

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 1, 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 meeting with HR Director
- Completed Operational Budget meetings with staff

Spoke to, attended and/or met with:

- Individual agenda review discussions with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- United Way Board meeting
- City Commission Healthcare Update Workshop and City Commission Meeting
- Team Volusia Board meeting
- Chamber of Commerce Board meeting
- Team Volusia Marketing Committee meeting
- General discussion meeting with Economic Development Director, Jim Cameron, Daytona Chamber and Naomi D'Antonio, Congressman DeSantis' office
- Claims Committee meeting

Community Development

Planning

- The Department hosted a three-hour workshop on ProjectDox for staff from New Smyrna Beach Engineering, Building and Planning Departments. This is the third workshop done for other communities. There appears to be interest by many communities in Volusia County to go electronic. As more communities go electronic, the more accepting customers are of paperless filing of documents. Ormond Beach has worked through issues with customers regarding training, electronic only (no paper) submittals, third authentication of digital signatures for plans requiring professional seals, and increasing ProjectDox usage by other professionals, such as fence contractors, thereby making it easier for other communities to go electronic.
- The Brownfield Assessment work plan was drafted and forwarded to CARDNO for review along with the EPA forms. The draft documents were sent to the EPA and the state clearinghouse this week. Next week, the City's EPA's assigned project officer, CARDNO, and staff will meet for a kick-off meeting and tour some of the potential properties for assistance.
- The Department contacted Cityscape for a letter of engagement for services related to the August 16th work session on wireless facilities. A request for services was placed on DemandStar for seven business days. There were no submittals of interest by other firms because the work is highly specialized and few consulting firms focus only on governments as it relates to wireless facilities.

Building Inspections, Permitting & Licensing

- 262 inspections performed.
- 9 new business tax receipts issued.
- 85 permits issued with a valuation of \$1,144,313.00

Development Services

- The SPRC did not meet this week.
- Approved projects under construction (percentage completed):

| Project | % Complete |
|--|------------|
| 146 North Orchard Street | 92% |
| 783 North US 1 | 4% |
| Children's Workshop expansion | 40% |
| CVS Health | 65% |
| Dollar General | 0% |
| McNamara warehouse | 10% |
| Riverbend Church expansion | 35% |
| S.R. Perrott office addition | 7% |
| Vystar Credit Union | 70% |
| Recreation World – Destination Daytona | 99% |

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.
- 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.

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. Staff met with practitioners to recommend a process to establish best practices for a County Business retention/expansion program.
- Staff continues working with the Ormond Beach Chamber of Commerce staff to discuss a program to engage CEO's of the major Ormond Beach Industrial and technology based businesses in an effort to assist in business recruitment process 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 site selectors at a Team Volusia forum.

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. Staff is expecting to meet with representatives of CoStar property data base program in the purchasing process.

Airport Operation and Development

- Work was completed this week to install new electrical lines to support new airfield lighting and signage for Taxiway Charlie, which has been re-opened for normal operations. Tree clearing work for the new Taxiway Golf and site preparation for the new electrical vault also continued this week. The concrete pad for the vault has been installed, and the vault building is scheduled for delivery on July 7th. Runway 17/35, Taxiway Echo, and Taxiway Foxtrot remain closed so that Halifax Paving may continue site preparation for the new Taxiway Golf pavement. The old Precision Approach Path Indicators (PAPIs) for Runway 17/35 and the Runway End Identifier Lights (REILs) for Runway 17 have been removed, and will be replaced with new components.
- Staff completed work with Hoyle, Tanner and Associates to prepare, compile and submit to the FAA a series of quarterly reports and other documentation needed to prepare for the closeout of the federal grant agreement that has provided primary funding for the recent Airport Master Plan Update and Airport Master Drainage Plan projects.
- Don Bell Signs, LLC has provided staff with the final design sketch of the new monument sign for the main entrance to the airport. The new sign is now under construction.
- Staff worked with Zev Cohen and Associates to develop a proposal for an environmental assessment of the proposed obstacle mitigation project for the airport's runway approach zones.
- The next regular meeting of the Aviation Advisory Board is scheduled for July 11th 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 30 Journal Entry Batches (#4816 – 4917).
 - Approved 19 Purchase Requisitions totaling \$107,641.35.
 - Issued 26 Purchase Orders totaling \$122,423.51.
 - Processed 3468 cash receipts totaling \$675,608.59.
 - Prepared 115 Accounts Payable checks totaling \$692,226.37 and 30 Accounts Payable EFT payments totaling \$101,170.20.
 - Processed and issued 5,593 utility bills with billed consumption of water of 21,301K.
 - Issued 132 past due notices on utility accounts.
 - Auto-called 128 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Open Gym (July 8, 15, and 22)
 - Operation SAFE (July 20)
 - Florida Licensing on Wheels (July 12)
 - Other
 - Citizen Contacts
 - Media Contacts

