

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 5, 2011

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:

- Weekly staff meeting with Directors
- Bi-weekly meetings with Economic Development Director and IT Manager
- Weekly meeting with City Clerk
- Met with Risk Manager regarding insurance issue with a tow truck company
- Interviewed Fire Chief candidates Ed Moran and Jim Stables
- Discussed the upcoming airport community event with Economic Development Director and Airport Manager

Spoke to, attended and/or met with:

- Met with Leisure Services Director and Rick Ferrito regarding Pop Warner
- As requested met with Commissioner Boehm to review commission agenda
- Attended LEAPS customer service training, required for all employees
- Attended Volusia County Quarterly Economic Development Breakfast
- Met with Dwight Durant, Zev Cohen, to discuss ideas for civic engagement on the John Anderson Drive construction project
- Participated in FCCMA conference call on their winter conference

City Clerk's Office

In addition to routine City Clerk activities such as agenda preparation for meetings and workshops, updating insurance information for City contracts, updating website, 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:

- Attended the City Commission meeting on August 3, 2011.
- Attended the Quality of Life Advisory Board meeting on August 4, 2011.
- Agenda packet preparation for the August 16, 2011, City Commission Meeting.
- Prepared and sent Legal Advertisements to the News-Journal for publication.
- Evaluated a third Agenda Automation Systems provider and received a quote.
- Scheduled an onsite meeting with an Audio/Visual solutions company for August 8, 2011, in order to evaluate the City's current meeting needs.

Community Development

- Planning
 - Staff attended a legislative session at FDOT Urban Office in Orlando regarding the effects of HB 7207 – Community Planning Act on transportation.
 - Staff was informed by ISO that as a condition of continued participation in the Community Rating System (CRS) program, an annual Recertification was due each October 1. Since the City's cycle visit was completed during the ISO 2011 visit, annual recertification will

- not be required by October 1, 2011. The verification worksheet signed by the City as part of the five year recertification will substitute for the normal recertification for 2011. The City's next recertification will be due October 1, 2012.
- The Interlocal Boundary Agreement with Volusia County was revised based upon legal comments. This document is now considered sufficiently refined to send to Volusia County for opening negotiations.
 - Building Inspections, Permitting & Licensing
 - 60 permits issued with a valuation of \$786,933.00
 - 180 inspections performed.
 - 6 business tax receipts issued.
 - Development Services

The SPRC met to discuss the following inquires:

 - Conversion of 1101 Old Tomoka from Offices to an Assisted Living Facility.

Economic Development

Ormond Crossings

- Tomoka Holdings is preparing the draft design standards, which are expected to be completed with the PMUD documents for a submittal to staff next week.

Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in September.
- Staff is working with a business prospect interested in leasing 6 Aviator Way, a 9,000 square foot industrial building that was recently vacated.
- Staff is marketing the vacant lots along West Tower Circle Extension to potential business prospects.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff is working with the Chamber Economic Prosperity Committee to revise and update the joint business publication "Doing Business in Ormond Beach."
- Staff worked with the Chamber and Center for Business Excellence on the formulation of an Ormond Beach business survey, which was distributed to approximately 3,500 businesses that have licenses in the City. Staff met with the CBE to review the responses and is in the process of preparing a report of the results for a presentation to the City Commission in August.
- Staff met again with local banks to discuss lending options for business development. Further action steps are underway to refine the concepts outlined with the banks.

Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff met with the Energizer management on a number of site and transportation matters including a meeting this week to discuss extension of an additional water line for the production facility.
- Staff met with a bank interested in leasing property along the Main Street corridor and will be meeting with the Main Street Design Committee to discuss improvements to the

property. The company is expected to meet with the Main Street Design Committee to discuss their plans.

Special Economic Development Projects

- Staff is preparing plans for the Strategic Economic Development Plan update for community workshop in mid-September. A request for quotes was transmitted to several consulting firms to assist in the workshop and preparation of the updated plan.
- A request for proposals was drafted for the Legislative Services contract. The RFP document approved by the City Commission will be advertised on August 7.
- Airport Operation and Development
 - Installation of surveillance camera systems at the airport continued this week. Technicians worked with IT and Engineering staff to install components at the air traffic control tower.
 - Staff is preparing to solicit bids to upgrade the pedestrian gate located next to the main vehicle gate at the airport. The existing pedestrian gate and access system is no longer sufficient to effectively control and monitor pedestrian access to the airport operations area. The new gate will feature an automatic closing mechanism and an electronic key pad for controlled access to the airfield. The cost of this project will be 100% funded under the existing FDOT airport security grant.
 - The FAA-required annual inspections and certification of our air traffic control tower communications and Automated Weather Observation station (AWOS) systems have been completed. Staff solicited bids from three (3) firms to perform these inspections. The most competitive bid was submitted by Wolen, LLC.
 - The pilot-controlled lighting system at the airport remains out of service. The cause of this systems failure has been determined, and it is anticipated that pilot-controlled lighting services will be restored by the end of this week.
 - Staff placed a disposition item on the August 3, 2011, City Commission consent agenda, notifying the City Commission of staff's intent to advertise for bids from interested companies to provide construction services for the group of airport projects known collectively as the Taxiway Alpha Relocation and General Airfield Improvements Project (Bid 2011-25). Having acquired consent, staff will advertise for bids forthwith.
 - Staff was contacted this week by MA Engineering, a firm that has been contracted by the Parsons Infrastructure & Technology Group to provide continued obstruction mapping and surveying services to the FAA in order to support landing instrumentation procedures at various airports along the Eastern United States as part of the use and implementation of the nationwide WAAS program. WAAS is an extremely accurate navigation system developed for civil aviation. Before WAAS, the U.S. National Airspace System (NAS) did not have the potential to provide horizontal and vertical navigation for approach operations for all users at all locations. WAAS provides service for all classes of aircraft in all phases of flight - including en route navigation, airport departures, and airport arrivals. This includes vertically-guided landing approaches in instrument meteorological conditions at all qualified locations throughout the NAS. A survey crew from MA Engineering is scheduled to arrive at the airport to start their work during the early part of next week.
 - The Florida Wing of the Civil Air Patrol has formed an executive committee to oversee the project to construct a new headquarters facility at the airport. Staff has been advised that a meeting of the committee will be scheduled in the near future to discuss advertising for bids for design and construction of this new facility.
 - Staff continues to work with a representative of TowerCom regarding the possibility of leasing a portion of airport property for the purpose of erecting a telecommunications tower. Staff recently communicated with TowerCom, and will schedule a meeting with TowerCom within the next few weeks to discuss the details of the proposed lease.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of interim and year-end audit.
- Completed Projects - Weekly
 - Processed 51 Journal Entry Batches (# 4176 – 4295).
 - Approved 12 Purchase Requisitions totaling \$61,333.02.
 - Issued 21 Purchase Orders totaling \$50,542.26.
 - Mailed “Letter of Intent to Award” for Bid No. 2011-16, Seawall Repairs for the Ames and Rivera Parks, to the four (4) companies that submitted bids on 08/04/2011.
 - Prepared 178 Accounts Payable checks totaling \$352,927.99 and 26 Accounts Payable EFT payments totaling \$252,628.40.
 - Prepared 65 Payroll checks totaling \$48,972.13 and 311 Direct Deposits totaling \$359,433.47.
 - Transferred IRS 941 payment of \$133,212.66.
 - Processed 4,697 cash receipts totaling \$1,053,554.45.
 - Processed 1,235 utility bill payments through ACH totaling \$75,039.46.
 - Processed and issued 2,999 utility bills with billed consumption of water of 19,709k.
 - Issued 822 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Caribbean Night and Island Market (8/6)
 - FPL Tree Trimming
 - Building Department Changes
 - FPL Tree Trimming Update
 - Other
 - Citizen Contacts
 - Media Contacts
 - Completed Employee Newsletter for August
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Selden Avenue Street Improvements pre construction meeting.
 - Attended Quality of Life Board meeting.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 8
- Hazardous: 0
- EMS: 51
- Motor Vehicle Accidents: 12
- Public Assists: 45

