

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 26, 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 Economic Development Director
- Agenda packet review

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Executive Committee meeting
- City/County Managers meeting
- Claims Committee meeting
- Chamber of Commerce Executive Director Selection Committee meeting
- Team Volusia Marketing Committee meeting
- Met with David Slick and John Upchurch, Sr., on development near/at the airport
- Strategic Economic Development Plan Workshop

Community Development

Planning

- Realty Pros Traffic Reanalysis: The Department received a third party traffic engineering firm review of the conclusions and recommendations from a traffic study prepared by Lassiter for Realty Pros' new retail center. The review confirmed the conclusions of the Lassiter traffic study regarding the safest movement for westbound traffic would be at the directional median at Magnolia rather than at the Misner's U-turn which is 1,200 feet further west. The study projects 11 trips during the afternoon peak hour (4:00 p.m. to 6:00 p.m.) that would use the Magnolia entrance only. This vehicle load is considered extremely small and will have negligible impact on residents and the street. The access is the safest for motorists and the overall site design is most responsive to residents as it relates to architecture, buffers, walls, landscaping, and location of dumpster on the east side of the site.
- Floodplain Management Annual Progress Report: The City has been a participant in the Volusia County Local Mitigation Strategy (LMS) initiative since 1998. The LMS was created and adopted in order to more effectively plan disaster related responses and provide mitigation initiatives designed to reduce flooding problems and/or protect people and property when flooding occurs. To continue participation in the National Flood Insurance Program (NFIP) and fulfill the Community Rating System (CRS) criteria, an annual progress report on the status of the project implementation is required. Copies of the 2015 Volusia County Multi-Jurisdictional Local Mitigation Strategy and this report can be obtained from the City's Planning Department or at the City's floodplain website link: <http://www.ormondbeach.org/index.aspx?nid=243>. In addition, this report is provided to the City Commission as part of the City Manager's Weekly Staff Report and as a public document is posted to the City's website and copied to local media and the State of Florida NFIP Coordinating Official.

Building Inspections, Permitting & Licensing

- 331 inspections performed (23 done by private provider)

- 9 new business tax receipts issued.
- 95 permits issued with a valuation of \$1,464,330.00

Development Services

- The SPRC considered the following developments:
 1. MacDonald's North US 1
 2. Valiant Diner
- Approved projects under construction (percentage completed):

Project	% Complete
146 North Orchard Street	92%
783 North US 1	5%
Children's Workshop Expansion	95%
Dollar General	20%
McDonald's at 1520 N US Highway 1	0%
McNamara warehouse	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	40%
Chelsea Place, Phase 3	60%

Economic Development/Airport

Ormond Crossings

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

Airport Business Park

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

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

- Staff completed the details of the September 16 Business Retention and Expansion Workshop for Volusia County economic development professionals.
- Staff met with the videographer of the 2016 State of the City annual luncheon to refine the script and material to be presented in the video with the theme "An Investment of a Lifetime."

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company is planning to relocate to 3 Aviator Way and is expected to expand the building. Staff is processing an application for Growth Assistance Program economic development incentives which was approved by the City Commission at the August 16 Commission meeting. The resolution will be sent to the Florida Department of Economic Opportunity in preparation of a formal state incentive agreement.
- Staff worked with the consultant/facilitator of the Strategic Economic Development workshop scheduled for Saturday, August 27 from 8:00 a.m. to 1:00 p.m. at the Performing Arts in the second floor studio.

- Staff met with City businesses as part of the annual Business Retention and Expansion Program. Meetings have been scheduled with CEO's of several manufacturing and high technology firms to survey their needs and economic outlook.

Airport Operation and Development

- Work continued on the construction phase of the Taxiway Golf project. Installation of new taxiway lighting and signage and site preparation for paving of the main taxiway surface remains underway. FPL is expected to be on-site next week to install the main power lines to the new electrical vault.
- Staff continues to work with Nextower, LLC to participate in the necessary site plan review and permitting process for a wireless communications tower facility at the airport.
- The City has received a grant offer from the FAA to provide primary federal funding for the Wildlife Hazard Assessment and Runway 8 Environmental Assessment projects. The FAA grant offer will be presented to the City Commission for approval at their meeting on September 6th.
- FAA personnel were again present at the control tower for the purpose of installing new systems and components designed to upgrade the Standard Terminal Automation Replacement System.
- The FDOT has recently updated the Florida Aviation Project Handbook. New sections in the handbook include grant compliance and project-specific considerations (reporting/compliance/certification requirements, invoicing, etc.), information about special appropriations, grant assurances, program timelines and a more detailed discussion on work program development, scheduling, coordination with Districts, changes to the adopted work program, and an airport-specific list of key FDOT and FAA staff contacts.
- Staff worked with Zev Cohen and Associates, Inc. to refine a proposal to conduct a biological study as part of the planned runway approach obstruction mitigation project. Staff is also working with FDOT to structure an appropriate state grant to provide primary funding for this project.
- Staff worked with Hoyle, Tanner and Associates to process the final invoice for the Airport Master Plan Update project, and to prepare for final closeout of that project and the associated Airport Master Drainage Plan project.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 36 Journal Entry Batches (#5696 – 5801).
 - Approved 20 Purchase Requisitions totaling \$303,372.53.
 - Issued 23 Purchase Orders totaling \$47,756.52.
 - Processed 3457 cash receipts totaling \$530,981.20.
 - Prepared 124 Accounts Payable checks totaling \$157,889.86 and 32 Accounts Payable EFT payments totaling \$607,464.72.
 - Processed 1,173 utility bill payments through ACH totaling \$130,917.08.
 - Processed and issued 6,206 utility bills with billed consumption of water of 52,975K.
 - Issued 541 past due notices on utility accounts.
 - Auto-called 239 utility customers regarding receipt of a past due notice.
 - Processed 196 payments through Interactive Voice Response System totaling \$22,766.46.