- Added to and updated items in News & Announcements and other pages on the City's website.
- Completed weekly events calendar ad for Ormond Observer.
- Attended weekly staff meeting.
- Attended Health Insurance Strategic Plan workshop.
- Attended City Commission meeting.
- Completed Employee Newsletter for July 2016.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted JAG Local Solicitation request for \$10,826 in technology enhancements for a "Total Station" for traffic crashes and crime scene investigations.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 3
- Hazardous: 3
- EMS: 86
- Motor Vehicle Accidents: 8
- Public Assists: 48
- TOTAL CALLS: 151

- Aid provided to other agencies: 14 Calls: Daytona Beach (5), Holly Hill (2), Volusia County (7)
- Total staff hours provided to other agencies: 27
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 68
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 309

Training Hours

- NFPA 1001: Firefighting 53
- NFPA 1002: Driver 7
- NFPA 1500: Safety/Equipment 17
- NFPA 1620 Preplanning 25
- EMT/Paramedic 22
- TOTAL TRAINING HOURS: 124

Station Activities

- Updated 49 pre-fire plans
- Conducted 6 fire inspections
- Provided a tour of Station 91 to a group of children and parents.
- Held a retirement, promotion and pinning ceremony at Fire Station 92.

Significant Incidents

- 6/23/16, 5:31 PM: Baja Trail – Brush Fire – Upon investigation of area, a fire was located at a downed power line – fire was slow moving in light fuel – Brush Attack 94 and Engine 94 extinguished fire.

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
- Neighborhood Improvement Officer (Police) was advertised 6-22-16 on the City web site and internally and will remain open until 7-29-16.
- 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 Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 6-22-16 on the City web site and will remain open until 7-13-16.

Applications Under Review

- Assistant Finance Director
- SCADA/Instrumentation Technician (Public Works)
- Recreation Program Specialist (Leisure Services)
- Police Captain
- Maintenance Worker IV – Streets (Public Works)
- Tradesworker (Leisure Services)
- Part Time Recreation Leader at Nova Community Center (Leisure Services)

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

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

Terminations

- Part Time Maintenance Worker II Andy Romano Beachfront Park (Leisure Services) Effective 7-1-16

Employee Events

- Blood Drive behind City Hall on July 5

Risk Management Projects

- Attended Wellness Council education session
- Attended Claims Committee 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. Coordinating the start of the project implementation with the vendor.
 - 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: - 13 New work - 49 completed - 22 in progress

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

| | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 27,436 | Inbound E-Mails Blocked | 11,396 |
| Delivered Inbound E-Mails | 15,807 | Quarantined Messages | 233 |
| Percentage Good Email | 57.6% | Virus E-Mails Blocked | 338 |

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 0 Corrections: 0
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 46: Total in system = 822
 - Meters GPS Located this week: 0: Total in system = 23,272; 22,566 potable, 695 Irrigation, 11 Effluent
 - Notable Events: Upgrade ArcGIS to 10.1

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
 - City Commission Workshop and City Commission Meeting
 - Budget Meeting
 - LED Lighting Meeting
 - Fee Schedule Meeting
 - Skatepark 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 1 pm daily.
 - Lady Renegades Softball continued their spring practices this week at Tuesday and Thursday 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.
 - City Golf Clinic was held this week, Monday through Thursday at Soccer grass parking lot from 9 – 12 pm at the Sports Complex.