TOTAL CALLS: 118

- Aid provided to other agencies: 15 calls – Volusia County (9), Daytona (6)
- Aid received from other agencies: 3 calls – Volusia County
- Total staff hours provided to other agencies: 11 hours

- Total staff hours received from other agencies: 19 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- # of overlapping calls: 29

Medical Call Type

- Abdominal Pain: 1
- Assault: 1
- Back Pain: 2
- Blood Pressure: 1
- Breathing Problem: 5
- Chest Pain: 5
- Convulsions: 2
- Fall Victim: 6
- Pedestrian Accident: 2
- Stroke: 1
- Traffic Accident: 5
- Traumatic Injury: 4
- Unknown Medical: 7

TOTAL EMS PATIENTS TREATED: 42

Training Hours

- Firefighter Training: 3
- Preplanning: 6
- Pump Operations: 19
- Technical Rescue: 28
- Terrorism: 12
- Ventilation: 3
- Wildland Fire Behavior: 5

TOTAL TRAINING HOURS: 76

Operations

- Attended Volusia County Dispatch Users Group meeting regarding dispatch operations.
- Worked on updating local aid agreements.
- Prepared for submittal of the 2012 Assistance to Firefighter Grant.

Station Activities

- Updated 51 pre-fire plans.
- Conducted 7 fire inspections.
- Provided a tour of Station 93 for Care Bear Cottage – 17 children
- Participated in career week at the YMCA – 195 children
- Held Fire Explorer's training and meeting at Station 91.

Significant Incidents

- 7/26/11, 3:42 PM: Crestwood Cr. – Structure Fire – upon arrival found fire through roof with all occupants safely out of structure – multiple hose lines were advanced into structure to gain access to fire located throughout attic area – at one point all interior fire crews exited structure due to signs of deterioration of trusses which supported roof – firefighters gained access to fire from outside – main body of fire was extinguished – entry was made again to begin salvage and overhaul – ceilings were pulled down to access several smoldering areas – home was rendered inhabitable – residents were assisted by the American Red Cross.

Human Resources

Staffing Update

- Job Requisitions
 - Fire Department – Firefighter/EMT
 - Leisure Services/Casements – Part Time Special Events Technician
 - Public Works/Utilities – Plant/Pump Mechanic

- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator position. Department has requested to re-advertise position as open until filled.
 - Finance Department – Senior Accountant/Budget Analyst position advertised as open until filled.

- Screening/Interviews Scheduled
 - Fire Department – Fire Chief- Received seventy-nine (79) applications. Assessment center for five (5) candidates was completed. Interviews with two finalists were held on 08-04-11.
 - Public Works Department/Fleet Operations – Mechanic II position advertised in-house only and closed on 07-15-11. One in-house employee has applied and an interview was conducted on 07-29-11.
 - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II position was advertised and closed on 07-15-11. Applications were received from thirty-three (33) applicants, logged in and forwarded to department for review. Interviews are scheduled with ten (10) candidates for 08-05-11 & 08-08-11.

- Background/Reference Checks
 - Police Department – Three (3) conditional offers of employment have been made to the top candidates from the Officer interviews held in June. Backgrounds, physicals, polygraphs and ability testing will be conducted prior to start of employment.

- Job Offers
 - Police Department – Conditional offers have been made to three (3) Police Officer candidates pending successful completion of requirements for employment.
 - Public Works Department/Utilities - Wastewater Part-Time Operator candidate scheduled to begin employment on 08-05-11.
 - Planning Department – Office Manager selected an applicant. Pre-employment processing began 08-04-11.

- Terminations/Resignations/Retirements
 - FY Attrition – M/E 07-31-11: 4.6% (excluding retirements)
 - Fire Department – Firefighter/Paramedic resigning effective 08-17-11.

- Promotions
 - Police Department – Police Corporal examination was held on 07-29-11, in order to establish an annual eligibility list. An orientation was conducted on 07-11-11. Eligibility list was forwarded to the Chief and test review scheduled for 08-09-11.

- Public Records Requests
 - Request to review files of former Economic Development Director from Police Chief with Wauchula, Florida.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program June 2011 monthly report reflects savings of \$44,153 for City residents during the year that the program has been in effect in Ormond Beach. Over 1,015 residents have utilized the program during that time.
- Planning has begun for the 2011 Employee Health Fair, "Highway to Health," which will be held at the Nova Community Center on October 7, 2011 from 10:30 A.M. -1 P.M.

