

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 1, 2017

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with IT Manager, Public Works Director, Finance Director, and HR Director
- Agenda packet review

Spoke to, attended and/or met with:

- General discussion meetings with Mayor and Commissioner Littleton
- Insurance Program Committee meeting
- Ormond Central investors' public meeting regarding 1 South Old Kings Rd. development
- Detective Capen retirement
- Team Volusia board meeting

Community Development

Planning

- A neighborhood meeting was held on August 28th at 100 North Halifax to discuss a 12 unit multifamily development. Approximately 35 people attended the meeting. Issues that arose mostly had to do with privacy. Fencing, landscaping and orientation of the balconies looking west were of concern by neighbors directly west of the development.
- A neighborhood meeting was held on August 30th at Temple Beth-El to discuss Ormond Central. The neighborhood meeting set an attendance record for neighborhood meetings held since the requirement was adopted in the Code. In excess of 100 people attended the meeting. The major issues discussed were: convenience gas station not wanted, trucks using Old Kings Road, no access should be permitted on Old Kings Road, and traffic on W. Granada Blvd. Reflections Village presented their board approved recommendations and the applicant for the development saw no opportunity for compromise. No issues were resolved at the neighborhood meeting.
- The Department has received notice that the City's Floodplain Management Ordinance was reviewed for compliance with the floodplain management requirements prescribed in Title 44 of Code of Federal Regulations, Section 60.3 and accepted. FEMA's Community Information System (CIS) has been updated to reflect a compliant status for Ormond Beach.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued
- 418 inspections (10 by Private Provider)
- 106 permits valued at \$2,679,877.00

Development Services

- SPRC met with an applicant for an ALF at 495 Sterthaus and conducted a pre-construction meeting for 12 Southland Road.
- Projects receiving Building Permits and percent completed are provided in the following table:

Project	% Complete	Comments
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	30%	
589 South Yonge Street	0%	
Antares of Ormond Beach	0%	
Bear Creek Bridge	20%	
McDonald's, 1530 North US 1	98%	Construction completed. Waiting on As-built drawings.
McDonald's, 105 Interchange Boulevard	98%	Construction completed. Waiting on As-built drawings.
Pet Street Vet, 240 South Nova Road	20%	
Realty Pros	98%	Construction completed. Waiting on As-built drawings.
Specialty Surgery Center	97%	
Valiant Diners, Phase 2	30%	
Huntington Villas, Phase 1B	99%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	55%	

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. SFM's objective is to begin construction in November of 2017.
 - Zev Cohen, consulting engineers for Security First Managers, has submitted the site plan for the Site Plan Review Committee's (SPRC) review and comments. FEC railroad permit for utility work on Broadway Avenue continues to progress. The Broadway Avenue roadway improvement plans have been submitted to Volusia County for review and approval as well.
- Airport Business Park
 - Prime Global Group, located at 3 Aviator Way, purchased the property in 2016 and submitted plans to expand the building by 13,000 square feet to facilitate their manufacturing operation.
 - Site plans have been submitted for Concentrated Aloe's 40,000 square foot manufacturing plant at 20 West Tower Circle, Lot #2, for SPRC for review. Staff will be submitting a new Concentrated Aloe Property Tax Reimbursement Agreement to the Commission in the next few months.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the economic development service providers on renewal of their service contracts for Fiscal Year 2018. The Chamber of Commerce is planning to update the joint City/Chamber Doing Business In Ormond Beach in 2017-2018.
 - Staff continues working with the videographer to complete this year's video for the upcoming State of the City Address scheduled for October 10.

Staff met with Volusia County Economic Development staff to discuss activation of the Foreign Trade Zone program that was approved in 1993. There have been some recent enhancements to this Federal Department of Commerce economic development program that may assist Volusia County Manufactures. City staff is working with County staff to develop a seminar to promote the program.

- Staff met with Michael Zaharios, representative of the Florida Virtual Entrepreneur Center (FLEDC) to discuss possible Ormond Beach membership as an additional tool for business retention, expansion, and recruitment. Staff is evaluating the pros and cons of membership in FLVEC.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff met with representatives of Super Petrel in the planning for their open house event scheduled for October 10 from 4:30-6:30pm. More detail will be provided in the next few weeks.

Airport Operation and Development

- RDM International, Inc., a consultant for the FDOT visited the airport this week to conduct work under the FDOT Statewide Pavement Classification Number (PCN) Development project. This project is being conducted by FDOT at airports throughout the state in accordance with FAA guidelines regarding standardization of methods for reporting airport pavement strength. RDM International's personnel performed inspections of the airport's runway and taxiway pavement during this visit.
- Staff was consulted by personnel from the FAA Orlando Airports District Office regarding formulation of the FAA's 2017 Terminal Area Forecast for the airport. The Terminal Area Forecast (TAF) is the official FAA forecast of aviation activity for all U.S. airports. Forecasts are prepared for major users of the National Airspace System including air carrier, air taxi/commuter, general aviation, and the military. The forecasts are prepared to meet the budget and planning needs of the FAA and provide information for use by state and local authorities, the aviation industry, and the public.
- Additional repairs to Gate 9 have been completed. The safety loop detector for the gate has been replaced. The gate is fully operational and functioning properly.
- Initial survey and site planning work for the Heliport Improvements Project commenced this week.
- Staff is working to replace the primary windsock at the airport. Minor maintenance work is also planned for the rotating beacon and the Runway End Identifier Lights (REILs) on all runways.
- Staff researched and provided information to the FAA about the radio transmitters and antennas at the air traffic control tower. This information was requested as part of an effort to establish new communications capabilities at another airport and to ensure that the proposed new systems would not conflict with the existing systems in use by the Ormond Beach control tower.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement preparations are in progress.
 - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
 - Preparations for the 2018/19 fiscal year budget cycle are in process.
 - Prepared utility rate increase notice for distribution to customers during the month of August.
- Completed Projects - Weekly
 - Processed 34 Journal Entry Batches.
 - Approved 26 Purchase Requisitions totaling \$365,554.78.
 - Issued 11 Purchase Orders totaling \$51,403.10.