- OBYBSA/OBGS continue their “post-season fun” with All Star and competitive games/scrimmages/practices Tuesday through Thursday at the 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 Wendelstedt warning tracks
 - Repaired wind screen at Nova tennis courts
 - Installed Bahia sod at field house and quad practice facility
 - Put away temporary fences from Lady Renegades Tournament
 - Wash/clean signs at Sports Complex
 - Switch numbers on T-Ball Fields 2 and 3
 - Blow off concrete areas at Quad and all batting cage carpets at all fields
 - Replaced bench in Quad 3 dugout
 - Repairs and maintenance work in bullpens
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
 - Granada Squares Dance was held on Tuesday 6:30 pm to 9:00 pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes and events throughout the week as part of its regular operations:
 - Monday: WyoTech Graduation
- South Ormond Neighborhood Center
 - Splash Pad open through Dec. 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room
 - Open gym
 - Pavilion rental Saturday and Sunday
 - Activity Room 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
 - Assisted with City Commission Workshop meal
 - Planning of 2016 events through July:
 - Independence Day Celebration Independence Day, Monday, July 4
 - Summer Sounds Concert Series, July 15, 22, 29
- Gymnastics
 - June session in progress
 - Registration open for July session

- Trial classes are being offered to attract potential students
- Held back handspring and round-off back handsprings clinic Saturday, June 25

- 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.
 - Camp T-Rec continues. They meet Monday through Friday from 8:30 am-2:00 pm for six weeks.
 - Summer Basketball League, for players ages 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 is being offered through the County Summer Food Program.
 - Coed Youth Volleyball League continues. They meet Tuesday and Thursday until the beginning of August.

- The Casements
 - A wedding ceremony was held at Ormond Memorial Gardens on Saturday at 12:00 p.m.
 - 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 in their third week "Stop! And Go Green!" at the EDC this week. Staff worked with 20 children from 9:00 a.m. to 3:00 p.m.
 - Pat Spano's Art Explosion summer art camp held its third week in The Casements Art Room from 9:00 a.m. to noon.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - The Casements Guild Membership Drive Committee held a meet and greet at for prospective new members on Tuesday from 10 a.m. to noon.
 - The Casements Guild crafters met on Thursday from 12:00 p.m. to 3:30 p.m. in Room 205.
 - The Studio A Project artists took down their art exhibit at The Casements.
 - Staff prepared for Movies on the Halifax by reviewing the film and preparing a special photo opportunity for movie goers. Tonight's movie, "Minions," starts at 8:30 p.m. and is rated PG.

- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted reservations at pavilions
 - Removed graffiti at Joyce Ebbets pier and removed trash from lake
 - Filled in hole at community garden
 - Met with Leisure Services Assistant Director regarding signs at Environmental Discovery Center
 - Delivered two totes and clean up trash at Environmental Discovery Center
 - Installed replacement slide at Magic Forest Playground
 - Installed new grill at Birthplace of Speed
 - Filled in holes at Riviera Park seawall
 - Mounted "bee warning" signs at Environmental Discovery Center

- Building Maintenance
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Tri-weekly inspection of DOT and facility lighting at various City locations
 - Tri-weekly lighting inspection of airfield runways, taxiways and signage
 - Repaired condensate line in EMS room at Fire Station 92
 - Checked doors not operating correctly at Nova Gym

- Call Outs - Toilet clogged in ladies room outside at ball field at Nova Community Center and men's toilet at ball field
- A/C work in various City facilities
- Assist Engineering with cooling system repairs access for contractors at City Hall
- Installed exhaust fan replacement at water plant maintenance building
- Installed new mirrors in the outside bathrooms at Nova
- Installed new basketball rim and net in the gym at SONC
- Installed a 3-way LED decorative light pole for the NE parking lot sidewalk at the PAC
- Repaired ceiling tiles at Fire Station 93
- Repaired cell #10 push button at the Police Department
- Installed new outlets for the concessions at Andy Romano Beachfront Park
- Installed new steel sleeves for removable bollards at baseball fields
- Repaired a parking lot light pole at Nova Community Center
- Reset the breakers and check the irrigation at the Tennis Center
- Reset the pulleys on the gym divider at SONC
- Installed an awning for the storage shed at baseball fields
- Contacted/met miscellaneous vendors for various jobs
- Attended meeting at Central Park I for the Community Garden

Police Department

Administrative Services.

- Attended weekly staff meeting.
- Attended webinar on body worn cameras.