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20 and November 9, 2011. The morning and afternoon sessions that were held on 08-03-11 were enjoyed by all who attended.

HR Process/Systems Issues/Improvements

- The City is utilizing citizens' knowledge, skill, and time through the City of Ormond Beach Volunteer Services ("COBVS") program. The Program currently has volunteers assisting in the Building Division, Human Resources, Legal, Leisure Services and Police Departments.

Risk Management Projects

- Working on finalizing agreement for drug-free workplace testing services.
- Attended LEAPS Customer Service Training on Wednesday, 08-03-11.
- Attended webinar on Medicare Set-Asides.

Information Technology (IT)

Information Systems (IS)

- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 54 New work - 41 completed - 58 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 22,453 | Inbound E-Mails Blocked | 13,339 |
| Delivered Inbound E-Mails | 8,958 | Quarantined Messages | 156 |
| Percentage Good Email | 39.9% | Virus E-Mails Blocked | 1 |

- Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 1 Corrections: 0
- Map/Information Requests: 18
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administration

- Supervisory staff meeting
- Rockefeller Gardens statue site meeting
- OB Pride meeting
- FRDAP grant discussion meeting
- City Manager staff meeting
- Pop Warner meeting
- National Night Out
- OB Middle School meeting

- Peacetime Emergency Plan meeting
- Lunch with Fire Chief finalists
- City Commission meeting
- Quality of Life Advisory Board meeting

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
 - The Men's Baseball League continued its Summer Season on Monday, Wednesday and Thursday at 7pm at the Wendelstedt Baseball Fields at the Sports Complex. Three teams will continue to compete throughout the rest of the summer.
 - The YMCA's Men's Summer Basketball League continued with games at the Ormond YMCA on Tuesday, the Nova Gym on Wednesday and the Port Orange YMCA on Thursday. Thirteen teams are currently competing in the league.
 - The City's annual Summer Volleyball Clinic was held on Monday, Wednesday, Thursday, and Friday at the Nova Community Center gym from 9 am to 12 noon. Tuesday was not available due to the National Night Out at the gym. Fifteen girls participated in skills and drills designed for moving them on to the "next level" of play, i.e. Recreational to Competitive, Middle to High School, etc.
 - Upcoming Summer Sports Clinics:
 - Hitting, August 8th through 11th.
 - Softball, August 15th through 18th.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center (SONC) outfield and prepped the infield. Cleaned the SONC tennis and basketball courts.
 - At Osceola Elementary School, tended to the infields, tennis and handball courts.
 - At Nova Park, mowed the infields and outfields, and cleaned the Skateboard Park, tennis and handball courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned the restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times during the week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Cleaned Limitless Park daily.
 - Repainted soccer fields for 11vs.11 league.
 - Prepared ball fields for the Men's Baseball League.
 - Continued to fix irrigation problems on many fields at all locations.
 - Continued aerating all fields, starting at the Airport Sports Complex.
 - Continued the process of top dressing all fields after they have been aerated.
 - Began applying pre-emergent fertilizer at the Airport Sports Complex.
 - Sprayed herbicide on all softball fields and Nova Park fields.
 - Hosted the United Printers Baseball Tournament.

- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - The Daytona Community Church was held on Thursday from 6:30pm to 8:30pm.
 - Big Band America met on Thursday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.

- Performing Arts Center
 - Staff prepared for the Children's Musical Theatre presentation of "Circus of the Future Stars" (Friday).
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Hawaiian Dance, Show Club, Kopy Kats, CMT.
 - Tuesday: Theatre Workshop, Theatre Workshop Dance, Webb Jazz & Tap, CMT Dance, Horan Judo, CMT Jazz & Tap.
 - Wednesday: Show Club Skits, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, and CMT.
 - Thursday: Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, and CMT Dance.
 - Friday: Theatre Workshop, Green Dance, and CMT.
 - The next scheduled show at the PAC will be on August 27th, "Ormond Beach Sundays Best Talent Show", \$7.50 advance tickets, \$10 day of show.

- South Ormond Neighborhood Center
 - The splash pad was open daily from 10am until dusk.
 - The weight room was available during summer hours.
 - The Neighborhood Park was open daily from sunrise until 11pm.
 - Open play basketball was held from 1pm to 9pm.
 - Pavilions were rented on Saturday and Sunday.
 - Adult basketball was played on Sunday and Monday.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended a weekly staff meeting.
 - Attended a Senior Games meeting.
 - Completed general cleaning and maintenance of truck and trailer.
 - Delivered Independence Day plaques and thank you letters.
 - Assisted with set up, operations and strike of the National Night Out event.
 - Assisted with preparations for the Caribbean Night event.

- Gymnastics
 - A Tumbling Clinic was held on July 30th from 10am to 1pm, with eleven students enrolled.
 - A new 2-month session of classes began Monday August 1st.
 - Weekly classes:
 - Tumbling Tots: Tuesday, 1:30pm to 2:30pm.
 - Pre-School: Monday/Wednesday and Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Tuesday/Thursday, 4:30pm to 5:30pm.
 - Level 2 girls: Tuesday/Thursday, 5:30pm to 6:30pm.
 - Level 3 girls: Tuesday/Thursday, 6:30pm to 7:30pm.
 - Level 4 girls: Monday/Wednesday, 5:30pm to 7:30pm.
 - Levels 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
 - Boys 1: Friday, 3:30pm to 4:30pm and Monday, 4:30pm to 5:30pm.
 - Boys 2: Friday, 4:30pm to 5:30pm.
 - Friday Rec. Gymnastics: Friday, 3:30pm to 5pm.
 - Teen Gymnastics girls: Friday, 4:30pm to 6pm.
 - Power Tumbling: Monday, 7pm to 8pm.
 - Cheer Class: Wednesday/Friday, 6pm to 8pm.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week including Adult Jazzercise and “Take Off Pounds Sensibly” (TOPS).
 - 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, the game room and the exercise room.
 - National Night Out was on Tuesday evening from 6pm until 9pm. Hundreds of area citizens attended the yearly event and enjoyed hot dogs, hamburgers, a raffle, a DJ, games and face painting.
 - The Summer Volleyball Clinic was on Monday, Wednesday, Thursday and Friday mornings from 9am until 12 noon in the gym.
 - The Men’s Basketball League met on Wednesday evening at Nova’s gymnasium.
 - Clean up and reorganization took place with the end of Nova Community Center’s Summer Connection Day Camp. Supplies and equipment were returned to storage from the South Ormond Neighborhood Center on Monday, Tuesday and Wednesday with the end of Camp T. Rec.

