing
  - June session in progress
  - Trial classes are being offered to attract potential students
  - Preparing for Back handspring and Round Off Back Handsprings Clinic Saturday, June 25
  - Open Gym Friday evening June 24 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 basketball, pickleball, ping pong, the game room and the exercise room.
  - Adult Jazzercise classes continued to meet at various times throughout the week.
  - Camp T-Rec began, they will meet Monday through Friday from 8:30 am-2:00 pm for six weeks.
  - Summer Basketball League for players aged 12-18 years old began on Monday. Each day two teams in the same age group will be given the time to play each other all summer.

- Free breakfast and lunch will be offered through the County Summer Food Program.
- Coed Youth Volleyball League continues. They meet Tuesday and Thursday until the beginning of August.
  
- The Casements
  - The Herb Society met at Bailey Riverbridge on Saturday for their monthly meeting from 9am to noon.
  - A private rental was held in Ormond Memorial Gardens on Saturday from 9am-1pm.
  - A large group of 45 guests toured The Casements on Saturday from 11am 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.
  - The Enviro Camp's 2nd week "Down to a Science" started at the EDC this week. Staff worked from that facility to execute the camp with 20 children from 9:00am to 3:00pm.
  - Pat Spano's Art Explosion summer art camp continued this week in The Casements Art Room from 9:00am to noon.
  - International Yoga Day was celebrated on the North Lawn of The Casements on Tuesday, June 21<sup>st</sup> with classes at 6:15; 7:15 and 8:15 a.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.
  - A wedding was held at Bailey Riverbridge on Thursday from 1:30pm to 3:30pm.
  - Camp T-Rec visited The Casements for a cook-off challenge for their campers.
  
- Parks Maintenance
  - Citywide inspection of parks
  - Inspected and posted reservation at pavilions
  - Repaired bollards in Rockefeller Gardens
  - Installed two new grills in Riviera Park
  - Installed new grill at Birthplace of Speed Park
  - Filled holes by seawall at Ames 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
  - Replaced halyards at baseball and soccer at Sports Complex
  - Repaired A/C in Gymnastics area
  - Reset breaker for Runway 35/17 on main panel in vault at Airport
  - Repaired/replaced lockset at Building Maintenance Foreman's Office
  - Moved file cabinets for City Clerk's office
  - Assisted with door repair at PAC
  - Cut keys for various facilities as requested
  - Repaired key cutting machine at Building Maintenance
  - Met contractors for various jobs
  - Repaired interior door on maintenance building at Sports Complex
  - Repaired ladies room toilet at Fortunato Park
  - Repaired water cooler at Andy Romano Beachfront Park
  - Repaired stairway lights at Airport Tower
  - Installed a 2" threaded cap to the splash pad floor jet at SONC
  - Repaired the lobby men's room faucet actuator at the PAC



- Replaced sign lights at Airport Road and US1
- Repaired the fountain pump at Riviera Park

### **Police Department**

#### Administrative Services.

- Attended Weekly Staff Meeting
- Attended Public Records Law Training in Winter Park
- Attended bi-weekly Crime View Meeting
- Held Monthly Sergeant's Meeting
- Conducted police candidates interviews with 15 prospects to fill current open positions

#### Community Outreach

- Youth Directors Council (YDC) members are practicing their skit for the Youth Director Conference to be held in Orlando on June 30 – July 3. OBPAL recreation Leader/YDC Coordinator Belinda Legut, Athletic/Activities Specialist Avery Randolph and Police Officer Gregory Stokes will be attending as mentors and chaperones at the conference.
- Basketball practice continues for the 8<sup>th</sup> and 9<sup>th</sup> grade teams.
- The summer program for the Leisure Services and OBPAL partnership began Monday, June 20<sup>th</sup>. Currently, 86 youths are registered. The OBPAL component is 6 weeks. Tutoring, art, science and computer lab will be held Monday – Thursday from 10:30 a.m. to 4:30 p.m. Field trips will be to the Brevard Zoo, Orlando Science Center and Daytona Lagoon.
- Contacted Ormond Beach Middle School PTA to provide Drug Free World, Internet Safety, and other related topics for presentation during the next school year
- Planning for the 2<sup>nd</sup> Annual "Cops & Joggers" 5k on the beach on July 16<sup>th</sup>.
- Planning and making contacts for National Night Out event.