Community Outreach

- YDC (Youth Directors Council) practiced their skit for the Youth Director Conference to be held in Orlando June 30 – July 3. The YDC and chaperones will leave for the conference Thursday morning and return Sunday evening.
- Basketball practice continues for the 8th and 9th grade teams.
- Currently, 86 youths are registered for the summer program. On June 24th, almost 100 youths attended a field trip at Daytona Lagoon.
- Planning for the 2nd Annual "Cops & Joggers" 5k on the beach on July 16th.
- Planning and making contacts for National Night Out event on August 2nd.
- "SLAP" was held on June 28th at 6 p.m.
- Nextdoor.com initiative for OBPD to be available and promote neighborhood's involvement on virtual neighborhood watch.
- Provided security for Special Magistrate Hearing on June 27th.

Community Services & Animal Control

- Animal calls responded to: 52
- Animal Bites: 2
- Animal Reports: 8
- Animals to Halifax Humane: 2 Dogs
- Wildlife: 1
- Notice of Violation: 1

Criminal Investigations

- Cases Assigned: 36
- Cases Cleared by Arrest/Complaint Affidavit: 10
- Cases Exceptionally Cleared: 16
- Inactive: 27
- Fraud: 5
- Burglary Business: 2

- Larceny Car break: 13
- Grand Theft: 7
- Auto Theft: 1
- Death Undetermined: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 1
- Police Information: 1
- Suspicious Incident: 1
- Obscene Call: 1
- Lost Child: 1

Records

- Walk - Ins / Window 96
- Phone Calls 91
- Arrest / NTA'S 18
- Citations Issued 66
- Citations Entered 1,084
- Reports Generated 155
- Reports Entered 140
- Mail / Faxes / Request 18

Patrol

- Total Calls 1,521
- Total Traffic Stops 175

Operations

Crime Opportunity Report Forms: 202

- 6/22/16
 - Carbreak, 923 Cordova Avenue. Two vehicles left unlocked and ransacked, nothing believed to be taken.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed stealing misdemeanor amount of property by loss prevention.
 - Warrant Arrest, 201 West Granada Boulevard (Shell Gas Station). A trespass complaint turned into a warrant arrest on a suspect. The warrant was for failure to appear in regards to a trespass charge. Suspect was arrested without incident.
 - Narcotics Arrest, Standish Drive at North Halifax Drive. During a carbreak suppression detail, officers spotted a suspicious vehicle and conducted a traffic stop. The stop found less than 20 grams of marijuana and a glass pipe.
- 6/23/16
 - Carbreak, 234 Timberline Trail. Vehicle left unlocked. Purse with cash, credit cards, and ID taken.
 - Carbreak, 1211 Fernway Drive. Vehicle left unlocked. Purse taken with various items inside.
 - Grand Theft, 839 South Atlantic Avenue (Andy Romano Park). The victim left her purse in one of the bathrooms. When she went back to get it, it was gone.
 - Warrant Arrest, 600 Block Riverside Drive. Suspect was a passenger in the stolen vehicle that was stopped. Suspect had an open warrant for Failure to Appear reference to Battery.
- 6/24/16
 - Aggravated Battery, 839 South Atlantic Avenue (Andy Romano Park.) Victim stated he was shot with a pellet gun.
 - Carbreak, 37 Talaquah Boulevard. Unlocked vehicle entered overnight. Electronics and a bag of change taken.