- The Casements
 - Tours of the Casements continued from 10am to 4pm, Monday through Friday.
 - On display in the Gallery is the artwork of Elizabeth D’Angelo. Her colorful artwork is available to view throughout the month of August.
 - “Art Explosion” summer art camp returned this week and the morning workshops presented “Tote & Tell,” a fun week of card making and creating a tote bag to take home! The instructor for the camp is Pat Spano.
 - Casements staff previewed the movie selection on Wednesday for the upcoming “Movies on the Halifax” scheduled for Friday at 8:30pm.
 - Tiny Tots Yoga class continued on Wednesday afternoon at 3pm with Instructor Sharon Vandevender.
 - Zumba class was held on Wednesday evening from 6pm to 7pm.
 - Tai Chi class was held on Wednesday evening from 7pm to 9pm.
 - Pilates classes were held on Tuesday and Thursday afternoons from 3:30pm to 4:30pm.
 - Staff assisted with the weekly Farmers’ Market on Thursday, with set up beginning at 7am and strike at 1pm.
 - Staff is working on the final touches for Caribbean Night scheduled for Saturday, August 6th from 4pm until 9pm.

- Parks and Irrigation
 - At the beach side Post Office, turned on power to the timer, ran zones and watered the streetscape flowers.
 - Hauled seven buckets of fill dirt and backfilled a hole in a sidewalk from a broken water line.
 - Met an irrigation contractor on US1 medians to discuss the plan for median repair.
 - Dug up and lowered all exposed rotor heads and installed 2 new rotors on W. Granada Blvd. medians #8 and #10.
 - Reset timers at the Airport Sports Complex.
 - Repaired a line break on a streetscape planter.
 - Turned off water at the Police Dept. due to a mainline break, and scheduled it for repair.
 - Dug up and removed a broken valve, installed a new valve and solenoid, and tested the system.
 - Adjusted north and south US1 timers for new sod.

- Building Maintenance
 - Completed a new door installation in the Finance Dept.
 - Cleared sewer back-up at the Ormond Beach Art Museum.
 - Repaired a light in cell #7 at the Police Dept.
 - Painted the sally port door at the Police Dept.
 - Repaired a drinking fountain at Sanchez Park.
 - Repaired the ladies restroom door at City Hall.
 - Cleaned graffiti from the gazebo at Birthplace of Speed Park.
 - Repaired decorative street lights on Selden Av.
 - Repaired decorative street lights on South Washington St.
 - Continued A/C services city wide.
 - Replaced two wind socks at the Ormond Beach Municipal Airport.
 - Recalibrated P.A.P.P.I. lights for all runways at the Ormond Beach Municipal Airport.
 - Removed two trash cans and poured slabs for new ones at Cassen Park.
 - Drained, cleaned and installed a new pump for the Riviera Park fountain.
 - Set trophies for display at the Gymnastics Center.

Police Department

- Administrative Services
 - Attended the monthly Volusia/Flagler Police Chief's Meeting.
 - Attended National Night Out Event at Nova Recreational Center/Gym.
 - Attended weekly Police Department and Department Head Staff Meetings.
- Community Outreach
 - YDC members assisted with the final details of the Rainforest Mural.
 - OBPAL assisted with the National Night Out held at Nova Community Center August 2.
 - OBPAL completed the PAL Summer program partnership series. PAL offered Summer Art, Summer Tutoring, and Field trips to Daytona Lagoon, SeaWorld and the Mascot Games.
 - Staff began preparations for the PAL fall programs which will begin in October 2011.
- Community Services & Animal Control
 - Animal calls responded to: 58
 - Animal Reports: 5
 - Animal Bites: 1
 - TNR: 1
 - Adopted from OBPD: 1
 - Animals to FHS: 10
 - Dogs: 6 (1DOA HBC)
 - Cats: 3
 - Wildlife: 1
 - Animal Citation: 1
 - Animal Traps: 2
 - Animal Licenses: 1
 - Solicitor Permits: 2
 - LCSO Owen fingerprinted children for NNO
 - CSO Champion (Mc Gruff)
- Criminal Investigations
 - Cases Assigned: 19
 - Cases Cleared by Arrest/Complaint Affidavit: 2
 - Cases Exceptionally Cleared: 5
 - Inactive: 10
 - Fraud: 3

- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 9
- Grand Theft: 4
- Auto Theft: 0
- Offense Against Family/DCF Reports: 1
- Robbery: 1
- Assaults:

Narcotics:

- Three Buy-Walks
- Five Buy-Walk Attempts

Comments:

- Robbery: An unknown white male approached the customer service counter at the Publix (Trails Shopping Center) and presented a note to the cashier demanding money. A weapon was implied but not seen. The same subject robbed a Daytona Publix three days earlier. Investigation ongoing.
- Subject white male adult (Donald Ray Morgan) responsible for numerous car burglaries in the Ormond Lakes area has been arrested after DNA results confirmed his identity from evidence at the scene. Subject was arrested (\$30,000.00 Bond).

- Records

- Walk - Ins / Window 198
- Phone Calls 275
- Arrest / NTA'S 17
- Citations Issued 200
- Citations Entered 143
- Reports Generated 130
- Reports Entered 130
- Mail / Faxes / Request 62

- Patrol

- Total Calls 1,552
- Total Traffic Stops 209

- Operations

- 7/28/11 - Missing Person, Flormond Ave; juvenile male.
- 7/28/11 - Grand Theft, Coral Sands Motel.
- 7/28/11 – Fraud, Airport Kangaroo; stolen credit card used at gas pumps.
- 7/28/11 - Suspicious Incident, Wyndham Look; 9 mm Skyy handgun missing from a dresser drawer.
- 7/28/11 – Battery, Fernway; victim punched in the eye by a friend. Complaint affidavit filed.
- 7/29/11 - Crash with injuries, 855 S Nova; vehicle left roadway and struck a fire hydrant.
- 7/29/11 – Fraud, Wal-Mart; a former employee of a Veterans Organization was collecting money, posing as a current employee.
- 7/29/11 - Grand Theft, S. St Andrews; jewelry stolen
- 7/29/11 - Domestic Violence, S. Halifax Drive; adult male arrested.
- 7/30/11 – Theft, Grove St; jewelry and \$500 stolen out of a safe.