#### Community Services & Animal Control

- Animal Calls responded to: 54
- Animal Bites: 1
- Animal Reports: 11
- Animals to Halifax Humane: 5 (All Cats)
- Trap Neuter Release: 1
- Kittens adopted: 2
- Shot Clinic: 18 pets
- CSOs assisted with the clean-up project at 144 S. Ridgewood.

#### Criminal Investigations

- Cases Assigned: 45
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 2
- Inactive: 16
- Fraud: 5
- Burglary Residential: 10
- Larceny Car break: 23
- Grand Theft: 3
- Auto Theft: 4
- Missing Persons: 2
- Recovered Missing Persons: 2
- Death Undetermined: 1
- Suspicious Incident: 1
- Vandalism: 1

Records

• Walk - Ins / Window	92
• Phone Calls	99
• Arrest / NTA'S	26
• Citations Issued	89
• Citations Entered	713
• Reports Generated	175
• Reports Entered	150
• Mail / Faxes / Request	22

Patrol

• Total Calls	1,509
• Total Traffic Stops	143

Operations

Crime Opportunity Report Forms: 148

- 6/14/16
  - Shoplifting Arrest, 690 South Nova Road, (7-11). Suspect was observed by employees at 7-11 stealing beer and fleeing from the business. Suspect was later seen by officers by the dumpster of the Speedway Gas Station across the street and fled from officers on foot across Nova Rd. Suspect resisted apprehension and taser was deployed.
  - Traffic Arrest, Tomoka Avenue and South Yonge Street. Suspect was stopped for multiple traffic violations. Suspect has a suspended driver's license and was arrested.
  - Carbreak, 1290 Scottsdale Drive. A carbreak in progress came out at 0253. The victim stated he spotted two suspects attempting to get into his vehicles in the driveway. The suspects then entered a dark grey Ford Fusion and fled the area. Ormond Officers attempted to stop it but it fled south on Nova Road where it fled from Holly Hill Officers and Volusia Deputies.
  - Carbreak, 757 Alcazar Avenue. Homeowner woke up and noticed the dome light in his vehicle was on. After further inspection he found the vehicle was rummaged through.
- 6/15/16
  - Stolen Vehicle, 1560 North US1. The victim advised he parked his semi behind the Waffle House on Monday. The vehicle, 2005 International 9200 I, white in color, is missing.
  - Carbreak, 745 Alcazar Avenue. Two vehicles entered but nothing taken.
  - Warrant Arrest, 21 North Nova Road. The suspect was driving and stopped. Suspect had an active warrant.
  - Carbreak, 1285 Biltmore Drive. The vehicle was left unlocked and \$50 was taken.
- 6/16/16
  - Carbreak, 108 North Ridgewood Avenue. Two vehicles were entered. Gift card and computer bag taken.
  - Carbreak, 557 North Beach Street. Entry made to an unlocked Chevy truck. Key fob for the truck and a Corvette were taken.
  - Carbreak, 16 Brooke Station Drive. A garage door opener, a set of keys and a notebook were stolen. Two vehicles entered both unlocked.
  - Carbreak, 271 Pine Street. Unlocked vehicle with nothing taken.
  - Carbreak, 175 South Ridgewood. Unlocked vehicle. \$25 in coins and a small fan taken.
  - Carbreak, 790 West River Oak. Unlocked vehicle. A wallet with some credit cards taken.
  - Carbreak, 19 Charleston Square. Unlocked vehicle. Items from the victim's wallet were taken.
  - Carbreak, 455 Sauls Street. Unlocked vehicle, 2014 Hyundai. Wallet was taken.
  - Carbreak, 443 Sauls Street. Two vehicles entered.
  - Burglary Residence and Carbreak, 507 North Beach Street. Garage door opener was taken from an unlocked vehicle and used to enter the garage and enter another vehicle. The only item missing was the garage door opener.