- Narcotics Arrest, 900 North Beach Street. Suspect was placed under arrest and released on a Notice to Appear for possession of marijuana with approximately 13.6 grams in his pocket during a traffic stop.
- 6/25/16
 - Warrant Arrest. 226 Melrose Avenue. Officers were made aware that a Suspect with an open warrant was at this address. Suspect was contacted and taken into custody without incident.
 - Carbreak, 910 South Atlantic Avenue (Planet Fitness.) Officer conducting a directed patrol was flagged down in reference to a carbreak. Rear passenger window shattered and a purse with a wallet containing cash, credit cards and Florida driver license taken.
 - Battery-Domestic Violence Arrest, 530 Bryant Street. The victim reported the suspect slapped the victim across the face. An interview was conducted with the suspect and the suspect admitted to slapping the victim.
 - Robbery-Armed (suspicious), I-95 and SR40. Victim claims he was jumped by a person unknown to him (unknown name) while they were pulled over to use the restroom on the side of the road of I-95 near SR40. The victim was riding in the suspect's truck on a promise to receive work. The victim said he was sucker punched, body slammed and hit with an unknown black object before the suspect took his wallet and tool belt. It appeared the victim was in some type of scuffle but he also appeared to be under the influence of drugs or alcohol. Victim insisted he was robbed of \$350 and a tool belt.
 - Carbreak, 530 Bryant Street. Suspect smashed the rear window and stole a pool stick.
- 6/26/16
 - Fleeing Vehicle-Recovered Stolen Vehicle, Corbin Avenue and Lewis Street. While conducting carbreak suppression activities an officer spotted a suspicious vehicle at 100 block of North Halifax. When the officer got behind the vehicle it fled. The officer saw four subjects in car. The car turn south on Lewis Street. A few minutes later the car was found abandoned on Corbin Avenue. With the assistance of County units, Daytona K-9 and Air-1 the area was searched but the suspects were not found.
- 6/27/16
 - Burglary Business, 301 Division Avenue unit #10 (Electron Beam Solutions LLC). Suspect made forced entry into business by making a hole through the exterior drywall. Once inside the business, the suspect looked through property inside the business and attempted to gain entry into the neighboring business through an interior wall.
 - Burglary Business, 301 Division Avenue unit #14 (Ormond Brewing Company). Victim arrived on scene and discovered a window to the business broken out. Interior check of the business discovered a firearm left behind by the suspect. Multiple areas of the business gone through and a small safe is missing.
 - Carbreak, 1105 Overbrook Avenue. Victim states vehicle was locked but no signs of forced entry discovered. A firearm was discovered missing from center console.
 - Warrant Arrest, 170 West Granada Boulevard (Police Department). Suspect responded to the police department to pick up some of his property turned in as found property. Suspect had an open warrant for his arrest.
 - Narcotics Arrest, 200 block South Nova Road. Vehicle pulled over for multiple traffic violations. Passenger was found to be in possession of misdemeanor amount of narcotics.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Suspect was observed stealing approximately \$850 worth of merchandise from the business.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect observed by loss prevention stealing misdemeanor amount of property.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Suspect was arrested for grand theft after she was caught by Bealls Loss Prevention with over \$700 in clothes.
 - Carbreak, 26 Cypress Circle. An unlocked car was entered sometime overnight.
 - Dating Violence Arrest, 99 West Granada Boulevard (Rods Carpet). Suspect was arrested for punching the victim in the face, chasing him around with a rock, and taking his car keys then throwing them into the woods.

- Narcotics Arrest, North Halifax Drive at Druid Circle. Officers called out for a suspicious vehicle. When officers approached, the smell of marijuana was coming from the vehicle. A search was completed and marijuana was found on the two occupants.
- 6/28/16
 - Domestic Battery Arrest, 9 Parkview Lane. Victim and suspect got into a physical altercation. Suspect was arrested for domestic battery.
 - Stolen Vehicle, 1527 Poplar Drive. Victim reported their 2008 White Mercedes GL550 stolen from the driveway.
 - Domestic Battery Arrest, 839 South Atlantic Avenue (Andy Romano Park) Victim and suspect got into a physical altercation in the park over a cell phone after they had been drinking. The suspect was arrested for Domestic Battery.
 - Traffic Arrest, 400 Block South Atlantic Avenue. Suspect was pulled over for multiple traffic violations and was arrested for a suspended driver's license.
 - Vandalism Arrest, 72 South Yonge Street (Crown Pawn and Jewelers). Victim went into the business to inquire about a suspect possibly pawning his property at the business stolen from his residence. Victim became angry with staff at the business and ripped the front glass door off the business and leaving it on the ground. Victim then went home and called the police to make a report of his property stolen. Victim was contacted at his residence and arrested for Felony Criminal Mischief.
 - Grand Theft, 225-B Arlington Way. The victim reported that someone stole her \$2,000 necklace from her home sometime within the past few months.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 24
 - Number of Uniform Traffic Citations Issued: 39
 - Number of Written Warnings Issued: 2
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 7
 - Crash Investigation General Information:
 - 16-06-00468: Hit and run crash at 1478 W. Granada Blvd. Suspect vehicle and driver were located and contacted several days after the crash. Suspect issued two citations and crash report completed/closed.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 3 Cases initiated
- 14 signs have either been removed or sign cases created.
- 15 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and seventy-four (74) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland - New watermain on Capri Drive and Capri Circle is being pressure tested. The old water mains on Candlewood Circle, Fairwood Circle, and Knollwood Circle were disconnected and removed from service. A new fire hydrant was installed on Midway Avenue to provide increased fire protection.