- 7/30/11 - Car Burglary, two at Lakebridge Apartments; cash taken from one vehicle and a GPS taken out of the other. One vehicle was unlocked and forced entry was made to the second.
- 7/31/11 - Violation of Parole Arrest, Plaza Grande; adult male was arrested for violation of his parole for breaking and entering.
- 7/31/11 - Armed Robbery, Publix - 220 N Nova Rd.; a white male subject handed a cashier a note demanding cash or else he would kill her. Cash taken.
- 7/31/11 - Trespassing After Warning, 1546 W Granada Blvd.; transient was arrested a second time for trespassing.
- 7/31/11 - Car Burglary, Olive Garden, 880 S Atlantic Ave.
- 7/31/11 - Grand Theft, Tomoka Christian 1151 W Granada Blvd; bicycle stolen.
- 7/31/11 - Car Burglary, Thomas St.
- 7/31/11 - Narcotics, Wal-Mart; adult female arrested for possession of Methamphetamine.
- 8/1/11 - Retail Theft, Bealls, 1458 W Granada Blvd.; adult male arrested for felony shoplifting.
- 8/1/11 - Car Burglary, S Nova Rd.; iPod and wallet stolen from vehicle.
- 8/1/11 - Burglary Residence, Ginger Circle (vacant home); one air conditioner unit stolen and one damaged.
- 8/1/11 - Violation of Injunction, Pine Cone Tr.; ex-wife harassing ex-husband by text messages and driving by the residence. Affidavit completed.
- 8/2/11 - Car Burglary, Neptune Ave.; digital camera and DVD player stolen from unlocked vehicle.
- 8/2/11 - Car Burglary, E. River Oak Dr.; .22 rifle and ammo stolen from car.
- 8/2/11 - Hit and Run with injury, US1 and SR40; vehicle verses bicycle. Male bicyclist struck by car but refused EVAC transport. He was later transported to the hospital by a family member. Officer's located the hit and run vehicle at the bowling alley. Charges pending.
- 8/3/11 - Domestic Violence, Laurel Oaks Cir.; husband bit wife on the right hand causing a puncture wound. Subject arrested for DV battery.
- 8/3/11 - Fugitive Arrest, Cumberland Ave; subject had a misdemeanor warrant for DUI.
- 8/3/11 - Accidental Shooting, Margarita Circle; male accidentally shot himself in the hand while cleaning his .22 caliber pistol.
- 8/3/11 - Car Burglary, Stallion Way; radar detector taken from unlocked vehicle.
- 8/3/11 - Burglary Residence - attempt, S. St. Andrews; suspect crawled up the lattice work and cut the screen to a window on the second floor. No entry to the residence was made.
- 8/3/11 - Car Burglary, Staghound Look; no forced entry. Pair of sunglasses broken.
- 8/3/11 - Recovered stolen vehicle from 550 S. Atlantic Ave. Vehicle was unoccupied in the back parking lot of ABC Liquor.
- Traffic Unit
 - 11-07-00563, Crash with Fatality, Nova Road and Village Drive: 86 YOA male was crossing Nova Road, disregarding a red traffic signal. A northbound witness vehicle avoided him, but a second northbound motorist did not see him until it was too late. The tricycle drove into the side of the motorist's pickup truck, overturning him and the tricycle. Initially, his injuries did not appear serious, but it was determined later in the day that he suffered head trauma. He died the next day. No charges will be filed as the deceased is at-fault. TH1 is nearly complete.
 - 11-08-00006, Crash with Injury, 634 N. Halifax Drive: Motorcyclist was northbound at an excessive speed when he lost control and crashed in the roadway. The motorcycle rolled multiple times and ejected the operator. He was transported to the hospital for serious, but non-life-threatening injuries.

- iyeTek crash reporting software has been approved. Implementation in progress. IT will be conducting a mass-install this week to upload the Patrol MDC's.
- Radar and speedometer calibrations completed.
- We have been working with the Streets Division to improve school zone speed limit signage citywide. This is to comply with State Statute in order to conduct proper enforcement as a result of recent court challenges.
- Three motor units participated in National Night Out.
- Traffic Citations 122
- Parking Citations 1
- Crash - No Inj. 14
- Crash - Injury 2
- Crash - Fatal 1
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 1200 BLK N. US 1
 - S. Yonge Street
 - SR A1A
 - 1500 BLK N. Beach Street
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - SR 40 / US 1
 - South Kings Road
- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases Initiated
 - Zone 2: 5 Cases initiated
 - Zone 3: 5 Cases initiated
 - Zone 4: 5 Cases initiated
 - 13 tree removal permit requests
 - 47 signs either removed or sign cases created.
 - Administrative staff assisted with seventy-one (71) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been brought to my attention requested through the City Manager's office. Numbers 1, 2, 3 and 4 are new case items.

Zone 1

1) 801, 821, and 849 N. US 1 Hwy. – Received a complaint about trash being placed out in front of the businesses days prior to the pick up date, mainly over the weekends. An inspection was conducted. No violations were observed at the time of the inspection. A brochure containing the guidelines for time of placement of waste was provided to each business. Follow up inspections will be conducted to ensure trash is not placed outside prior to the time allowed.

2) 600 N. Beach Street – Concern registered regarding front yard parking. An inspection was conducted. There was no evidence of front yard parking at the time of the inspection. The inspector did stop and speak with the owner. He stated that his kids were visiting. The inspector explained the new ordinance to the owner.

3) 215 W. Lindenwood Cir. – Concern regarding front yard parking. This issue was raised regarding the number of cars parked on the property. This is a large family with older children all of which have vehicles. The owner was advised that the vehicles must be parked on the

driveway or on an approved surface located behind the street side setback, behind the fence. Compliance has been set for August 8, 2011. Failure to comply will result in the issuance of a citation and subsequent hearing before the special master.