- Stolen Vehicle, 511 Harbour Lights Drive. 2015 Grey Chevy Malibu was taken.
- Burglary Residence, 190 John Anderson Drive. A suspect went into the backyard of the residence and was apparently trying to confirm no one was home. He was detained and stolen property was located that he brought with him including an AK47 Assault Rifle. Suspect was arrested.
- Burglary Residence, 133 Pergola Place. Home under construction. Two Bluetooth thermostats were taken.
- Carbreak, 456 Sauls Street. The victim reported his unlocked 2012 Ford was entered by unknown suspects. A wallet was taken.
- Carbreak, 194 Laurelwood Lane. Victim advised his unsecured F-150 Ford was entered. The suspects removed the remote for the garage door and attempted to open it. The suspects were spooked by the homeowners. Suspect left the scene still in possession of the remote.
- 6/17/16
  - Carbreak, 100 Hidden Hills Drive. Doors to vehicle unlocked. Nothing taken from vehicle.
  - Stolen Vehicle, 276 Timberline Trail. Victim stated that the 2004 Silver Mercedes was locked but the vehicle had a hide-a-key on it. Spare keys to the victim's 2013 Black Hyundai Accent were inside of the son's vehicle. Suspects then used keys to access and steal this vehicle also from the driveway.
  - Burglary Residence, 66 John Anderson Drive. Victim stated that a vehicle in his driveway was burglarized. Gift cards and a firearm were stolen from the vehicle. Garage door opener was used inside vehicle to open the garage door. Garage was accessed but nothing known to be missing at this time.
  - Narcotics Arrest, 10 Block of Fox Hollow Drive. Officers responded to a call of a suspicious person sleeping in a vehicle in the cul-de-sac area of Fox Hollow Dr. Contact was made with the suspect who stated he was with an unknown female and waiting for her to return but did not know where she was. Drug paraphernalia was located inside.
  - Carbreak, 1425 West Granada Boulevard (Starbucks), Victim discovered her passenger side window smashed out and a \$1,800 Louis Vuitton purse was stolen.
  - Carbreak, 5 Arrowhead Drive. Vehicle left unlocked. Keys taken from vehicle.
  - Burglary Residence, 135 Oceanshore Boulevard. Garage door forced open, tools were taken.
  - Carbreak, 114 Royal Palm Avenue. Wallets taken from vehicle.
  - Warrant Arrest, 855 South Nova Road #10. Suspect was arrested on an open warrant for resisting an officer without violence.
  - DUI Arrest, 1323 North Beach Street. Suspect started hitting mail boxes in the 1300 block of North Beach Street. He was located at the intersection of Sanchez Avenue and North Ridgewood. He was too intoxicated to perform field sobriety exercises. He was arrested for DUI.
  - Domestic Violence Battery Arrest, 133 South Halifax Drive. Victim and suspect got into an argument. The suspect tried to kick the victim.
- 6/18/16
  - Warrant Arrest, 221 Vining Court (Salty Church). Four suspects were located sleeping outside building. One of the suspects had 5 FTA warrants.
  - Traffic Stop Arrest, 600 Block S Yonge Street. Suspect was stopped for a traffic violation. Suspect has multiple suspensions on her driver's license and is listed as a Habitual Traffic Offender.
  - Carbreak, 117 Ivanhoe Drive. Unlocked door. Purse with contents taken from vehicle.
  - Burglary Residence, 12 Kim Court. Entry made through unlocked window to vacant residence. Unknown suspects vandalized property inside residence.
  - Traffic Stop Arrest, Fleming Avenue and South Nova Road. Suspect was pulled over for a traffic violation. Suspect had an open warrant for Driving While License Suspended.
  - Fleeing Vehicle Arrest, South Center Street and Calle Grande Street. Officer observed a suspicious vehicle and attempted to stop the vehicle for a traffic violation. The suspect started to pull over and then continued at normal speed and then sped off in a reckless manner. No pursuit was conducted but a BOLO was issued for the vehicle, moments later Holly Hill officers observed

the vehicle pull into the Pilot Motel on US1. Holly Hill officers detained the suspect and he was taken into custody for the traffic offenses.