Grants/PIO

- Public Information
 - Press Releases
 - Closure of Nova Community Center Tennis Courts
 - 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.
 - Met with new WFTV reporter.

- State of the City materials and event preparations.
- Completed Employee Newsletter for September.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - FRDAP Sole Purpose Meeting for Nova Tennis Court lighting application.
 - Submitted amendment for JAG15.
 - Submitted approval packet for JAG16 and all associated required reports.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 6
- Hazardous: 1
- EMS: 96
- Motor Vehicle Accidents: 11
- Public Assists: 49
- TOTAL CALLS: 167

- Aid provided to other agencies: 21 Calls: Daytona Beach (9), Volusia County (12)
- Total staff hours provided to other agencies: 26
- # of overlapping calls: 52
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 79
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 482

Training Hours

- NFPA 1001: Firefighting 14
- NFPA 1002: Driver 5
- NFPA 1500: Safety/Equipment 11
- NFPA 1620 Preplanning 6
- EMT/Paramedic 14
- TOTAL TRAINING HOURS: 50

Station Activities

- Updated 27 pre-fire plans
- Conducted 3 fire inspections

Significant Incidents:

- 8/22/16, 9:13 PM: Wilmette Ave./US1 – Motorcycle vs. Car Accident – Motorcycle T-boned passenger side of vehicle – passenger of vehicle and motorcycle rider declared as trauma alerts – three firefighters assisted EVAC with patient care during transport.

Human Resources

Staffing Update

Requisitions

- Police Officer (Police)
- Firefighter/EMT (Fire)

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- Construction Engineer (Engineering) was advertised 7-22-16 on the City web site; internally; and on the web sites for American Public Works Association, National Society of Professional

Engineers, American Society of Civil Engineers, and Florida Engineering Society, and will remain open until 8-31-16.

- Purchasing Coordinator (Finance) was advertised on 8-5-16 on the City web site; internally; and on the FAPPO web site; and will remain open until 8-26-16.
- Part Time Community Events Leader (Leisure Services) was advertised 8-8-16 on the City web site and at Embry-Riddle and will remain open until 9-2-16.
- Part Time Community Events Technician (Leisure Services) was advertised 8-8-16 on the City web site and at Embry-Riddle and will remain open until 9-2-16.

Applications Under Review

- Lead Operator Wastewater Treatment Plant (Public Works)
- Neighborhood Improvement Officer (Police)
- Maintenance Worker II (Streets/Public Works)
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)
- Seasonal Part Time Maintenance Worker II – Andy Romano Beachfront Park (Leisure Services)

Interviews Scheduled

- Part Time Maintenance Worker II - Parks (Leisure Services)

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

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

Positions Filled Internally

- Utility Mapping/Locate Technician (Public Works)
- Treatment Plant Operator C (Water/Public Works)
- Recreation Program Specialist (Leisure Services)
- Part Time Recreation Leader at Nova (Leisure Services)

Separations

- Police Officer (Police) effective 8-15-16

Risk Management Projects

- Wellness council executive board meeting
- Claims committee meeting

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff working on system administration setup including Dashboard, User, and Role configurations.
 - Finance – Interactive Voice Response System – System went live Wednesday evening of 8/3/2016 and has been successful. No major issues week three.
 - Clerk's Office – Email Archive system replacement – Operational testing continues with no major issues. Rollout of the workstation clients continues system wide.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 16 New work - 62 completed - 33 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	27,125	Inbound E-Mails Blocked	11,386
Delivered Inbound E-Mails	15,488	Quarantined Messages	251
Percentage Good Email	57.1%	Virus E-Mails Blocked	147

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 0 Corrections: 1
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 822
 - Meters GPS Located this week: 0: Total in system = 23,262; 22,560 potable, 691 Irrigation, 11 Effluent
 - Notable Events: Updated Hydrant flows.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - City Manager's Staff Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - FRDAP 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.
 - Ormond Beach Pride Football continues pre-season practicing Monday through Thursday, 5:30 pm, at the Sports Complex on Multi-Purpose Fields 11 and 12.
 - Adult Soccer League continued play this Sunday at 10 am.
 - OBSC Competitive Program continued practicing this week with games on the weekend.
 - Lady Renegades continued practicing this week at the Sports Complex on the Softball Quad Monday through Thursday at 6 pm.
 - Pop Warner hosted home football games again on Saturday morning at the Sports Complex on Championship Field 7 from 9 am to 7 pm.
 - OB Golden Spikes started workouts/practices this week on Nova Fields 2 - 5 and at the Sports Complex on the Kiwanis Field. These are held nightly at 6 pm.
 - City Flag Football held a Skill Assessment Day on Saturday at the Sports Complex on Softball Field 7 at 9 am, 11 am, and 12:30 pm for the different age groups (7-9, 10-11, 12-14). For those unable to attend, make-ups are on Monday evening at 6 pm.