Zone 4

4) 50 Magnolia Avenue - NID received a complaint in July about the overgrown condition of the property and an inoperable vehicle parked in the driveway. NID conducted an on site inspection and left a business card at the door in hopes the occupant would make contact so that the issues could be explained. Notices of violation were issued on July 14, 2011 for site maintenance conditions and another for the inoperable vehicle, 1990 Jaguar, in the driveway. Both violations were corrected. NID has received a second complaint regarding inoperable vehicles. Staff will conduct another inspection. If a violation is determined to exist with regard to inoperable vehicles, staff will be in a position to issue a citation which could result in a subsequent hearing before the special magistrate.

5) 317 Chardon Road – NID received a complaint about the condition of this property. This is a repeat violation. A citation of \$100 was issued to Jane McCollum dated June 24, 2011. This case was presented to the Special Master on Monday, July 25, 2011. The respondent was not present at the time of the hearing. The Special Master made a finding that a violation of the site maintenance provisions did exist and required the respondent to take corrective action within 10 days from execution of the order. The respondent did pay the \$100 citation. Cost to present the case in the amount of \$29.06 is owed by the respondent. Failure to comply with the Special Master's order will result in a fine of \$50.00 a day for each day the property remains in violation.

Public Works

- Engineering
 - Construction Projects
 - US1 Forcemain Extension Phase II – Work is in progress to complete final project items and close-out.
 - Rima Ridge Wells 54, 55 & 56 – Well clearance has been issued by VCHD to begin operation.
 - North-South Halifax Drive Pipe Lining- Pipe lining was completed on 400 ft of sanitary sewer and 130 ft of stormdrain.
 - Alcazar-Buena Vista Drainage Area Improvements - Watermain is being constructed along Cordova Ave.
 - Selden Avenue Road and Utility Improvements – Project construction start up is expected to begin at the end of August.
 - Tomoka Ave Stormdrain- Cleaning and repairs were complete on the stormdrain between S. Beach Street and US1.
 - Downtown Parking (Vining Court) - The contractor continued pouring the new concrete curbing and pedestrian sidewalks and driveway aprons (80% complete). All the electrical conduits have been installed and inspected by the Building Division for the proposed lighting system. The irrigation contractor has completed the installation of all sleeving under the proposed sidewalk, curbs and existing roadway. City staff has installed three water meters and the irrigation system is 75% complete. The contractor installed fifteen (15) sabal palms.
 - South 40 Medians – The project is complete.
 - Hull Road & US1- Received confirmation from FDOT, invoice has been processed.
 - Halifax Dr. Sidewalk- Received confirmation from FDOT, invoice has been processed.
 - SR40 – A1A to Beach St.- FDOT Project completed.
 - US1 & SR40 - FDOT Project completed. Punch list has been given to Contractor.

- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is working on Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping, main electrical building, Sodium Hypochlorite/Bisulfite feed area, Alum/Polymer building modifications. The new generator was delivered to the site and Electrical MCC's were installed in various buildings.
- Coolidge Avenue Roadway and Drainage Improvements - Construction is complete. Final punch list items have been addressed.

Design Projects

- Andy Romano Beachfront Park – The first phase of public engagement process "Imagine" has been completed. This phase consisted of two public meetings, a meeting with the City's Quality of Life board and Leisure Services board, and was followed by a presentation to the City commission summarizing the results of the public meetings. Staff's consultants are now working on Phase 2 of the public engagement process "Choose" which includes the development of conceptual site plans that was delivered back to the public on July 12th at The Casements. The public had the opportunity to critique the site plans. The concept plans were discussed with the joint advisory boards on July 14th and was reviewed by the City Commission on August 3rd.
- SR40 Sidewalk / Trail Phase III - Compiling FDOT submittal requirements.
- CCTV Surveillance - Conduit and fiber has been installed.
- Central Park Paving – Work authorization is in progress for design and permitting.
- Tomoka State Park - Compiling FDOT submittal requirements.
- Ormond Scenic Loop - Held Public Meeting regarding signage. Responded to citizen inquiry into the project.
- Granada Utilities Underground - Reviewed and commented on underground scope of work for consultant.
- Mast Arm Replacement on SR40 - Sent comments on plans for this FDOT project.
- Cassen Park Fishing Piers - Inspected under/bottom cross bracing and stringers.
- OBSC Pop Warner Football Field – Staff is in the process of soliciting a cost to design the project and exploring alternative locations other than the existing overflow parking area.
- Transfer Station Pump Station - Design plans for system improvements are being prepared.
- Tymer Creek Phase I & II - County has completed remaining property acquisition for right-of-way.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Contractor qualification submittals were discussed amongst staff to select a list of pre-qualified bidders for the project. The results will be provided to the City Commission.
- City Hall Landscape Renovation – Staff is soliciting written quotations.
- Cardinal Beach Approach – The proposed design is 90% complete and being reviewed by County staff.
- Nova Road Tree Relocation- Staff is working up a plan to solicit written quotations.
- Side Street Lighting Conversion – Staff is testing a sample fixture that has been installed on Tomoka Avenue by the library entrance.
- Downtown Way Finding Signage- A Construction Management/General Contracting Services agreement with Hall Construction was approved at the August 3rd, Commission meeting.
- Wooden Pedestrian Walkway Lighting Replacement - Staff has temporarily placed this work on hold as the handrail and decking replacement must be completed first. The project materials are currently being stored at the PW facility.
- John Anderson Drive – The City Commission directed staff to delete the sidewalk, keep the road 10 foot lanes, and include high back Type F curbing. Staff intends to investigate reclassifying John Anderson Drive to a local standard road (as was discussed at the July 19th City Commission meeting) which would reduce clear zone setbacks and should allow

- low profile curbing to be used. Staff will inform the City Commission of this once the investigation has been completed.
- Hand Avenue – Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. SJRWMD has indicated the permit will go to the Governing Board for approval in August for the interconnection of the lakes between Hand Avenue. Engineer is now finalizing plans for bidding.
 - Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May storm event. Sent final plans to FEMA for approval.