- Prepared 58 Accounts Payable checks totaling \$1,840,140.53 and 22 Accounts Payable EFT payments totaling \$267,976.38.
- Issued 109 past due notices on utility accounts.
- Auto-called 132 utility customers regarding receipt of a past due notice.
- Processed 275 payments through Interactive Voice Response System totaling \$23,481.56.
- Prepared 13 Payroll checks totaling \$11,457.05 and 344 Direct Deposits totaling \$422,939.79.
- Transferred IRS 941 payment of \$152,453.58.
- Grant money fiscal year-to-date total received, \$2.75 million dollars.

Grants/PIO

- Public Information
 - Central Park Boardwalk Closed (8/29-9/1)
 - The Casements Closure (9/2)
 - Walking with the Manager (9/7)
 - Open Gym (September 8, 15, and 22)
 - Florida Power and Light Tree Trimming
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended weekly staff meeting.
 - Completed weekly events calendar ad for Ormond Observer.
 - Work with the printing vendor for the State of the City 2017 publication.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 5
 - Hazardous: 3
 - EMS: 89
 - Motor Vehicle Accidents: 5
 - Public Assists: 60
 - TOTAL CALLS: 165
 - Aid provided to other agencies: 11 Calls – Daytona Beach (3), Volusia County (8)
 - Total staff hours provided to other agencies: 7
 - # of overlapping calls: 42
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 65
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 165
- Training Hours
 - NFPA 1001: Firefighting 29
 - NFPA 1002: Driver 3
 - NFPA 1500: Safety/Equipment 17
 - EMT/Paramedic 6
 - TOTAL TRAINING HOURS: 55

- Station Activities
 - Updated 20 pre-fire plans
- Significant Incidents
 - 8/27/17, 8:28 PM: I-95 at Mile Marker 268 – Motor Vehicle Accident – Responded to a two vehicle collision – crews extinguished one vehicle fire and extricated one person – two critical patients were transported.
 - 8/29/17, 5:44 PM: S. Ridgewood Ave. – Structure Fire – Upon arrival found occupants of home waiting outside – heavy black smoke showing – dryer was found to be source of fire – a kitten was successfully revived with an animal oxygen mask – smoke and soot damage throughout rear half of house.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, and internally.
 - Applications Under Review
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Community Events Technician (Leisure Services)
 - Interviews Scheduled
 - Neighborhood Improvement Officer (Police)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Maintenance Worker II (Water Distribution/Public Works)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Separations
 - Police Officer (Police)
 - Employee Events
 - Skin cancer screening for HSA contributions continues until December 31
 - Employee customer service training classes will be held September 5 – 8
 - Risk Management Projects
 - Mayor's Health and Fitness Challenge 2018 meetings/event planning
 - Attended Insurance Program Committee meeting
 - Worked on subrogation claims
 - Assisted Finance with RFP opening

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. Onsite training for Finance, HR, and IT.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Kick off meetings with the Clerk's office and IT.
 - Police Department – Network files server replacement and reorganization of storage hierarchy. Fileserver project completed this past weekend.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure

- iSeries system (HTE Sungard Naviline): None
- Windows Servers: None
- Networking System: None

- Work Orders
 - New: 9
 - Completed: 47
 - In progress: 43

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,328
 - Inbound E-Mails Blocked: 19,876
 - Delivered Inbound E-Mails: 19,452
 - Quarantined Messages: 251
 - Percentage Good Email: 49.5%
 - Virus E-Mails Blocked: 0

- Notable Events: Police Department fileserver implementation project completed this past weekend. The final set of files were copied and reconciled to the physical fileserver located within the Police Department building, known as a controlled area. This was done in accordance with enhanced FDLE security requirements for Criminal Justice Information (CJI).

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 29
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 25
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,368
 - Meters GPS Located this week: 0: Total in system = 23,459; 22,716 potable, 732 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Public Works Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- FRPA Conference

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
- Conducted 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
- FRPA Conference

Environmental Discovery Center

- Social media updates
- City website updates
- City calendar updates
- Community Garden updates
- Scheduled volunteers for weekend hours