- Narcotic Arrest, 600 Block Hand Avenue. Suspect was found intoxicated sleeping on the side of the road. A pat down for transport under a Marchman Act yielded a small amount of marijuana.
- Disorderly Conduct Arrest, 530 Bryant Street. Neighbors called to report that a suspect was in the street trying to start fights with people and yelling. When officers arrived, he was still in the street holding a beer and intoxicated. He was arrested for disorderly conduct and open container.
- Warrant Arrest, 300 Block Lincoln Avenue (Transient camp in the woods). A disturbance call came in and while investigating, it was found that a suspect had an open warrant for manufacturing methamphetamine.
- Carbreak, 271 River Vale Lane. Two unlocked vehicles were entered overnight.
- DUI Arrest, 867 South Atlantic Avenue (Ocean East Resort). Suspect was involved in a minor crash in the parking lot. The investigation found that he was intoxicated. He failed field the sobriety test and was placed into custody.
- DUI Arrest, Wilmette Avenue/North US1. Suspect was involved in a minor single car crash. The investigation found that he was intoxicated. He failed field sobriety test and was placed into custody.
- 6/19/16
  - Burglary Residence, 19 Abacus Avenue. Victim left garage door open. Suspects entered garage and then gained access to an unlocked vehicle. Firearm taken from glove box.
  - Burglary residence, 145 Hand Avenue. Suspect(s) entered the vacant residence through a rear door. Damage was done to the interior of the home.
  - Warrant Arrest, 530 Harbour Lights Drive. Suspect was arrested for an open warrant for failure to appear on a traffic offense.
  - DUI Arrest, West Granada Boulevard/South Nova Road. Three car accident, suspect driver was found at fault and arrested for DUI.
- 6/20/16
  - Battery Arrest, Domestic Violence. 44 Jamestown Drive. Victim reported that the suspect had jumped on him and hit him. Suspect was arrested without incident.
  - Carbreak, 545 South Ridgewood Avenue. Vehicle was unlocked and an iPhone was taken.
  - Shoplifting Arrest, 1462 West Granada Boulevard. (Dollar General) Suspect arrested for taking items from the store and placing them into an empty purse that she had brought in with her.
  - Carbreak, 1509 San Marco Drive #103. Lawn equipment taken from an open air trailer.
  - Burglary-Residence, 14 Tanglewood Circle. The victim arrived home from vacation and discovered her home was burglarized. Suspects got in through the back door and ransacked the home. Items missing: firearm, watches and gift cards from Lowe's and Home Depot.
- 6/21/16
  - Carbreak, 119 Rogers Park Drive. Unlocked vehicle was entered overnight. Victim's purse, wallet and a key for the rims on the vehicle were taken.
  - Carbreak, 619 East Ridgewood Avenue. Two unlocked vehicles were entered, the only thing missing from either of them was a firearm.
  - Violation of Pre Trail Release Arrest. 133 South Halifax Drive. Suspect was arrested for violating no contact order.
  - Battery on Law Enforcement Officer-Arrest, 1521 West Granada Boulevard (Wal-Mart). An Ormond officer was investigating a traffic crash when he saw the suspect driving recklessly through the parking lot. The suspect stopped at the crash site. The suspect's son was involved in the crash but was not injured. The officer asked the suspect for his driver's license and the suspect pushed the officer. A brief scuffle ensued, the officer was able to take the suspect to the ground.
  - Stolen Vehicle, 80 Loyola Drive. The victim reported that a suspect took the work truck and trailer and had not returned it. The victim said the suspect is texting him giving updates when he is bringing the truck back but has not returned it.