- 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 – Contractor is working on controls to the new blowers. 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 – Contractor has installed the new control panel and replaced the two pumps and piping. A final inspection is being scheduled.
- Airport Monument Sign Replacement - The contractor has submitted the structural engineering plans for Building permit review.
- 2016 Corrugated Metal Storm Pipe Repairs - The 30-inch stormdrain pipe along Tomoka Avenue, between South Beach Street and Eileen Butts Street, was cleaned and inspected in preparation for repairs.

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 11th. The bid was approved at the July 27th City Commission meeting. Contracts are being prepared.
- 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 contract was awarded 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 60% Complete. Permit applications are being prepared. A presentation to FIND occurred on June 18th. Staff was informed that staffing issues at the ACOE has resulted in significant delays in their issuance of permits. This could affect the FIND grant if staff cannot obtain permits by September the City will not be eligible for grant funding. 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 requested by the City Commission at the 2016 CIP Workshop.
- Sanitary Sewer Inflow/Infiltration - Bidding manual was prepared to 90% completion and will be completed upon final determination of selected pipe locations. Staff is analyzing lift station pump run times and gravity main depths to help determine the most critical infiltration and inflow areas of the sanitary sewer system.

- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed. Permit applications were submitted to FDEP.
- Lincoln Avenue Parking Lot – A Work Authorization for site demolition and construction of the new parking lot was awarded at the July 27th 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 - Field survey and base drawings for existing conditions are approximately 80% complete. Preliminary design is approximately 20% complete.
- 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 - Reviewed analysis and design proposal for studying the flooding conditions on Fleming Avenue.

Department Activities

Administration/Meetings/Customer Service/Other:

- Laurel Creek FPL Culvert Replacement - Received final completion engineering certification.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Watercliff Lane, per Brighthouse Networks request.
 - Researched and provided information regarding North Yonge Street and possible right-of-way discrepancies, per surveyor (ATS) request.
 - Reviewed plans for proposed lake construction at 499 Durance Lane with property owner for permit approval.
 - Continued topographic survey of Old Tomoka Road to be combined with proposed Forest Hills Trail survey.
 - Researched old as-built drawings to determine forcemain location and connection points for 1567 Rosemary Street, and provided overall citywide sanitary map, per Wastewater Division 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: clean & changed tank filters, performed water changes for all tanks, cleaned all tanks, created Log Book.
 - Met with staff from the Fish Tank to go over maintenance services to begin the week of 6/27.
 - Completed AutoCAD drawing of survey data from Nova Field #4 survey.
 - Completed Trees-in-the-Right-of-Way locate at 24 Crooked Tree Trail, per Neighborhood Improvement Division request.
 - Completed Tree-in-the-Right-of-Way locate at 49 Sandpiper Circle, per Streets Division request.
 - Continued updating Engineering Infrastructure Damage Assessment Books, per City Engineer's comments.
 - Created construction plan drawings for proposed Cassen Park Canoe Launch.
 - Took Grade Shots in Cassen Park and Central Park Ph 4 for proposed Canoe Launch sites.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Mixed and poured driveway section, pulled forms and backfilled on Valhalla Ave
 - Installed asphalt patch at new sidewalk on Eileen Ter & N Beach St
 - Small patch in roadway on 200 block of Cumberland Ave
 - Repaired asphalt for Wastewater Dept on Apian Way
 - Pot holes repaired on Willis Dr, and Oak Dr

- Formed up, mixed and poured concrete gutter on Dartmouth Trace
- Removed damaged and poured new sidewalk sections on Sterthaus Dr