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- Lady Renegades softball practice Tuesday and Thursday from 6 pm to around 8 pm at the Sports Complex, Softball Quads.
- Ormond Beach girls softball 12's, 14's & 16's held practice Monday-Thursday from 6 pm to around 8 pm at the Sports Complex, Kiwanis Fields and Wendelstedt #2 or #3, as well as Nova #3-#5
- Seabreeze High School fall baseball training Monday from 5:30-8:00 pm at Wendelstedt Field #3
- Ormond Beach Soccer Club Competitive practiced Monday, Tuesday, Wednesday & Thursday at 6 pm at the Sports Complex Soccer Fields.
- Seabreeze High School JV football game (opened their season) Thursday from 6 pm-10 pm at the Sports Complex – Championship Field #7.
- Ormond Beach Pride Football practices Monday-Thursday from 6 pm to around 8 pm at the Sports Complex MP Fields #11 & #12
- City Youth Flag Football skill assessments were held last Saturday at 9 am, 11 am, & 12:30 pm for the different age groups. Makeups were held Monday, with the Coaches meeting slated for Thursday night at the Field House. Practices start after Labor Day & Games start Sept. 25th.
- Ormond Beach Pop Warner Games were held Saturday from 9 pm-6 pm at the Sports Complex – Championship Field #7.

Athletic Field 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 & cleaned equipment
- Dragged infields for OBGS & LR Practices
- Continue to paint soccer corners so they are visible for fall field setup
- Repainted soccer parking lot
- Installed soccer goals & finishing painting on all fields for OBSC fall season
- Painted Championship Field #7 for HA football game
- Roto-tilled Osceola fields
- Installed new nets on soccer goals
- Hauled clay & turface to Quad/Kiwanis/Tee Ball/Nova fields to be laser graded

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 pm
- Granada Square Dance was held on Tuesday from 6:30 pm to 9:00 pm

Performing Arts Center

- Ormond Church was held on Sunday from 8:30 am to 12:30 pm
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT held regular classes. Kopy Kats held regular classes.
 - Tuesday: CMT held regular classes.

- Wednesday: CMT held regular classes.
- Thursday: CMT held regular classes. Kopy Kats held regular classes.
- Friday: CMT held regular classes.

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Basketball practice Tuesday/Thursday

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Cleaning and organization of storage areas and equipment (ongoing)
- Planning of Reel in the Fun fishing tournament scheduled on Saturday, September 9th
- Assisted in the planning of 2017 Senior Games tasks
- Attended HOHO Parade Meeting
- Preliminary planning tasks and assignments for State of the City luncheon
- Preliminary planning tasks and assignments for Employee Appreciation Day

Gymnastics

- August session in progress
- Registration is open for September session
- Trial classes are being offered to attract new students

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at various times throughout the week.

The Casements

- A birthday party for 100 guests was held at The Casements on Saturday from 4:00 p.m. to 11:00 p.m.
- A baby shower for 30 guests was held at Bailey Riverbridge on Sunday from 11:00 a.m. to 3:00 p.m.
- Kristin Heron took down her art display in the gallery on Monday from 9:00 a.m. to noon.
- The piano in the gallery was tuned on Monday from 10:30 a.m. to 11:30 a.m.
- Guild tours were given on the hour Monday through Friday with the first tour at 1:00 p.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Pilates classes met Monday, Wednesday and Friday at The Casements.
- The Casements Guild Crafters met on Monday from 12:30 p.m. to 3:30 p.m. in Room 203.
- Casements Camera Club accepted photographs for their Color Show on Monday from 4:00 p.m. to 6:00 p.m. Midweek they hung their exhibit in The Casements' gallery. They then judged the Color Show photographs on Thursday from 4:00 p.m. to 6:00 p.m. in the gallery. This evening they will host their 37th annual Color Show reception from 5:30 p.m. to 7:30 p.m. During the reception, they announced the prize winners. The exhibit will be on display until September 29th.
- Tidbit Tuesday provided another fun fact to our followers on Instagram featuring the September movie on the Halifax.
- Yoga class met on Tuesday morning at The Casements.
- Holiday Parade meeting was held at The Casements on Tuesday afternoon.
- Zumba class met on Thursday at Bailey Riverbridge.
- Ormond Memorial Gardens hosted Dinner, Art & a Movie on Friday from 6:00 p.m. to 10:00 p.m.

- This evening, Movies on the Halifax will show Pete's Dragon in Rockefeller Gardens at 8:00 p.m. Staff will be assisting from 6:00 p.m. to 10:00 p.m.

Parks Maintenance

- City wide inspections of parks
- Inspections of pavilions for reservations
- Posted reservations at pavilions
- Magic Forest: Repaired wood on fire truck and fixed pickets
- Community Garden I: Delivered topsoil (Hammock Lane)
- Nova Park: Cleaned park every morning and repaired swing
- Community Garden II: Cleaned out garden debris that was removed from old plots
- Central Park I: Completed a map layout of work out stations
- Birth Place of Speed: Remounted metal car sign on park sign wall

Building Maintenance

- Daily preventative maintenance of City owned vehicles and NaviLine System
- Weekly lighting inspection of Airfield Runways, Taxiways and signage
- Weekly inspection of D.O.T. & facility lighting @ various city locations
- Replaced ballasts and light bulbs in City Hall first floor office
- Met with various contractors for upcoming projects
- Painted office and rehung pictures at City Hall
- Repaired the loose faucet at the Sports Complex ladies soccer restroom
- Repaired back gate at Sports Complex
- Installed light under cabinet at PD
- Installed gliders to conference room chairs @ PW Directors Office
- Installed wall clock at PW office
- Removed large wood desk from old Fire Admin. to Fleet
- Repaired desk in GIS at City Hall
- Check the a/c noise at Ames
- Cleaned all bathroom floor drains at Andy Romano
- Staff meeting at the PAC
- Continue snow flake rebuilding at PW
- Checked generator roof leak at WWTP
- Got quotes for a complete fire panel at The Casements
- Inspection of the Water Wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended the Funeral services for Kissimmee Police Department Officers.
- Staff attended the Crime View presentation hosted at the Police Department.
- Staff hosted a Supervisor's meeting at the Police Department.
- Staff attended the Volusia Flagler Police Chief's Association meeting.
- Staff conducted training with new hire Police Officers.