- DUI Arrest, East Granada Boulevard and North Halifax Drive, The suspect ran a red light almost hitting an Ormond officer. A traffic stop was conducted and a DUI investigation was initiated. The suspect driver was arrested after failing field sobriety exercises.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 8
  - Number of Uniform Traffic Citations Issued: 14
  - Number of Written Warnings Issued: 1
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 3
  - Number of Crashes with Injuries: 3

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 4 Cases initiated
- Zone 4: 11 Cases initiated
- 1 sign has either been removed or sign case created.
- 11 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and seventy-one (71) telephonic inquiries.

#### Public Works

- Engineering

##### Project Summary

##### Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland - Restoration is being completed along North Beach Street and Parkwood Drive. New watermain installation is being completed along Capri Drive. New watermain was installed along Fairview Avenue. Held progress meeting with contractor.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor has completed paving patches and continues to complete punch list items. As-builts are in final quality 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 contractor has begun clearing the lot on Lincoln Avenue and is preparing to dewater for the installation of the outfall pipe.
- WWTP Sludge Thickener Improvements – Electrical work is underway. The contractor has dewatered the sludge thickener tank and removed the grit and poured the concrete base for installation of the new aerator.
- City Hall Chiller Pump Replacement – Equipment has been delivered and the contractor anticipates starting work next week.
- Airport Monument Sign Replacement - The contractor has submitted the structural engineering plans for Building permit review.

##### Design Projects:

- South Peninsula Reclaimed Expansion – Design is progressing. At their June 14 meeting, the Governing Board of the SJRWMD approved the recommended funding list for cost share projects. The expansion of reclaimed water to the South Peninsula was included in this year's funding and will provide approximately \$1.2 million for the installation of reclaimed water mains.
- Laurel Creek Stormwater Pump Station Improvements – Bids were opened on May 11<sup>th</sup>. The bid award is scheduled for the July 26<sup>th</sup> City Commission meeting.

- West Ormond Community Center – Three concept plans were prepared with costs ranging from \$8.9 - \$16 million. Staff has included funding in the CIP for a feasibility study to be performed next year as the next step in the process.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
- Water Treatment Plant Lime Silo Dust Arrestor – Contracts have been executed.
- Water Treatment Plant Controls and Pump Upgrade – The project is scheduled for contract award at the June 27 City Commission meeting.
- WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held. The engineering report that will look at various sludge dewatering systems is expected in July.
- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is underway. Permit applications are being prepared. A presentation to FIND occurred on June 18<sup>th</sup>. 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. One option is to modify 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. Staff's consultant is exploring the options and will make a determination on what the best approach is.
- Ormond Beach Sports Complex Traffic Calming - This work was included in the 2016 Roadway Resurfacing contract, contracts are being executed. Staff is looking to include additional speed tables for Nova Community Center's east entrance driveway as was discussed by the City Commission at the 2016 CIP Workshop.
- Sanitary Sewer Inflow/Infiltration - High priority system gravity mains are being selected to fit within the project budget.
- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed. Permit applications were submitted to FDEP.
- 2016 Corrugated Metal Storm Pipe Repairs - Contracts are being executed.
- Lincoln Avenue Parking Lot – A Work Authorization for site demolition and construction of the new parking lot is scheduled for award at the July 27<sup>th</sup> City Commission meeting.
- 2016 Roadway Resurfacing - Contracts are being executed.
- Forest Hills Connector Trail – City staff is continuing survey work for the route from Forest Hills to Granada Blvd., as well as from Misner's Branch to Tomoka Elementary School.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – Staff is finalizing plans for County review.
- Ph III 2-Inch Water Main Replacement – Mainland - Preliminary design plans are being prepared, which will be used by staff and Consultant to field visit each location where watermain is proposed for replacement and determine optimum location for new watermain installation.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Preliminary design is underway.
- 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 - Consultant is completing analysis and design proposal to investigate options for improving the drainage system along Fleming Avenue, between Fairview Lane and Bryant Street, where flooding is most frequent.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- Nova Landfill - Gas monitoring sampling was submitted to FDEP.