- 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 cleanup 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
 - Continued dragging infields
 - Painted football fields 11 and 12 for Pride practices
 - Painted soccer grass parking lot
 - Set up Soccer Fields 1, 4, and 5 for weekend OBSC competitive games
 - Installed six new foul poles at the Sports Complex.
 - Added clay and turf to Wendelstedt and Quad infields
 - Set up Soccer Field 1 for Sunday Adult League
 - Painted Soccer Fields 1, 4, 5, and 6
 - Set up and painted Championship Field 7 for Pop Warner games
 - Added clay to Nova infields
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
 - King Jesus Ministries was held on Sunday from 9:00 am to 1:00 pm
 - Granada Squares Dance was held on Tuesday from 6:30 pm to 9:00 pm
- Performing Arts Center
 - CMT held regular classes Monday through Friday
 - The Performing Arts Center staff performed summer maintenance throughout the week to prepare for the upcoming fall season
 - The Performing Arts Center is preparing to host the following events:
 - Strategic Economic Development Plan Workshop, 8 am-1 pm Saturday
- South Ormond Neighborhood Center
 - Splash Pad open through Dec 1
 - Open park and playground sunrise to 11 pm daily
 - Fitness room
 - Open gym
 - Staff continues cleaning and organizing supplies following summer camp
 - YMCA fall soccer was held Monday, Wednesday and Friday from 5:45-7:45 pm
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Planning of 2016 events for August, September, and October
 - Attended meeting for finalization of Economic Development Workshop details
 - Distribution of Reel in the Fun flyer for September 10th tournament to schools
 - Conducting interviews for open Community Events Leader position
 - Organizing, cleaning, and repair of equipment and supply areas (ongoing)
 - Preset of Economic Development Workshop
- Gymnastics
 - Classes are going well and growing
 - August session in progress
 - Registration open for September session
 - Trial classes are being offered to attract potential students

- Working with area high schools to attract potential students
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise classes continues to meet at various times throughout the week.
- The Casements
 - Seaside Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
 - Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 12:30 p.m.
 - Guild tours were given Monday through Friday at 1:00 p.m., 2:00 p.m., and 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
 - The Casements' exterior painting continued throughout the week.
 - Pilates classes met Monday through Friday at The Casements.
 - The Guild membership committee held a Meet and Greet for new Guild members on Tuesday from 10:00 a.m. to noon in the Preservation Room.
 - Voting officials came to The Casements on Wednesday to discuss voting machine placement. The Casements will serve as a polling location on Tuesday, August 30th.
 - Zumba class met on Thursday at The Casements.
 - The Casements Guild Crafters met on Thursday from 11:30 p.m. to 3:30 p.m.
 - Docents gave a special tour to the Big Kid Adventure group on Thursday at 2:00 p.m.
 - My Big Fat Greek Cooking Class met on Thursday from 4:00 p.m. to 7:30 p.m. in The Casements' kitchen.
 - The Casements Camera Club met at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
 - A wedding was held at Ormond Memorial Gardens on Friday from 8:30 a.m. to 9:30 a.m.
- Parks Maintenance
 - Citywide inspection of parks
 - Posted and inspected reservations at pavilions
 - Boat launch wooden walkways repaired and four new boat rub rails installed at Cassen Park
 - Installed new posts and wheels to play area at South Ormond
 - Installed alligator warning sign at Environmental Discovery Center
 - Dug 2'x4' hole for bat box pole for Scout project
 - Magic Forest playground inspection
- Building Maintenance
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Tri-weekly inspection of DOT and facility lighting at various City locations
 - Tri-weekly lighting inspection of airfield runways, taxiways and signage
 - Performed preventative maintenance on 29 City-owned air conditioning systems various locations
 - Installed reflective film on bollards and rolling gate at Hull Road
 - Picked-up, delivered and assembled table and other items to/for Environmental Discovery Center
 - Installed cable for binoculars on observation deck at Environmental Discovery Center
 - Installed stop and warning signage on new gate at Hull Road
 - Assisted with repair of ceiling at Nova Gym
 - Programmed and delivered remote transmitters for two City Facilities
 - Repaired electric box in the west tower at Rockefeller Gardens
 - Removed and installed gates in a new location at Airport Sports
 - Repaired lights in the reception area at City Hall

- Removed copier in IT server room and delivered to the Environmental Discovery Center
- Checked baby changing stations in the outside restrooms at SONC
- Replaced damaged decorative light pole on New Britain Avenue
- Replaced the toilet flapper on first floor men's room at The Casements
- Repaired urinal partition in the baseball concessions at Nova
- Replaced bulbs in the large field maintenance building at Airport Sports
- Repaired the atrium stair lights at City Hall
- Replaced the ladies room toilet handle and flapper at the Senior Center
- Repaired the ceiling tiles in the gym at Nova
- Finished the irrigation timer at the Police Department
- Repaired the men's room toilet at Fortunato Park
- Repaired a toilet flush sensor at Andy Romano Park
- Repaired ladies room paper dispenser at City Hall
- Checked air wall track in Bldg A at the Senior Center
- Checked fire alarm panel and phone line at the Museum

Police Department

Administrative Services

- Attended weekly Staff Meeting.
- Conducted Quarterly Cash Audits.
- Attended monthly Sergeant's Meeting.
- Attended bi-weekly Crime View Meeting.
- Conducted interviews with police officer candidates.