Community Outreach

- *Coffee with a Cop* was conducted at State Farm Insurance.
- *Tutors R Us* for the fall season will resume Monday, September 11, 2017. We anticipate 25 elementary and middle school students will participate in the on-on-one tutoring offered Monday through Thursday after school at the South Ormond Neighborhood Center.
- *Science on Patrol* at Ormond Beach Elementary and Ormond Beach Middle School are tentatively scheduled to resume the week of October 9, 2017.

- Open gym and skills practice for youth on the OBPAL basketball teams was held at the South Ormond Neighborhood Center last week on Monday, Wednesday and Thursday evenings. Approximately 30 youths participated over the three days. OBPAL basketball program will resume scheduled team practices in December to prepare for 2018 basketball season.
- *Golfing for Youth*, the Annual OBPAL golf tournament fundraiser, will be held November 4th at Riverbend Golf and Country Club. Participant applications and sponsorship requests are ongoing. The last date to register for participation in the tournament is Tuesday, October 27th. This is the 20th year of the OBPAL Golf Tournament.

Community Services & Animal Control

- Animal Calls responded to: 50
- Animal Reports: 5
- Animals to Human Society: 2
- Trap Neuter Release: 4

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 10
- Inactive: 15
- Fraud: 7
- Burglary Residential: 2
- Burglary Business: 1
- Larceny Carbreak: 5
- Grand Theft: 8
- Death Undetermined: 1

Records

- Walk - Ins / Window: 68
- Phone Calls: 76
- Arrest / NTA'S: 21
- Citations Issued: 59
- Citations Entered: 12
- Reports Generated: 113
- Reports Entered: 90
- Mail / Faxes / Request: 18

Patrol

- Total Calls: 1,214
- Total Traffic Stops: 124

Operations

Crime Opportunity Report Forms: 56

- 08/23/17
 - Burglary, 20 Eagle Court. A shed was entered with golf clubs and bags missing/scattered in the backyard.
 - Narcotics Civil Citation, 208 Central Avenue (PACE Center for Girls). School staff found a juvenile to be in possession of marijuana.
 - Battery Domestic Violence Arrests, 25 Foxhunter Flat. A brother and sister were in a physical altercation.
 - Carbreak, 24 Ocean Shore Boulevard. Victim advised her purse was taken out of her unlocked vehicle.
 - Driving Under the Influence Arrest, Neptune and Ocean Shore Boulevard. Driver was stopped for a traffic violation and found to be under the influence.

- 08/24/17
 - Grand Theft, 1628 West Granada Boulevard (Dunkin' Donuts). A former employee is suspected of stealing over \$300.
 - Shoplifting, Violation of Probation Arrest, 1521 West Granada Boulevard (Walmart). Subject walked out of the store with a cart full of items without paying for them.
 - Carbreak, 10 Arrowhead Circle. Forced entry made to a vehicle where an Xbox One was taken.
 - Burglary Residential, 420 Lakebridge Plaza Drive. A piggy bank was taken from the apartment.
- 08/25/17
 - Grand Theft, 300 Clyde Morris Boulevard #C (Florida Urology Center.) A phone was taken from the counter.
 - Battery Domestic Violence Arrest, 158 South Halifax Drive. Subject got into a physical altercation with his brother.
 - Battery (Aggravated) Arrest, South Yonge Street and Central Avenue. A driver pulled out in front of a motorcycle with two passengers causing a crash with serious injuries. The driver attempted to flee the scene and struck an additional vehicle. A DUI charge is pending the results of the blood draw.
 - Warrant Arrest, 654 South Yonge Street. Subject contacted and found to have an open warrant.
- 08/26/17
 - Warrant Arrest, South Nova Road and Fleming Avenue. During an investigation a subject was found to have an open warrant.
 - Grand Theft, 527 Sandy Oaks Boulevard. A BMX bicycle was stolen from the front porch of the residence.
 - Narcotics Arrest, 500 Sterthaus Drive (YMCA.) Suspicious vehicle was located and contacted where a misdemeanor amount of marijuana was located.
 - Narcotics Arrest, 100 Block North Yonge Street. A traffic stop was conducted where the driver was found to be driving on a suspended license and narcotics were also located within the vehicle.
 - Narcotics Arrest, South Yonge Street and Arroyo Parkway. Traffic stop completed where narcotics were located.
 - Battery Domestic Violence Arrest, 83 Tomoka Meadows. Two subjects were in a physical altercation.
- 08/27/17
 - Burglary Business, 285 Wilmette Avenue (Elks Lodge.) Television taken from the screen patio.
 - Grand Theft, 1502 San Marco Drive #303 (San Marco Apartments.) Victim hosted a party and later discovered a firearm missing from his residence.
 - Carbreak, 150 Williamson Boulevard (Applebee's). Driver door window smashed, a camera, purse, cell phone and clothing were taken.
 - Carbreak, 150 Williamson Boulevard (Applebee's). Unlocked door, passport taken.
 - Disorderly Conduct Arrest, 530 South Center Street. Subject contacted attempting to enter their parent's home while intoxicated; subject continued to yell profanities and disturbed some of the neighbors.
 - Warrant Arrest, 735 South Nova Road (Tomoka Plaza). Subject contacted who was found to have an open warrant.
 - Narcotics Arrest, 60 N Yonge Street. A traffic stop was conducted where narcotics were located.
 - Narcotics Arrest, Arroyo Parkway and South Yonge Street. A traffic stop was conducted where narcotics were located.
 - Traffic Arrest, I-95. Subject was contacted after fleeing from marked patrol units in another jurisdiction.
- 08/28/17