- Nova Community Park - Additional speed tables for the Nova Road entrance access road to the recreation center is being looked into as additional work to the speed table project at the OBSC perimeter road, which is part of the recently approved roadway resurfacing contract.
- Completed topographic survey of Nova Ball Field #4 outfield for possible drainage issues and to identify possible low spots, per Parks Division request.
- Researched old files and provided information regarding property ownership and easement information for 599 Leeway Trail, per Neighborhood Improvement Division request.
- Researched old as-built drawings to determine forcemain location and connection points for 1567 Rosemary Street, and provided overall citywide sanitary sewer map, per Wastewater Division request.
- Researched and provided Lift Station 5M and Lyndhurst Drive Forcemain connection at A1A drawings to Utilities Division, per request.
- Researched and provided as-built drawings and exhibit maps of available airport hangar utilities for the SE Quad, per Airport Manager's request.
- Performed the following services at the Environmental Discovery Center: added medications to tank, performed water changes, cleaned tanks.
- Modified County Use Permit drawings for 104 Sand Dunes Drive water service replacement, per Utilities Division comments.
- Continued updating Engineering Infrastructure Damage Assessment books, per City Engineer's request.
- Site visit to Hospital Park to determine potential improvements.
- Modified drawings of OBSC Parking Lot Paving, per project manager's comments.
- Began AutoCAD drawing of survey data from Nova Ball Field #4 survey.
- Environment Management
  - Street Maintenance
    - Asphalt / Concrete
      - Formed 213' sidewalk on N Beach St – from Larisa to Eileen Ter
      - Cut section of asphalt, installed board, added rock to base and checked forms on N Beach St
      - Checked job, formed up, prepped for mixing on Valhalla
      - Secured forms, checked depth of base, and poured concrete on N Beach St
      - Cut stress cuts, pulled forms, backfilled sidewalk with dirt, and cleaned job on N Beach St
  - Tree Crew
    - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
    - Trimmed at various bus stop benches
    - Maintenance and tree inspection citywide
    - Hauled debris to Nova/Transfer Station
    - Grind stumps citywide
    - Removed oak tree (assisted contractor) and cleaned up on 500 block of Cherrywood Dr
    - Trimming in Ormond Lakes, Cambridge Trace, Foxcroft Run
    - Removed tree on Choctaw Trl, 2 palms on 200 block of River Bluff Dr, downed maple tree 800 block of Lindenwood Cir W
  - 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





- Fuel Used in one week: 2,432 gallons of unleaded and 888 gallons of diesel.
- Fleet completed 36 work orders this week.
  