Community Outreach

- Active Shooter presentations at Chick-fil-A, Temple Beth El and Ormond Art Museum.
- National Night Out after action meeting.
- Conducted Elementary School safety checks.
- Met with Riverbend Academy for DARE and Back the Blue event.
- New hire training for TASER, OC, and Outreach programs.
- Participated in Oral Interview Boards.

Community Services & Animal Control

- Animal Calls responded to: 47
- Animal Bites: 1
- Animal Reports: 4
- Animals to HHS: 2 Cats
- Dogs reclaimed: 1
- Injured wildlife: 1
- Dog owner from 144 S Ridgewood Ave. received paperwork from Ormond Beach Animal Services with intent to deem the dog dangerous.
- Coyote sighting beachside

Criminal Investigations

- Cases Assigned: 27
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 6
- Inactive: 7
- Fraud: 3
- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 8
- Grand Theft: 3

- Auto Theft: 3
- Vandalism: 1
- Sex Offense/Rape: 1
- Police Information: 4
- Threats: 1

Records

- Walk - Ins / Window 96
- Phone Calls 112
- Arrest / NTA'S 27
- Citations Issued 105
- Citations Entered 79
- Reports Generated 152
- Reports Entered 130
- Mail / Faxes / Request 11

Patrol

- Total Calls 1,491
- Total Traffic Stops 164

Operations

Crime Opportunity Report Forms: 191

- 8/16/16
 - Carbreak, 171 Oak Grove Street. No signs of forced entry to the vehicle. Cell phone charger taken.
 - Carbreak, 182 Royal Dunes Circle. The vehicle was unlocked.
 - Carbreak, 117 Golfview Lane. The vehicle was unlocked. Nothing was taken.
 - Carbreak, 67 Nicholas Court. \$15 in coins taken.
 - Carbreak, 48 Nicholas Court. The vehicle was unsecure but nothing was taken.
 - DUI Arrest. Division Avenue and South Orchard Street. Traffic Stop was conducted after multiple violations were observed; the suspect was arrested for driving under the influence.
- 8/17/16
 - Narcotics Arrest, Hand Avenue/Clyde Morris Boulevard. Officer conducted a traffic stop on a suspect for an expired tag. Officer could smell an odor of marijuana coming from the vehicle upon contacting the driver. Probable cause search was conducted and the officer located two large plastic bags of marijuana in a backpack with a digital scale and several clear plastic baggies. The marijuana totaled 299.1 grams, just over a half pound.
 - Narcotic Arrest, 34A Byron Ellinor Drive. Officer was at the residence on an animal complaint call. While there, the officer noticed a glass pipe with marijuana in it in plain view. Suspect admitted the pipe was hers.
 - Narcotics Arrest, 100 block Seton Trail. The bicycle team found a suspect sitting in a vehicle injecting narcotics.
- 8/18/16
 - Narcotics Arrest, 700 Block South Nova Road. Suspect was stopped for a traffic violation and discovered to have a suspended license. During traffic stop, suspect attempted to eat some of the narcotics she possessed.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by loss prevention stealing a leaf blower and taking it to the customer service counter to return it for a refund.
 - Warrant Arrest, 217 Valencia Drive. Officer observed suspect in his front yard and made contact with him due to him having a warrant for his arrest.
 - Carbreak, 79 Rogers Park Drive. Suspect entered victim's boat located in the driveway of the residence and stole the battery from the boat.