- Burglary Residence, 337 Greenwood Avenue. Two bicycles were stolen out of the victim's garage.
- Carbreak, 1457 North United States Highway One #23 (Myrick Pools). Company vehicle was broke into, nothing appeared to be missing.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subjects walked out of this location with a grocery cart full of food items. When confronted by the store's loss prevention officer the two fled, one in a vehicle and one on foot. Female subject apprehended a short time later.
- Theft, 1513 San Marco Drive #203 (San Marco Apartments.) Victim advised his ex-girlfriend is withholding his personal property inside her residence.
- 08/29/17
 - Robbery Arrests, 374 West Granada Boulevard (AT&T). Four cell phones and an iPad totaling in excess of \$3,500 were taken from the store. Three subjects were arrested

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 56
 - Number of Uniform Traffic Citations Issued: 49
 - Number of Written Warnings Issued: 8
 - Number of Parking Tickets Issued: 1
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 1 Case initiated
- 44 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and seventy (70) telephonic inquiries.

Public Works

Engineering

- Project Summaries
 - Construction Projects:
 - Police Department Sally Port – The Contractor installed spray foam insulation around the AC ducts and fire damper in an effort to stop the condensation from running down the wall. Additional insulation will be installed and the ceiling will be replaced and painted.
 - Police Department Fence – The perforated panels have been ordered and will be installed once they are delivered to the site.
 - Sanitary Sewer Inspection – The Contractor is off-site until after Labor Day.
 - 2017 Roadway Resurfacing – The Contractor will be striping Amsden Road, Bosarvey Drive, and Lake Bridge Drive in the next 2-3 weeks.
 - South Peninsula Reclaimed Expansion – The Contractor has completed installation of reclaimed main on Riverside Drive between Granada Blvd. and Casements Drive. Work continues with installation of 16" reclaimed main on South Halifax north of Seminole Drive. The Contractor continues to work installing check valves on potable services ahead of the main installation.
 - CDBG 2017 Trail & Sidewalk – The Contractor is working in Central Park grading, forming, and pouring the concrete trail. The project is 55% complete.

- Ph III 2-Inch Water Main Replacement – Peninsula –The notice to proceed has been issued with a date of September 5. Contractor is taking pre-construction video and photographs this week.
- Ph III 2-Inch Water Main Replacement – Mainland – A Notice to Proceed will be issued with an effective date of September 5th.
- CDBG - Huguenot Park – Contractor is scheduled to layout the parking area for staff review.
- Street Light Maintenance – The Contractor has completed 26 of 30 poles to be cleaned, sanded, primed and painted hunter green.
- Sandpiper Lane Drainage Improvements – Contracts have been sent to the Contractor for execution and bonding.
- Design Projects:
 - Ormond Crossings Utility Extensions – CC approved a request for a Work Authorization for design services associated with extending utilities to serve the first development project of Ormond Crossings. A design kick-off meeting was held. Consultant has submitted permits to FEC RR and Volusia County.
 - West Ormond Community Center – Staff had a meeting to review the first draft report with the Consultant. When the final draft is completed it will be presented to the City Commission at an upcoming workshop.
 - Ormond Sports Complex Field 9/10 Lighting – In an attempt to have the fields ready for the fall season staff requested a turn-key installation proposal from one of our Construction Management firms under continuing contract. They have completed their bidding of the project and have submitted a Guaranteed Maximum price proposal. The project is scheduled for CC for approval at the September 19th meeting.
 - WTP Sludge Residuals Facility Improvements – Met with Consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and is being reviewed. Staff has asked the engineer to look into the screw press design technology for sludge dewatering. Screw presses could save the City up to \$60,000 per year in operating costs in comparison with the continued use of centrifuges. Andritz has arrived on site to perform a pilot test of their screw pump to confirm its ability to dewater the lime sludge. Once the results are in staff can decide if this technology is preferred over the centrifuge technology.
 - Cassen Park Public Dock – Staff has received the FDEP permit and has received the ACOE permit. City received notice from FIND that the City's application has made the funding list. FIND will meet on September 27 to determine funding award amounts for the various projects that submitted. The City received a ranking of 62 for the FWC FBIG grant application. Although no official notice has yet to be received, the grant guidelines state that applicants must score above 65 to be eligible for funding. In discussion with FWC personnel, day docks typically do not score high with their grant program. They prefer to fund transient docks that allow overnight docking. Staff met with Julia Truilo to discuss if Mainstreet would approve of an additional \$400,000 coming from the CRA Fund reserves be used to support the project construction. Assuming FIND funds the full amount that was requested. Julia indicated she was in favor of doing this but also was wondering if Mainstreet might be able to apply to the Racing District for a grant. She said she would look into this and get back with staff.
 - WWTP Sludge Dewatering Improvements – Staff received a preliminary design report that compared centrifuge technology to screw press technology for dewatering sludge at the WWTP. Based on the report it was decided that centrifuges provided more flow and were best suited for operation at the WWTP. The consultant is proceeding with final design.
 - Effluent Outfall Replacement – One bid was received for the project. Staff and the engineer will be reviewing it to determine if a bid award recommendation will be made.
 - Forest Hills Connector Trail – 100 % plans and estimates are being completed as well as bid documents for review by FDOT.