- Utilities  
Projects Summary
  - Breakaway Utilities Yard Electrical & Pump Upgrades – contacted FPL to obtain power usage meter information for load calculations.
  - Division Avenue Well Field Raw Water Piping – Final as-builts are being produced by the contractor.
  - Dual Check Valve Installation Services – Contract is nearing completion in the north peninsula reuse service area.
  - Effluent Outfall Replacement – Added information for additional line repairs requested at the plant and across from the railroad tracks.
  - Fire Hydrant Replacement Program – Obtained FDOT general permit forms for submittal. Replaced hydrants at 337 South Orchard St. and 910 N.US1.
  - 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 was received from McKim & Creed for review. Conformed Contracts were received.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent Pump Station Pump #2 operational evaluation is underway.
  - Rima Wells Auxiliary Power Generator – Electrical work is being performed on-site. Generator is scheduled for delivery this week.
  - Sanitary Sewer Inflow Infiltration Project – Received breakdown of pipe types in each system to assist with areas to be televised. Met with engineering to discuss main segment prioritization.
  - Shadow Crossings Force Main Improvements – Bids are being tabulated. References are being contacted. References have been positive.
  - Sodium Hypochlorite Storage Tank Replacement – Tanks are installed. Punch list items remain to be completed.
  - SR40 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 were received for review.
  - Water Plant Aerator Housing Rehabilitation (CIP) – A work authorization is being prepared for construction administration services from McKim & Creed. Conformed contracts were received.
  - Water Plant Lime Silo Dust Arrestor Project – Contracts were executed.
  - Water Plant Pump & Control Upgrades – Project is scheduled for award at the 6-27-16 City Commission meeting.
  - Utilities SCADA Upgrades – Procurement considerations for software recommendations/preferences are to be included in the recommendations.
  - Volusia County Use Permit Applications underway for following water services replacement locations: 3845 John Anderson Drive, 104 Sand Dunes Drive and 11 & 15 Sunny Beach Drive
  - SPRC Projects: CVS – The plan to connect to the water main underneath the Nova Road sidewalk and light pole was approved. Kingston Shores – Reviewed revised easement from the Park Service for the water line and provided comments. Race Trac at US1 and I-95 – Reviewed concept plan for a building expansion. River Oaks – Pump station is being investigated to determine the impeller size provided during construction. Specialty Surgery Center of Florida 1545 Hand Avenue – Reviewed revised plans. Comments were addressed. John Anderson Drive Lot Split – Reviewed revised plans and easements. Comments were addressed. Vystar Credit Union – Lift station start up occurred. 1368 N Oceanshore Blvd – Lift station start up occurred.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
  - Delivered to the City 38.81 million gallons for the week ending June 17, 2016 (5.54 MGD)
  - Backwashed 10 filters for a total of 463,000 gallons backwash water.
  - Produced and hauled 40.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 31.97 Million Gallons.
  - Produced 28.96 Million Gallons of Reuse.
  - Produced 3.01 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.57 MGD, plant designed for 8 MGD.
  - Hauled 62.98 tons of dewatered residual solids (14%-18% Solids).
  
- Water Distribution
  - Responded to or repaired 9 water service leaks.
  - Replaced 3 residential water meters.
  - Replaced or repaired 8 water meter boxes.
  - Replaced 3 water services due to aged piping. Contractor installed 2 - 2" casings for long water service replacements under paved roadways.
  - Installed 3 new water services/meters for a new residential construction.
  - Performed yearly scheduled pressure testing of City owned backflow preventers.
  - Responded to 17 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Located and exercised 51 main line valves for scheduled outages and water main leaks.
  - Performed scheduled water meter testing on 1 - 4", 1 - 6" commercial and 1 - 8" meter.
  - Performed a scheduled water main shut down as part of the fire hydrant replacement project: 337 South Orchard Street and 910 N. US1
  - 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.
  