- Narcotics Arrest, South Atlantic Avenue and Cardinal Drive. Suspect was stopped for a traffic violation. Prescription medication not belonging to the suspect was located inside of the vehicle.
- DUI Arrest, Falls Way Boulevard at Cedar Falls Drive. Suspect was in a single vehicle crash into a light post and fled the scene on foot. Suspect was caught stumbling down the street a block away.
- Warrant Arrest, 100 Block West Granada Boulevard. Suspect was walking his dog and it bit someone then an argument started. When officers arrived on scene, a warrant for the suspect was found for failure to appear reference to a battery.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Holly Hill officers stopped the suspect for selling laundry detergent and beer in a parking lot in their city. Suspect admitted he stole the items from the Ormond Wal-Mart.
- 8/19/16
 - Stolen Vehicle, 52 Neptune Avenue. Suspect cut the porch screen to get the vehicle keys off a shelf and then took the vehicle.
 - Stolen Vehicle, 15 Laurel Oaks Circle. The vehicle is a 2009 Chevy Truck.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two suspects were taken into custody for Fraudulent Refund.
 - Battery Domestic Violence Arrest, 436 North Ridgewood Street. Suspect was taken into custody for striking the victim whom he's lived with for the last month.
- 8/20/16
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was taken into custody for putting items from the store in a backpack and leaving without paying.
 - Burglary Business, 610 South Yonge Street. Forced entry into a storage unit. Estimated \$17,000 in items taken.
 - DUI Narcotics Arrest, South Old Kings and Hammock Lane. Officer conducted a traffic stop on a vehicle that had a seize tag order associated with it. Narcotics were later located inside the vehicle
- 8/21/16
 - Carbreak, 141 South Washington Street. No signs of forced entry. At this time it does not appear that anything was taken.
 - Carbreak, 157 South Washington Street. A purse and \$47 was taken from an unlocked truck.
 - Stolen Vehicle, 31 Clydesdale Drive. Suspect broke into one car at the residence and found a spare key for a second vehicle. The second vehicle, a Mercedes, was stolen.
 - Battery Domestic Violence Arrest, 54 Woodlands Boulevard. Suspect was taken into custody for battery of the victim.
- 8/22/16
 - Carbreak Arrest, 1435 North US Highway 1 (Volusia County Sheriff's Office/District 3). Suspect entered the victim's truck by unlocked doors and removed 2 water bottles from the vehicle. One bottle of water was poured into the vehicle's gas tank. Defendant charged with Burglary, Theft and criminal mischief. Same suspect was involved in four other acts of criminal mischief, two car breaks and two burglaries.
 - Robbery Arrest, 170 North Nova Road (7-11). Suspect entered the business and approached the clerk and made statements about the clerk not having permits to sell items and stated that he was going to take a drink from the business and reached over the counter and struck the clerk in the face and walked to the cooler and took a drink and left the business
 - Burglary Business, 128 South Nova Road (Rivergate Coffee Shop). Business has a shed in the rear of the building used for storing the food cooler. Wooden window cover over a window on the shed was ripped off and located discarded in the rear parking lot. No known property missing from shed or business.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by loss prevention leaving the business without paying for the items.
 - Burglary Residence, 19 Queen Anne Court. Suspects entered residence and stole credit cards from inside a wallet sitting on a desk.
 - Warrant Arrest, 700 Block South Nova Road. Suspect was stopped for a traffic violation and was arrested for an open warrant.

- 8/23/16
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by loss prevention taking property from the business and placing it in her vehicle and then went back into the store and stole more property.
 - Stolen Vehicle, 14 South Yonge (Massey Auto Brokers). Employees at business discovered a 2001 Black Honda Accord stolen from the business lot.
 - Grand Theft, 550 Wilmette Avenue #101 (Brookdale). Employees called to report a theft of a patient's medications.
 - Battery-Domestic Violence Arrest, 1515 San Marco Drive #102 (San Marco Apartments). Suspect was arrested for dating violence after battering the victim.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 25
 - Number of Uniform Traffic Citations Issued: 31
 - Number of Written Warnings Issued: 2
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 2
 - Crash Investigation General Information:
 - 16-08-00239, Serious bodily injury/fatal crash, North Ridgewood/Highland Ave, motorcycle versus car, motorcycle operator died a few days later.
 - 16-08-00295, Crash with injuries. 100-Block Ocean Shore Boulevard, Vehicle exiting a driveway turned too wide, crossed over into the southbound lane, and crashed head-on with a pickup truck. Only scrapes and bruises, the crash closed both lanes of Ocean Shore Boulevard for approximately 45 minutes.
 - 16-08-00331, Crash with injuries, West Granada Boulevard/South Beach Street, eastbound Granada and northbound Beach blocked for an hour.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 0 Cases initiated
- 73 signs have either been removed or sign cases created.
- 21 tree removal permit requests.
- Administrative staff assisted with five (5) walk-ins and fifty-eight (58) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland – Grove Street pressure test completed, and as-built plans being prepared. Waiting for clearance from Volusia County Health Department to install meters and perform tie-ins on Capri Circle, Fairview Circle, Fairwood Circle, Midway Avenue, Washington Place and Willow Place.
- 2-Inch Watermain Replacement Phase 2 – North Peninsula - Contractor had a final inspection with Volusia County on August 25. The final pay request has been submitted. **The final contract cost was \$13,812.20 under the approved contract amount.**
- North US1 Landscaping (Airport Road to I-95) – The project is complete.
- Downtown Stormwater – Exfiltration pipe continues to be installed on the Lincoln Avenue site; the contractor has completed installation of the control structure.

- WWTP Sludge Thickener Improvements – The one tank is now operational with the new aerator in place. The contractor has dewatered the second tank and has removed the grit and will begin retrofitting for the new aerator installation.
- 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Received proposal from Contractor to add speed tables to Nova Community Park's entrance road off of Nova as was discussed by the City Commission at the CIP workshop. If this additional work is to be added to the contract, staff will present it to the City Commission for approval before authorizing the additional work. Curb replacement has begun in Forest Hills. Grove Street has been resurfaced and work is underway on Sauls Street.
- Lincoln Avenue Parking Lot – Construction began August 1 and the demolition is complete. Contractor is working on grading out the parking lot. Paving is expected to occur next week.
- Water Treatment Plant Lime Silo Dust Arrestor – The Building Division issued the Building Permit. The metal building is scheduled to be delivered September 12.
- Water Treatment Plant Controls and Pump Upgrade – The contract has been fully executed, the contractor is preparing submittals for approval with a pre-construction meeting scheduled for early September.
- Laurel Creek Stormwater Pump Station Improvements – A pre-construction conference was held August 8th. Contractor is submitting equipment shop drawings for approval.