- CDBG (canoe kayak launches) – Staff is soliciting written installation proposals for both installation of the stored materials. The FDEP Permit has been received and construction can occur.
- Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
- Fleming Ave Stormdrain Improvements – FEMA is reviewing the HMGP grant application.
- Wilmette Avenue Pumping – Staff has submitted a FEMA HMGP grant for this project as Tier 1 funding is available following the disaster declaration for Hurricane Matthew. The Volusia County Local Mitigation Strategy has included this project on their priority list for FEMA funding.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- Cassen Park Improvements (Paving and Restroom Replacement) – All site survey work has been completed. The project Engineer and Architect are working on preliminary designs for staff approval.
- Rockefeller Gardens Stage Shade Cover – Conceptual design is being finalized for City Commission review.
- OBSC Improvements – Field 3 Lighting – Staff is working with the Consultant on final plans for bidding, grant submission, and FAA review of pole height and location.
- OBSC Improvements – Championship Field 7 – Staff is working with the Consultant on final plans for bidding and grant submission.
- North US1 Landscaping Ph II – The plans and bid documents were approved at the August 15th City Commission meeting, and the project has been advertised for bidding. Bids are due on September 20th.
- Water Plant Upgrades – The Consultants are preparing 30% plans for review.
- Secondary Raw Water Main – The Consultants are preparing 30% plans for review.
- Wastewater Plant Influent Pump Station – Staff is coordinating with FPL to implement the recommended corrective actions.
- Departmental Activities
 - Reviewed weekly SWMP and Fence Permits through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for directional boring along 37 Pebble Beach Drive, per BrightHouse request.
 - Researched old as-built files of available utilities along Hull Road and provided PDF copies to Consultant (Alan Engineering), per request.
 - Completed sketch and legal description for 2450 Ocean Shore Blvd. annexation, per Planning Department request.
 - Completed stakeout of property corners at 49 Woodhaven Circle, per Neighborhood Improvement Division request.
 - Completed sketch and legal description for 18 Sand Dollar Drive annexation, per Planning Department request.
 - Researched old drawing files for as-builts of Clyde Morris Blvd. and provided PDF copies to Utilities Division, per request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Pulled form boards at 900 block of S Beach St
- Formed 6'x7' patch in driveway, 1 Highland Dr.
- Pulled out broken areas on S US 1
- Removed broken area and replaced on N A1A
- Strat removing process (sidewalk) at Ames Park to repair work from Stormwater job
- Patched 7'x7' on St. Mark Cir, patched on Northbrook Cir

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. 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
- Picked up pile at Nova Rec, tree debris on N Beach & Ellsworth
- Cut limbs over roof at PW Office
- Removed oak tree on N Saint Andrews Dr, huge oak on N Arbor Dr
- Trimmed over road on Harbour Lights Dr

Maintenance

- Rotated Special Event bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Blow debris off walks at City Hall complex
- 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 and Wilmette and on the Granada Bridge
- Weed control on streetscape and FDOT areas
- Trimming on N Oceanshore Blvd; A1A North by Sandcastle Dr; Central Ave; DOT ROW
- Built up low areas at Airport Sports Complex
- Edged and cleaned up sidewalks on Central Ave between S Ridgewood & Washington Ave

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Ordered Sign Shop materials
- Straighten signs citywide

Stormwater Maintenance

- Pond maintenance citywide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Sandbag assembly at PW
- Checked on clogged drains, possible pipe leaks on Sanchez & Kenilworth Ave
- Cleaned out storm drain at Oleander and US1
- Cleaned litter around pond at Old Kings & Division
- Pond maintenance at ABC pond, South Division Rec

Vactor

- Ames Park

Mowing

- N US1
- Nova Rd ponds, not ROW – DOT US 1
- Around ponds at Airport
- Reachout at FDOT Ponds
- Pond mowing at Arroyo Parkway