Department Activities

Administration

- Responded to Legal Department regarding previous project contractor name and insurance.
- Investigating the request to install a mid block crosswalk between Tomoka Baptist Church and Tomoka Elementary.
- Issued ROW Permit for 1503 Oak Forest Dr to FPL.
- Staff met to discuss proposed utility extension of sanitary sewer and potable water into the County area of Shockney Drive.
- Coordinated access for offsite additional soil borings at the Nova Landfill, off site as part of the FDEP requirement to perform additional ground water sampling.
- Prepared project invoices/pay requests totaling \$120,730
- Prepared work authorizations totaling \$22,980
- Processed requisitions/PO's totaling \$13,193

Customer Service

- Located Signs at A1A and Vining Ct, located clothing drop-off at Tomoka Ave & SR40, and located property corner at 1306 Overbrook for the Neighborhood Improvement Division.

Meetings

- Attended EVTSC in Daytona Beach.
- Met with McKim & Creed to compile the Granada Blvd. Undergrounding Utilities project.
- Held Ormond Scenic Loop second Public Workshop.
- Attended FDOT pre-construction meeting on storm water de-silting and inlet repairs on SR 40 from I-95 to Nova Rd.
- Attended monthly progress meeting for WWTP expansion project.

Other

- Contacted FDOT to have the temporary detection cables and system removed since loops are installed and operational.
 - 29 projects were inspected.
 - Modified drawings for Life Stations 4M1 & Towne Square Rehabilitation at request of Mike Dunn.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Repaired DOT sidewalk at US1 and Tomoka Bridge, on-going job

- Repaired street pavers on Streetscape, on-going job – SR40, US1 to Orchard

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Trimmed on Sundance, Parkside, Fleming, Center, Memorial Gardens, Orchard, Wilmette, Halifax and Magnolia Ave.
- New employee being trained in Forestry Section
- Installed cover plates on Streetscape
- Trimmed on FDOT ROW – various locations

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- ROW trimming citywide
- Assisted concrete crew at Tomoka Bridge
- DOT weed control citywide
- Held meeting with all employees in the Public Works Yard

Sign Shop

- Repaired or replaced signs at the following locations:
 - Riverside Dr. at Ormond Parkway, replaced a broken stop sign post
 - Arroyo Pkwy. & S. Ridgewood Ave., picked up park sign
 - Woodridge Dr. & N. Ridgewood Ave., straightened a 25 MPH/No Trucks sign post
 - Willowdale Cir. & Woodgate Ct., replaced the stop sign
 - E/end Santa Lucia Ave., installed (2) “No Parking on Grass” signs at the mini-park
- Continued fabrication of HIP (High Intensity Prismatic) street name signs
- Fabricated 24” “No Motor Vehicles” signs to be installed at the Trail entrances off Division Ave. and off Cherrywood Dr. as requested by the OBPD
- Completed a survey of SR40 E & W of Williamson Blvd., Williamson Blvd. near Florida Hospital and the n/bound & s/bound exits to SR40 from I-95 in response to a citizens concern that there weren’t any directional signs pointing the way to Florida Hospital. There are white & blue “H” signs located at (3) locations on I-95 on the n/bound approach to the SR40 exit. Also, there are the white & blue “H” signs located at (3) locations on I-95 on the s/bound approach to the SR40 exit on SR40. There are “H” signs advising motorists to go south on Williamson Blvd.
- Designed a new “School Hours” sign and a “Speeding Fines Doubled” sign with input from the Ormond Beach Police Department & began fabrication of (18) signs each for the schools in the City

Stormwater Maintenance

Maintenance Crew

- Locates citywide

- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Gradall – Removed concrete on N. US1 at Tomoka Bridge/assisted Streets Division
- Removed gutter, 6' of road and repaired pipe at 28 Mayfield Circle due to a sinkhole
- Inlets – inspected and cleaned – several call-ins for upcoming storm
- Training – New hires on mower and truck
- Planted grass seed at 34 S. Arbor Drive
- LEAPS Training Class
- Sandbags – Everyone worked on making approximately 2,000
- Vacon – Assisted Building Maintenance at PAC Fountain, 7 Ormond Green, 3 basins – 373' line, 35 Ormond Green Blvd., 2 basins – 337' line, 10 Prairieview Ln., 1 basin – 175' line, S. Arbor Dr. & S. Beach St., 2 basins, 359' line and Sanchez baffle box
- Reachout Mowing – Mowed on Sanchez, Old Kings, Harmony and US1
- Pumped water out of Rockefeller Pond
- Finished outfalls on John Anderson Drive & Riverside
- Ditch and pond spraying at various citywide locations

Street Sweeping/Streetsweeper

- 128.8 miles of road cleaned
- 28.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

33,929

PM Services completed for the week

Emergency—Vehicles and Equipment

12

Non-Emergency Vehicles and Equipment

10

Road Calls for the week

2

Accidents for the week

#353-WasteWater Collections

Quick Fleet Facts:

- Fleet has 7,018 gallons of unleaded fuel 7,472 gallons of diesel fuel on hand.
- Fleet completed 57 work orders this week.

- Utilities

Projects Summary

- Received acceptance for City request for time extension to SJRWMD for responding to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff continues pursuit of current 5 year report with preparation of responses to RAI #2.
- Water Plant 4 Log Virus Inactivation - A written request was submitted to the Health Dept requesting that the free chlorine residual requirement be reduced by 50% to 0.7mg/L. The request was approved by the Health Department and the reduced chlorine residual was referenced in the modified performance criteria contained in the water plant certification notice.
- Chemical Bids – Addendums 2 and 3 were issued. These addendums did not modify the City's specifications. Bids are due this week.