Design Projects:

- South Peninsula Reclaimed Expansion – Survey is 80% complete, design is 50% complete.
- West Ormond Community Center – Staff's Consultant met with School Administration and developed a mutual agreement on the proposed layout with some minor modifications that were presented by the School Representatives. The Consultant has incorporated these layout changes, and is sending them back to the School Representatives for their concurrence.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being finalized. Construction funding is available in FY 16/17, therefore the project will be bid after October 1.
- WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held. The engineering report that looked at various sludge dewatering systems is being reviewed by staff.
- Cassen Park Public Dock – Staff received a request for additional information from FDEP for the permit application that was submitted. Staff's consultant will prepare a response.
- Sanitary Sewer Inflow/Infiltration – Revision to bidding manual to include evaluation scale for sanitary sewer pipes based on national standards. Staff is analyzing lift station pump run times and gravity main depths to help determine the most critical infiltration and inflow areas of the sanitary sewer system.
- Effluent Outfall Replacement – Consultant is finalizing design plans. The ERP Permit has been issued.
- Forest Hills Connector Trail - Survey work is complete, staff has begun in-house design.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – A Purchase Authorization for the launch purchase is scheduled for City Commission approval at the September 6th meeting.
- Ph III 2-Inch Water Main Replacement – Mainland – Preliminary comments have been provided to the consultant based on the 60% plans.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Survey is 80% complete, design is 50% complete.
- Downtown Stormwater Phase 2 - Consultant is developing a scope of work and proposal for the Phase 2 construction plan development.
- Fleming Ave Stormdrain Improvements - Design proposal is being placed for City Commission approval at the September 6th meeting.
- Wilmette Avenue Pumping – The Consultant has submitted 60% plans and specifications for review by City Staff.

Department Activities

Administration/Meetings/Customer Service/Other:

- Plans were received from FDOT for their Special Event Management System project, staff is reviewing for utility conflicts.
 - Reviewed plans and created approved multiple Work-in-the-Right-of-Way permits for directional bore and conduit placement at 19 and 23 Lake Cliff Way, 24 Sherrington, 1112 Sherbourne, and Saddle Creek Trail, per Brighthouse request.
 - Reviewed plans and created approved multiple Work-in-the-Right-of-Way permits for directional bore and conduit placement at 10 Cumberland Avenue, Greenwood Avenue, John Anderson Drive, Banyan Drive, and North Yonge Street, per FPL request.
 - On-site meeting at 4 Crescent Lake Way with Builder and Building Inspector to verify changes made to SWMP would not affect neighboring properties.
 - Modified Lincoln Avenue Parking Lot fence line on plans to reflect changes requested by Project Manager.
 - Continued updating construction plan drawings for the CDBG Hospital Park Improvements, per Project Manager's comments.
 - Modified Drawings for Fire Hydrant Replacement project, per Utilities Division request.
 - Continued updating construction plan drawings of the irrigation replacement for Granada medians.
 - Researched historical documents and drawings to determine maintenance responsibilities for the median islands located on Lakebridge Drive, per Streets Division request.
 - Located historical drawing of North Beach sidewalk and forwarded PDF copies to Streets Division, per request.
 - Reviewed 6 Prarieview easement vacation sketch and legal description for errors, per Legal Department request.
 - Updated the proposed Central Park community garden drawings to reflect changes requested by Leisure Services Department.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Cut out section of raised sidewalk, form & pour on Spring Meadows Blvd
 - Cleaned up after completion of job on Spring Meadows Blvd
 - Dug out utility repair, repave on 300 block of N Halifax Dr
 - Repaved section of roadway for Stormwater in Fiesta Heights
 - Cut out section of washed out roadway & repave on 100 block of Vining Ct
 - Removed uneven sidewalk 100 block of Fiesta Dr; formed, added base, started pouring concrete
 - Conducted interviews for Maintenance Worker II position

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin Ave - parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming in Trails Subdivision
- Removed large oak on Sandpiper Lane, 3 trees on 300 block of S Old Kings Rd; 2 dead palms on 100 block of Bonita Pl

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 N Nova Rd, SR40 & US1, John Anderson Dr & Royal Palm, S Nova by fire station, S Nova by Life Village Mobile Home Park
- Cleaned up walkway at Seminole & A1A
- Reclaimed walk – edged, shoveled, sanded off walk, trimmed bushes – on Corbin Ave. & Eileen Butts St.

Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightened signs in various areas of the city
- In-shop training
- Guard rail inventory – citywide
- Installed Reclaimed Water signs in various areas
- Touched base with County concerning road striping
- Reinstalling No Truck signs on Riverside Dr
- Conducted interviews for Maintenance Worker II position
- Installed 2 more No Parking signs on Domicilio Ave

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected citywide
- Inlets – inspected and cleaned citywide
- Basin cleaning citywide, all zones
- Hotspots citywide
- Ditch maintenance on Hand Ave, Division Ave, Hammock Ln
- Pond maintenance on FDOT ponds, Hand Ave
- Pond & ditch maintenance on Hammock Ln
- Cleaned pipes at Shadow Crossing

Mowing

- Reach Out – Airport Rd & SR40, (pond mowing) Division Ave & Old Kings Rd

Vac-Con

- Citywide

Street Sweeping/Streetsweeper

- 146 miles of road cleaned
- 36 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

19,931

PM Services completed for the week:
Emergency—Vehicles and Equipment
5

Non-Emergency Vehicles and Equipment
14

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has 7809 gallons of unleaded and 6,120 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,387 gallons of unleaded and 731 gallons of diesel.
- Fleet completed 70 work orders this week.

• Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – Met with electrical and mechanical engineer at the site. Preliminary plans were discussed.
- WWTP Outfall Pipe Replacement – Bid plans and specifications are being prepared. FDEP Permit is issued.
- Fire Hydrant Replacement Program – FDOT permit plans are completed for the hydrants at 400 S Atlantic and 621 S. Atlantic. Sent out utility notification letters. Replaced two hydrants on Bryant St. and one hydrant on Collins St.
- Lift Station 10M & 12M Rehabilitation – Sixty percent plans were reviewed. Four sanitary sewer mains enter the wetwell. A new wetwell or alternative structures may be required in order to bypass the wetwell.
- Lift Station 8M1 – A revised work authorization for construction administration services from McKim & Creed was received for review.
- Rima Wells Auxiliary Power Generator – Generator start up occurred on 8/19/16. The project is substantially complete. Punch list items were generated and sent to the contractor.
- Sanitary Sewer Inflow Infiltration Project – Priority areas to be televised for Phase 1 scope of work were selected and the information sent to engineering and GIS for inclusion in the bid specifications.
- Shadow Crossings Force Main Improvements – Contracts were executed by the contractor. A preconstruction meeting will be scheduled.
- Solar Salt Procurement – A disposition memo was prepared for the 9/6/16 City Commission meeting to solicit bids for solar salt for the upcoming fiscal year. A bid number was assigned to the project.
- Sodium Hypochlorite Storage Tank Replacement (WWTP) – As-built drawings are being prepared.
- Storage Tank Repairs & Maintenance – Preliminary plans & specifications comments were sent to the consultant.
- Water Plant Aerator Housing Rehabilitation (CIP) – The notice to proceed date is to be determined. Deloach Industries is requesting a deposit prior to releasing shop drawings. A response to this request is being developed.
- Water Plant Lime Silo Dust Arrestor Project – Building permits were issued and the metal building is scheduled for delivery 9/12/16.
- Water Plant Pump & Control Upgrades – Contracts were executed and submittals are being prepared by the contractor. A preconstruction meeting is being scheduled.
- WWTP Outfall Pipe Replacement – Bid plans and specifications are being prepared.
- WWTP Sludge Digester Aeration – Sludge Holding Tank #1 is being drained for mixer/blower installation. Requested proposals for installing new handrails. Discussed electrical modification alternatives to prevent the blowers from starting before the mixers. Discussed alternatives for replacing the walkway in Sludge Holding Tank #1.
- Utilities SCADA Upgrades – Radio survey was performed – awaiting report. Meeting minutes reviewed and comments sent.
- Volusia County Use Permit was received for 307 N. Beach St.

- SPRC Projects: Children's Workshop – 506 Lincoln Avenue – As-built drawings are pending. CVS – 795 W Granada – Store is open for business. Dunkin Donuts – 1190 Oceanshore Blvd. – Comments are being addressed by the design engineer. Huntington Villas – A developer's agreement was prepared and recorded. Kingston Shores – Comments are being addressed by the design engineer. Ormond Beach Senior Living – Tomoka Ave and Groover Ave – A meeting is scheduled 8/24/16 to discuss the conceptual plan. Water and sewer service is available to serve the property. Realty Pros Office - 900 W Granada – Comments are being addressed by the design engineer. 373 Forest Hills Blvd. Lot Split – The sanitary sewer connection for the lot to be split was located. The connection is capped requiring the contractor to excavate to the sewer main to make the connection. 1368 N Ocean Shore Blvd – Force main connection work is being scheduled.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 40.36 million gallons for the week ending August 19, 2016 (5.77 MGD)
 - Backwashed 11 filters for a total of 493,000 gallons backwash water.
 - Produced and hauled 27 wet tons of dewatered sludge (65 - 70% solids).
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.21 Million Gallons.
 - Produced 29.17 Million Gallons of Reuse.
 - Produced 0.04 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.17 MGD, plant designed for 8 MGD.
 - Hauled 64.74 tons of dewatered residual solids (14%-18% Solids).
 - Completed FDEP Quarterly Bioassay sampling and testing.
 - Completed USEPA and FDEP Quarterly Sludge Analysis.
- Water Distribution
 - Responded to or repaired 13 water service leaks.
 - Installed 4 new residential water services for home being constructed.
 - Replaced or repaired 7 water meter boxes.
 - Replaced 4 water services due to aged piping, 2 - 2" casing were installed for water services under roadways.
 - Performed testing on a 3" commercial water meter. Scheduled 5 commercial facilities for testing.
 - Completed maintenance on 15 City fire hydrants.
 - Performed water main shut downs for the contractor to replace fire hydrants located at 356 & 396 Collins St, 334 Forest Hills Blvd, 1259 Biltmore Dr and 1259 Vanderbilt Dr (2016 Fire Hydrant Replacement Program).
 - Water Dist. Crews replaced 3 - 2" main line valves in Forest Hills
 - Repaired a 2" GSP water main leaks on Fiesta Dr.
 - Performed valve maintenance on 7 mainline valves in Forest Hills subdivision.
 - Performed annual pressure testing of 3 City owned backflow preventers.
 - Responded to 27 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Replaced the broken 3" isolation valve serving the 3" water meter at Pine Trails Elementary School.
 - Backfilled and landscaped water distribution excavation sites.
 - Rescinded all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 122 regular & 2 Emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.