Street Sweeping/Streetsweeper

- 149 miles of road cleaned

- 29 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,210
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 20
- Road Calls for the week: 4
- Quick Fleet Facts:
 - Fuel on hand: 11,573 gallons unleaded 7,711 gallons diesel
 - Fuel used in one week: 2,022 gallons of unleaded and 1,075 gallons of diesel.
 - Fleet completed 70 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Received the FPL invoice information and easement request for the 480 Volt line and transformer. The VFD alternate bid item was deleted. A request for additional services was received from the consultant. This request was reviewed and discussed with the engineer and a revised scope is forthcoming. Bid plans and specifications are being prepared. A bid request approval form was submitted.
 - Clyde Morris Boulevard Manhole 10999 Rehabilitation – The manhole leakage caused a partial collapse of pavement on Clyde Morris Boulevard. Met with Volusia County to discuss permitting requirements for repairs. Permit plans and the application are being prepared. Work is scheduled to be performed on the night of September 7th.
 - Water & Wastewater Chemical Purchases – Award recommendation memo was prepared for the September 5, 2017 City Commission meeting. Legal Department reviewed insurance certificates and recommended alternate 2nd low vendors providing certificates of insurance complying with City standards be considered for award. An award recommendation memo was revised accordingly. Supplemental Carbon Source testing was performed and the Micro C product met the specifications for glycerin.
 - Fire Hydrant Replacement – FDOT permit received for hydrant replacements on A-1-A.
 - Lift Station 8M1 – Legal Department is preparing a City Commission memo for vacating the existing easement and providing a replacement easement for the Lift Station 8M1 site.
 - Lift Station 10M & 12M Rehabilitation: Contract documents were executed by the contractor. A preconstruction meeting is being scheduled.
 - Phase III 2-inch Water Main Replacement – Mainland – Project start date is scheduled after Labor Day.
 - Phase III 2-inch Water Main Replacement – Peninsula – Contractor is recording pre-construction videos and taking photographs to show pre-existing conditions.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Contractor will resume work after Labor Day.
 - Secondary Raw Water Main – Survey for proposed piping route is being performed and easement needs are being identified.
 - Shadow Crossings Force Main Improvements – Received disc of as-built drawings from the contractor.
 - Sodium Bisulfite Tank Replacement – Prepared Addendum 1 answering bidder questions. Bids were received on August 31, 2017.
 - Elevated Storage Tank Repairs & Maintenance – Contacted consultant to discuss monopole option for alternative consideration to demolish the water plant elevated tank. Met with Tnemec coatings representative at the Breakaway Trails elevated tank to discuss over-coating the finish instead of sandblasting and painting in order to reduce project costs. Met

- with tank repair vendor to visit the Water Plant, Breakaway Trails and Leeway Tank sites and obtain recommendations for reducing costs for the tank rehabilitation project.
- South Peninsula Reclaimed Expansion Project – construction underway.
 - Water Plant Aerator Housing Rehabilitation (CIP) – The vendor is scheduling a site visit to inspect the locations where water is dripping on the outside of the enclosure to determine the best method for stopping the leaks. Project closeout activities are underway.
 - Water & Wastewater Plant Sludge Dewatering Improvements – Staff provided feedback to Engineer upon review of dewatering equipment evaluation study.
 - Water Plant Upgrades (Lime Slaker & Chlorine Generator) – Thirty percent plans are being prepared for review.
 - WWTP Influent Pump Station VFD Replacement – Power quality audit report sent to FPL.
 - WWTP Outfall Pipe Repair – Permit application was sent to FDEP.
 - Utilities SCADA Upgrades – A meeting was held to discuss the revised software RFP.
 - SPRC Projects (Utilities Review)
 - Argosy Parking Lot – Reviewed revised plans. Provided information for changing the requested water meter size from 1" to 1-1/2".
 - Celedine – Revised utility master plan was received - all Utility Division comments addressed.
 - Edgewell Personal Care – Authorization was given to industry to install a dry line portion of the fire system piping on site.
 - For Our Parents ALF – 495 Sterthaus Road: Attended pre-construction meeting.
 - Launch FCU Credit Union – Received a missing plan sheet from the engineer for review.
 - Prince of Peace Additions – Reviewed plans. Additional information is required.
 - Spinnaker Condominium – FDEP Wastewater Collection permit received.
 - Thomas & Betts – 12 Southland Road: Attended pre-construction meeting
 - YMCA Parking (over ROW) – 500 Sterthaus Drive: Reviewed plans. Utility Division comments were addressed.
 - 3 Aviator Way – Reviewed plans and provided comments.
 - 100 N. Halifax – Discussed landscaping and utility conflicts in meeting with developer.
 - 692 S Yonge St – Received annexation request for review.
 - Water Treatment
 - Delivered 37.60 million gallons for the week ending August 25, 2017 (5.37 MGD).
 - Backwashed 12 filters for a total of 584,000 gallons backwash water.
 - Raw water average daily withdrawal rate from all wells through July 31, 2017 @ 6.464 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
 - Produced & hauled 40.5 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 30.46 Million Gallons.
 - Influent flows average for week @ 4.35 MGD, plant designed for 8 MGD.
 - Produced 25.90 Million Gallons of Reuse.
 - Produced 4.56 Million Gallons of Surface Water Discharge.
 - Annual Average (August 01, 2016 – July 31, 2017) for Surface Water Discharge 0.980 MGD.
 - Hauled 189.32 tons of dewatered residual solids (14%-18% Solids).
 - Water Distribution
 - Responded to and/or repaired 14 water leaks.
 - Installed 8 new residential water meters.
 - Replaced 3 faulty residential water meters.
 - Replaced or repaired 3 water meter boxes.
 - Replaced 4 water services or meter assemblies due to low flow or leaks. A 2" casing was installed for water service replacements under roads.
 - Performed pressure testing of 5 City owned backflow preventers.