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 pine tree on 800 block of Hand Ave
- Cut stubs off of oak tree in Memorial Gardens parking lot
- Trimming on Fleming Ave at CP1; around streetlight on Overbrook Dr; Division Ave to Center St; S. Beach St at Arroyo Parkway
- Cut stump lower on 800 block of Lindenwood Cir
- Picked up debris from fallen limb at Nova Community Center

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming on Domicilio Ave & N Ridgewood Ave; S Orchard across Jeanette Ave; Standish between John Anderson & N Halifax
- Picked up debris on Pineland Trl

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straighten signs in various areas of the City
- In-shop training
- Met with Better Barricades on Riverside Dr
- Installing 4th of July warning signs in parks
- Preparing signs and barricades for 4th of July event
- Checked out Coquina Point for more speed limit signs
- Installed alligator signs at various parks & bodies of water

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
- Pipe repairs on Dartmouth Trace and Riverside Dr
- Pipe replacement on Fiesta Dr

Mowing

- Reach Out – S Center St, Arroyo Parkway & Santa Fe, RR St/Water Plant, Old Kings & Division ponds

Vac-Con

- Dartmouth Trace, Forest Hill

Street Sweeping/Streetsweeper

- 54 miles of road cleaned (2 days)
- 12 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
24,218

PM Services completed for the week:

Emergency—Vehicles and Equipment
1

Non-Emergency Vehicles and Equipment
5

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 5,810 gallons of unleaded and 5,447 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,226 gallons of unleaded and 793 gallons of diesel.
- Fleet completed 25 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 – Reviewed as-builts. 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.
- 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 – Tabulated bids. References were confirmed to be positive. Prepared agenda item for City Commission consideration for contract – bid award.
- Sodium Hypochlorite Storage Tank Replacement (WWTP) – Installation of tanks are nearing completion. Relocation of spare tank to the water plant along with calibration of the level sensors is scheduled this week.

- 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.
- Water Plant Lime Silo Dust Arrestor Project – Contracts were executed.
- Water Plant Pump & Control Upgrades – Contract award was authorized by the City Commission on 6-27-16.
- WWTP Sludge Digester Aeration – Attended construction progress meeting. Air piping to the mixer will be revised to match the plan. One blower is installed and floor is poured in tank #2.
- 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: 104 Sand Dunes Drive.
- Volusia County Use Permit was issued for 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. Giant Recreation World – Final site plan inspection held on 6-28-16. 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 40.29 million gallons for the week ending June 24, 2016 (5.76 MGD)
 - Backwashed 13 filters for a total of 527,000 gallons backwash water.
 - Produced and hauled 27 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 31.16 Million Gallons.
 - Produced 29.41 Million Gallons of Reuse.
 - Produced 1.75 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.45 MGD, plant designed for 8 MGD.
 - Hauled 208.31 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 11 water service leaks.
 - Replaced 1 residential water meter.
 - Replaced or repaired 3 water meter boxes.
 - Replaced 4 water services due to aged piping. Contractor installed 2 - 2" casings for water service replacements under roadway.
 - Installed 2 new water service and meter for a new residential construction.
 - Performed yearly scheduled pressure testing of 11 City owned backflow preventers, 3 failed testing and were repaired. Replaced an aged backflow device at the Charleston Square lift station.
 - Responded to 23 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 20 main line valves for scheduled outages and water main leaks.
 - Performed scheduled water meter testing on a 4", 6" and 8" commercial customers. Repaired 4" commercial meter that failed during testing.