- Responded to 8 Request for Utility Verifications for residential and commercial properties.
- Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge monthly and bleed off air to reduce the main line pressure.
- Reuse system in good shape although demand is high – approximately 10 customer inquiries received for peninsula service disruption on Wed.
- Checked all known trouble spots - all good @ current time.
- Cleaned 4,413 lf of gravity main in system 6M
- Repaired manhole damaged by contractor at 7 Setting Sun Tr.
- Assisted Equip. Maint. crew with setting new pump at lime sludge pit
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 10/9 psi, Ocean Mist Hotel @ 5/0 psi, Ormond Mall @ 4/4 psi.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 30/29 psi. Foxhunters Flat (2 inch) 21/17 psi & Shadow Crossing Blvd. (4 inch) 7/5 psi.
- Televised 5 laterals from our PM list, 3 needed to be cleaned, 2 were clean and clear, and 0 needed repairs. Lateral locations placed on 6 month follow up listing.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Room, bi-weekly alternation of pumps, ok.
 - Effluent Transfer Pump #1 - pump start failure, blown fuse replaced, ok.
 - Install 6" X 3" reducer assembly for effluent tank cleaning task.
 - 9M, clean rags out of wet well, ok.
 - Riverbend Golf Course, replace RTU batteries, replace non-functioning start relay at pump #1, ok.
 - Dewatering Pump #3, electrical surge damaged TDR relay and fuse for control power, replaced non-functioning components, ok.
 - Water Plant, assist crew as needed with crane truck, ok.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: 7P: phase loss, FPL outage, power restored: 1M: phase loss, power restored upon arrival; Chelsea Place #2: phase loss, power restored upon arrival.
 - SCADA monitor/response: 8P, 7M1, HOMAC: high starts, cleaned probe, ok; 12M: uneven starts, reset motor starter #1, amp draw nominal, ok; Creekside, 2M, 10M, Shadow Lakes: no starts #1, reset motor starter, amp draw nominal, ok; Riverbend Golf Course, no starts #2, reset motor starter, amp draw nominal, SCADA read issue, repaired, ok; Pathways School: replaced RTU batteries, ok; Tomoka Meadows: not reading properly, replaced RTU batteries, will monitor; Ormond Mall: no starts #2, reset motor starter, amp draw nominal, ok; 7P, high starts #2, repair vacuum system as needed, replace non-operational stop float w/ new, ok.
 - 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: Poly Blends #1, #2; R.A.S. Pumps #1, #2, #3, #4, #5; W.A.S. Pumps #1, #2
 - Annual Plant PM's: Fermentation Submersible Mixer #1.
 - Lift Station PM's: 12 monthly and 0 annual performed.
 - 65 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slaker #1, clear jammed grit belt, ok.
- Aerator structure: Setup pressure washer for aerator tray cleaning, began addition of work light installation.
- South Sludge Pit, pull submersible transfer pump, replace pump discharge pipe coupling, repair 4" transfer pipe.
- Standish Booster Station, isolate pump #1 for removal and offsite repairs, Pump #2 not responding to SCADA controls, refresh programming, ok.
- LPRO Building, replaced pressure transducer at skid #2, ok.
- Well PM's: Hudson wells 31, 32, 33, & 34; B.A.T.; Division 8, 17.

- PM's: all potable water booster stations, all reuse high service pumps and all aerator pumps and motors
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Fats Oils and Grease (FOG) in Sewer Collections System – Staff is developing a strategy for limiting the volume of FOG in the City's sewer collection system. FOG plays a major role in blockages within the system.
 - EPA's DMRQA-36 – The US EPA requires sewer collection systems which discharge into surface waters to perform an evaluation of their proficiency of the analyses being performed. This evaluation helps ensure the integrity of the data produced. The City's WWTF performs in house analysis and has several contaminants analyzed by contractors with different areas of specialty. The City will submit results provided by each laboratory performing analytical services for City.
 - Industrial Pretreatment Program – Staff began collecting the data and files for the FDEP to inspect the effectiveness of the IPP program. The inspection also gives the Department an opportunity to recommend changes and improvements.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report – Staff approved the final version of the 2015 CCR (Annual Water Quality Report). The new report is available on the City website at www.ormondbeach.org/ccr. For the months of September and October, all water bills include an invitation for customers to view the new report on the website. Hard copies of the CCR were distributed by staff to the bulk water customers, such as apartment buildings. This distribution allows customers who do not receive water bills from the City to have an opportunity to be aware of the report. Staff delivered the certificate of delivery to the FDOH. The certificate detailed the ways the report was made available to water customers.
 - Backflow Device Testing Compliance – Staff is evaluating the commercial water customers who have not demonstrated their backflow prevention device has been tested and certified. The compliance rate of the devices within the City is periodically requested by the FDOH.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended Claims Committee Meeting on August 25, 2016
- Staff attended and provided support for August 26, 2016, Police Pension Board Meeting
- Agenda packet preparation for September 6, 2016, City Commission Meeting

Status of Department Projects

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