- Responded to 17 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed maintenance on 17 fire hydrants Pine Trails subdivision. Repaired a fire hydrant struck by a motor vehicle at Bennett Lane & Tomoka Ave.
- Performed flushing in Ormond-by-the-Sea for chlorine residual.
- Continued leak detection activities in Brookwood & Sawtooth subdivisions. The equipment alerted staff to a possible leak located on Mayfield Terrace. Crews are conducting leak correlation activities.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 132 regular and 4 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 2 reuse trouble calls.
 - Responded to 3 Request for Utility Verifications for residential and commercial properties.
 - Continuing to locate sanitary services for boring contractor.
 - Contractor hit lateral filling gravity main with mud. Cleaned mains to LS 2P. Televised laterals to locate damaged services.
 - Located, prepped and extended sanitary lateral at 850 John Anderson Dr.
 - Assisted Professional Piping Services during poly-pigging A1A force main.
 - Made temporary repairs on collapsed roadway on Clyde Morris at manhole 10999.
 - Installed sod at multiple worksites
 - Assisted BAT maintenance personnel with a reuse break.
 - Flushed reuse blowoffs on beachside
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 6/6 psi, Westland Run 8/8 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.

- Wastewater Plant – Lift Stations
 - Micro “C” containment tanks, install equalization pipes and valves, ok.
 - 7P, vacuum compressor not shutting off, non-functional ground connection noted, repaired and tested station, serviced RTU and replaced batteries, ok.
 - Shadow Crossing, wired generator run status into PLC for WIN911 callout system.
 - Reaeration Basin, run pipe for new mixer and 120 volt power for accessory receptacle, ok.
 - Sand filter, pump not operating, trip setting set to low, adjusted setting, ok.
 - Influent Room, oversaw transfer of pump positioning status, ok.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: 1P, high level, found to be power outage due to FPL line repair work, power restored without further incident.
 - SCADA monitor/response: 6P, 7M1, San Marco, Shadow Crossings, 8P, Chelsea Place 2, high starts, cleaned probe, ok; 8M3, no starts #2, blockage at volute, pulled pump to clear, RTU not responding to pump #2 status, electrical repair scheduled; 7M, #2 stuck on, cleaned probe, ok; 4P, no starts #3, pulled pump assembly, found broken shaft at wet end, sent out for repairs; Il Villagio, high starts, cleaned and degreased probe, ok; Ormond Mall, no starts #2, reset motor starter, ok; 7P, uneven starts, troubleshoot systems, corroded electrical ground wire causing vacuum pump not to stop when system primed, repaired wire, ok; 12M, uneven starts, reset motor starter #2, adjusted and cleaned floats, ok; McDonalds, uneven starts, reset motor starter #1, ok.
 - SCADA technician activities: Friday end of shift Test of Win911 @ WWTP, call out Sunday @ WWTP SCADA server reboot, Text Modem not online - everything else ok; SCADA progress meeting to discuss Software Selection RFP, made changes as team indicated and sent to consultant; Installed new virtual machine and SCADA laptop to run Control Wave Designer v 5.0, used to go online with PLC_2, PLC_3, and Influent PS Control Wave PLCs @ WWTP.
 - 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: Transfer Pumps, #1, #2, #3
- Lift Station PM's: 15 monthly performed and 0 annual.
- 50 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System
 - Aerator hatch, fabricated and installed new hatch cover, ok.
 - High service pump #5, began pump reassembly.
 - High service pump #7, replaced nonoperational motor with new stock, alignment and electrical connection scheduled.
 - Clear-well, pumps not rotating as designed, contacted Rocha controls.
 - Hypo-Chlorite pump 4, changed gearbox oil, ok.
 - Hypo-Chlorite pump 7, replaced worn pump tube, ok.
 - Well 9D, assisted contractor with replacement of non-operational motor.
 - South Lime sludge pit, replaced non-operational sump pump, ok.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Monitoring Sewer Collection System – Staff is monitoring select locations throughout the collection system to ensure the industrial facilities are in compliance with Local Limits for the contaminants in the Sewer Use Ordinance. The limits help protect the WWTF and assist in the compliance of the effluent discharge from the WWTF to the Halifax.
 - Quarterly FDEP Consent Order Report – Staff submitted the quarterly report illustrating 6 consecutive months sampling/testing compliance and requesting to close out the consent order. Staff received initial feedback from Department indicating their acceptance of the copper sampling and testing conformance but were awaiting additional industrial pretreatment section review and compliance confirmation.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Wetlands Monitoring Report – Staff submitted the Wetlands Monitoring Report to the SJRWMD. The report is required by the Consumptive Use Permit (CUP) issued by the District. The report summarizes the health of the wetlands adjacent to the City's potable water production wells in the Rima Ridge Wellfield.
 - Consumer Confidence Report Compliance Certification – Staff submitted the CCC (Water Quality Report) certification of delivery to the FDOH. The certification endorses that the City delivered on the CCC to its customers by the prescribed deadline. The CCR is available on the City website at www.ormondbeach.org/ccr.
 - Backflow Prevention Device Compliance – The City's Cross Connection Control program relies heavily on the City's commercial potable water customers to certify their BF devices. Currently, the City's commercial device management program has achieved 86% compliance rate. This represents continued improvement from year to year.

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, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended Insurance Program Committee meeting on August 29, 2017
- Agenda packet preparation and distribution for September 1, 2017 Police Officers' Pension Board Meeting
- Agenda packet preparation, creation, and distribution for September 5, 2017, City Commission meeting