- Repaired fire hydrant meter #21 and performed testing on the attached backflow assembly.
- Repaired 2 - 2" GSP water main leaks on Willow Place and at 4P lift station (Seminole Dr).
- Performed scheduled maintenance to 5 fire hydrants in subdivisions on the Clyde Morris corridor.
- Performed a scheduled water main shut down as part of the 2" Water Main Replacement Project: Candlewood Cir, Fairwood Cir and Knollwood Cir. The shutdown encompassed most of Lindenwood subdivision.
- Installed a 2" isolation valve @ intersection Brooks Dr & Ocean Shore Blvd.
- Backfilled and landscaped Water Distribution excavation sites.
- Rescinded all outstanding boil water notifications.
- Utility locate service for water/wastewater/reuse/city power/fiber optic cables: received notice of 125 regular and 5 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
 - Responded to 3 Request for Utility Verifications for residential and commercial properties.
 - Rehabbed PEP tank at 28 Forest View Way.
 - Replaced broken tank at 18 Forest View Way.
 - Repaired service at 71 Apian Way
 - Installed new tank at 4 Crescent Way.
 - Assisted Stormwater repair on Riverside.
 - 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 @ current time.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 36/30 psi, Ocean Mist Hotel @ 28/21 psi, Ormond Mall @ 18/15 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) 34/22psi. Foxhunters Flat (2 inch) 20/16 psi & Shadow Crossing Blvd. (4 inch) 6/0 psi.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Room, biweekly transfer of pump lead positioning, ok.
 - Swing Zone Blower #1, running intermittent, reset controls, unable to run in remote/SCADA mode, electrician troubleshooting, ok at this time running in hand mode.
 - Poly Blend #2, repaired leaks at feed lines, ok.
 - Breakaway Trails, monitored scheduled generator transfer.
 - 5P, scheduled power outage with generator, ok.
 - Chlorine building, installed temporary connection at manifold to drain external tank to be transported to Water Plant by Contractor, ok.
 - Spanish Waters, monthly force main pressure check: static = 38psi /1 pump running = 40psi /2 pumps running = 42psi.
 - Spanish Waters, Laurel Oaks, Charleston Square, performed groundskeeping work.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: Aberdeen #1, #2, #3, #4, #5, Chelsea Place #1, #2, Towne Square, Spring Meadows, San Marco, 10M, phase loss, FPL power down, storm related, support with generators as needed, contacted Collections to transfer diversion valves at Williamson Blvd. for Towne Square lift station during interim, power restored without further incident, will return diversion valves back to normal position during regular business hours, ok; 8P, phase loss, station power restored upon arrival, pump #1 stuck on, cleaned probe, station fully operational, ok; Breakaway Trails, high level, both VFD tripped, rebooted station, possible power flicker when transferring back from scheduled generator run to FPL power, will continue to monitor.
 - SCADA monitor/response: San Marco, no starts pump #1, reset motor starter, ok; Breakaway Trails, no starts pump #1, reboot VFD, found non-functional circuit breaker, replaced breaker with temporary shelf stock, ok.

- Plant wide oil & grease route.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Lift Station PM's: 13 monthly and 1 annual performed.
- 48 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Bird Centrifuge: Unit at Andritz shop for overhaul; continue in-house refurbishment of centrifuge base and associated components.
 - Sludge Thickener Transfer pump #1, replaced non-operational motor with new stock.
 - H.S.P. # 7, air conditioner repaired by contractor.
 - Reuse H.S.P. #2 – showing fault, found, loose connections at motor, corrected.
 - Well 6D - during PM'S motor starter noisy, cleaned contacts.
 - Hypo chloride pump #7, replace non-functional VFD.
 - B.A.T. Reuse H.S.P #2, replaced failed motor coupling.
 - Standish Booster Station – assist with manual opening of valve for flow check, air release valves not functioning, removed for cleaning and repair, pipe connections failed due to corrosion, vacuum system out of service while repairs are made, Booster station remains functional.
 - Monthly Well PM's: S.R. 18, 19, 21; B.A.T. 2, 3, 4; Hudson 22, 23, 24.
- Wastewater Collection/Treatment/Disposal Regulatory Activities
 - Industrial Pretreatment Program – Staff inspected a permitted facility to note changes to their pretreatment process which could affect the WWTF. The inspections are required annually per the IPP permit. Staff prepared a response to FDEP confirming the inspection and sampling of all City permitted facilities.
 - Reuse Groundwater Monitoring – Staff sampled 5 groundwater monitoring wells as required by the FDEP permit. The analytical results of the sampling demonstrate impacts of the City's reuse water used for irrigation on certain groundwater parameters within the monitored 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 – 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. During the month of June, all water bills included an invitation for customers to view the new report on the website. Hard copies of the CCR were distributed by staff to bulk water customers, such as apartment buildings, who typically do not receive water bills from the City.
 - 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, transcribing minutes, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, and providing research projects for citizens and staff, the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for June 27, 2016, City Commission Healthcare Planning Update Workshop and City Commission Meeting
- City Clerk attended Claims Committee Meeting on June 30, 2016

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- 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.