- Wastewater Collection – Reuse
  - Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area.
  - Repaired sewer service at ball valve at 5 Lone Tree Look.
  - Rehabbed PEP tank at 28 Forest View Way.
  - Called locates for new tank install at 4 Crescent Way.
  - Repaired broken c/o stacks at 1410 Oak Forest Dr., 41 Gray Dapple Way and 6 Niagara Falls.
  - Cleared sewer backup at 71 Apian Way. Televised and called locates for repair.
  - Televised 40 laterals from our PM list, Found 38 that needed to be cleaned, 2 that were clean and clear, and 1 that needed repair. These locations will be put on a 6 month follow up.
  - Crews performed disconnects at 411 Triton and 1545 US1.
  - Responded to 11 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 bled off air from the Force Main as well to reduce the main line pressure.
  - Checked all known trouble spots. All good @ current time.
  - Located and marked reuse service at 440 N Nova Rd (ball fields).
  - Inspected and flushed reuse line at 397 John Anderson Dr.
  - Delivered a snail filter to 138 Dawn Dr. Instructed customer on installing filter.
  - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 38/30 psi, Ocean Mist Hotel @ 29/21 psi, Ormond Mall @ 19/15 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) 30/20psi. Foxhunters Flat (2 inch) 24/8 psi & Shadow Crossing Blvd. (4 inch) 10/0 psi.
- Utilities Equipment Maintenance
  - Wastewater Plant – Lift Stations
    - Digester Blower #1, replaced broken drive belt.
    - Conductivity meter not reading due to a faulty sensor. The sensor was replaced and meter is back in service.
    - Influent Room, continued testing Pump #2.
    - Master M.C.C. Room; oversaw contractor/vendor testing of battery back-up system for generator transfer gear.
    - Chlorine Building, oversee contractor/vendor work to replace sodium hypochlorite tanks.
    - 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: Carrousel Surface Aerators, #2S, #2N.
    - Quarterly Plant PM's: Bar Screens, #1, #2.
    - Semiannual Plant PM's: Carrousel Surface Aerators, #1N, #2N, #1S, #2S.
    - Annual Plant PM's: Fermentation Submersible Mixer #8; Carrousel Surface Aerator #1S; Carrousel Surface Aerator, #2S.
    - AB4, installed new RTU batteries.
    - Arroyo Parkway, high starts was resolved by cleaning probe and deragging both check valves.
    - Chelsea Place #2, force main and FPL underground distribution lines cut by contractor, station out of service for approximately 48 hours until lines were repaired.
    - Harley Davidson, high number of starts was resolved by cleaning the probe.
    - HOMAC, station had numerous motor starter trips caused by worn contacts. New contacts were installed to resolve this problem.
    - San Marco, no starts on pump #1 was resolved by resetting motor starter.
    - Shadow Crossings, high number of starts was resolved by cleaning the probe.
    - 2P, no starts on pump #2 was repaired by checking the vacuum system.
    - 7M1, high number of starts was resolved by cleaning the probe.
    - 8M3, no starts on pump #1 was resolved by resetting the motor starter.
    - 8P, high starts and high run hours was resolved by deragging both check valves.
    - McDonalds, performed weekly odor control and wet well cleaning.
    - Lift Station PM's: 19 monthly and 2 annual performed.
    - A1A Force Main, assisted Collections Division as needed during scheduled repair.
    - WIN911 monitor/response: Breakaway Trails, high level, both VFDs were tripped, rebooted station, possible power flicker when transferring back from scheduled generator run to FPL power, will monitor during next transfer. Ormond Mall, high level, found no signs of recent high level, will monitor for further diagnosis and repairs as needed; Saddlers Run, phase loss, found power restored upon arrival; Spanish Waters, phase loss, found power restored upon arrival.
    - Plant wide oil & grease route.
    - 71 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Bird Centrifuge; continued in-house refurbishment of centrifuge base and components, installed new motor adjustment base and received newly fabricated pulley belt guard.
- Monthly PM's: anti-scaling pump; fluoride pump; polymer pumps 1, 2, 3; aerator pumps 1, 2, 3; L.P.R.O. clear well transfer pumps 1, 2, 3, 4, 5, 6; hypochlorite pumps 1, 2, 3, 4, 5, 6, 7.
- Well 9D, not responding, replaced the non-functional time delay relay to put it back into operation.
- WELL 21- main breaker tripped, C phase was running high amps caused by the breaker terminal connection being stripped. The breaker was replaced.
- Monthly Well PM's: Division wells 9, 10, 11, 12, 16, 17.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
  - Reuse Groundwater Monitoring – Staff sampled 5 groundwater monitoring wells as required by the WWTF permit issued by the FDEP. The analytical results of the sampling are used to determine if the City's reuse water is having any effects on the groundwater within the area.
  - Special Waste Profile and Disposal Application – Staff assisted the contractor who is rehabbing the sludge digester at the WWTF with the application for approval from the Volusia County Solid Waste department for the removal and disposal of the dumpster utilized for the project.
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Consumer Confidence Report – The new report is available on the City website at [www.ormondbeach.org/ccr](http://www.ormondbeach.org/ccr). 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 Assembly Compliance – Staff is monitoring the testing results and frequency of the privately owned backflow prevention devices to ensure compliance with Volusia County Health Department requirements and the City's Cross Connection Control program.

#### **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
- Agenda packet preparation, creation, and distribution for June 27, 2016, City Commission Healthcare Planning Update Workshop and City Commission Meeting
- Agenda packet preparation for July 26, 2016, City Commission Meeting

#### **Status of Department Projects**

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