- Concentrate Disposal Study – Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of reclaimed water available at the wastewater plant for mixing without exceeding conductivity limits established by FDEP. Staff recently approved a work authorization from Quentin L. Hampton (QLH) to revise the monitoring location for conductivity from the plant to the reuse storage tank to offer more operational flexibility for reuse production. Investigation of chemical additives to control snail growth is also included in the work authorization.
- Staff is currently reviewing a proposal from McKim and Creed for optimizing configuration of the Division Avenue well field raw water piping so it is effectively routed to the low pressure reverse osmosis process at the water plant and properly metered. The estimated cost for this proposal is \$29,690.
- Cross Connection Control (CCC) Program Management Services: Developing final CCC plan, ordinance and manual updates to meet current state regulations. Adjustments proposed to Operations Budget for next phase of program funding.
- Airport Road Force Main Extension – Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunter’s Ridge areas. Contractor qualifications were reviewed by the Utility Division to establish eligibility to bid on the project. Meeting was held on July 28th to discuss qualifications received. Nine of 11 contractors submitting qualifications were found eligible and qualified to bid on the project based upon selection criteria. A meeting was held with the Engineering Division to determine the optimal piping configuration to fill storage tanks at Hunter’s Ridge with reclaimed water – final plans revisions being coordinated with QLH.
- Fire Hydrant Replacement Program – Construction is underway by contractor. Hydrants were replaced on Wilmette Avenue, Melrose Avenue and Oleeta Street with outage notices and precautionary boil water notices and rescissions prepared and performed by water distribution staff.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pumps are now being operated for a week prior to being off line for performance review and rag removal, if necessary. Varying amounts of rags continue to accumulate between the impeller and pump base wear plates. The manufacturer suggested that the clearance between the impeller and wear ring be reduced to reduce rag accumulation. The consultant prepared a letter to the contractor requesting a schedule for adjusting the impeller wear rings, performing vibration testing and completing programming modifications to more readily enable low flow pump operations during the midnight shift that prevent excessive cycling from occurring. Punch list items were prepared by the consultant and sent to the contractor. Invoices incurred from Thompson Pump for pump rental for pump station bypassing are being tallied prior to sending to the contractor a request for reimbursement. Engineering invoices from the consultant for extra services for this project were discussed. Brasfield and Gorrie indicated that delay costs were incurred while waiting to relocate the force main from the pump station. The total amount of money requested by the consultant, Brasfield and Gorrie and the bypass pumping exceeds the retainage withheld from the contractor. Legal was contacted to determine how this additional expense will be processed. At the present time, the contractor is cooperating to complete the project.
- Ormond Beach Wastewater Treatment Plant Expansion – The main generator and housing was installed near the proposed electrical building. Conduits were installed at the electrical building site. Work is continuing on replacing the chlorine contact tank bypass channel.
- Lift Station Repair and Replacement Project - Pay Application 20 was received for review. Construction drawings and Operation and Maintenance Manuals for Lift Station OM were requested prior to paying the invoice. Operation and Maintenance Manuals

- were received. A walk through at Lift Station OM was performed and a punch list generated for items requiring additional attention.
- Rima Ridge Wells – Water quality test results and radiological test results were reviewed by Volusia County Health Department (VCHD) and the wells were cleared for service and placed in operation. Most all punch list items have been completed by the Contractor.
 - Tiffany Circle Water Main Replacement – As-built drawings were received from the contractor's surveyor. Abandonment of the existing water main and connection of new services remain for completion once clearance for the system is received from Volusia County Health Department. A Request for Clearance form was prepared for eventual submittal to VCHD.
 - Town Square and Lift Station 4M1 Rehabilitation – Draft plans for Lift Station 4M1 were reviewed and were revised. Draft plans for Towne Square Lift Station were received from the Engineering Division and reviewed. A pressure gauge was installed at Lift Station 4M1 so the pump rate can be determined. A field test was performed at Lift Station 4M1 to determine existing range of pumping rates.
 - Water Plant Aerator Rehabilitation – The City Commission packet was returned from the Legal Department until a decision is made as to whether a sole source award will be recommended for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
 - Water Plant SCADA – A City Commission meeting memorandum recommending that McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations was prepared. The memo is being reviewed prior to submittal to the Legal Department.
 - SPRC: Received a draft set of record drawings for review for the Eagle's Lodge project. Energizer water connection work currently being coordinated with contractor.
 - Public Works Utilities staff collaborating with Engineering for repair methods and proposals for sewer and storm piping cracking discovered at SR40 and Halifax Ave. The sanitary sewer repair work was completed, awaiting final televised results.
 - Shockney Lane Water and Sewer Service – A meeting was conducted with the Engineering Division to discuss proposed plans for providing water and sewer services to this portion of Tomoka Estates. A field visit was performed to determine the optimal location to site a proposed lift station.
 - City Commission Agenda Packet prepared and coordinated with Legal for consideration of update to City's Water Conservation Ordinance to provide consistency with SJRWMD rules.
- Water Distribution
 - Exchanged 22 water meters, installed 2 new water services
 - Responded to and/or repaired 10 water service leaks
 - Flushed 6 cloudy water complaints, 6 low pressure complaints
 - Replaced 6(2 under roads) water services, and 5 meter boxes/lids
 - Assisted 2 customers with misc. water issues, located 1 water meter for Meter Readers
 - Tested 2-2" water meters on the high user list and the 10" meter serving San Marco Apartments, scheduled 4 meters for testing
 - Repaired two 2" water main leaks on Tanglewood Cir and Marvin Dr
 - Performed inspections and maintenance on 4 City of Ormond Beach fire hydrants
 - Completed the notification, shutdown, and replacement of the fire hydrants at 55 Melrose Ave, 53 Wilmette Ave and 178 Oleeta St. During shutdown on Oleeta St city crews installed a 6" isolation valve at the intersection of Oleeta St/ Seminole Dr. Repaired a fire hydrant struck by a vehicle at 855 S. Nova Rd
 - Valve Maintenance: located and exercised valves Fleming Ave, S Ridgewood Ave, Seville St, Melrose Ave, N. Ridgewood Ave, N. Beach St, Osceola Ave, Seminole Ave.

- Flushed Brookwood subdivision, Fairway Dr, Jill Allison Dr, Seville St, Cordova Ave, Arroyo Parkway, Buena Vista Dr, S. Beach St, Castilla St, Melrose Ave, Willmette Ave, Oleeta St, Seminole Dr
- Leak Detection: 79 leak noise loggers in place listening for leaks.
- Rescinded boil water alert for Woodmere/ Sanchez/ and Melrose fire hydrant replacements, and the S. Ridgewood Ave 10" valve install.
- Replaced the sod at Oak Forest Dr, Sea Gull Dr, John Anderson Dr
- Finished the customer service training

- Water Treatment
 - Delivered to the City 39.628 million gallons for the week ending July 31, 2011 (5.661 MGD)
 - Backwashed 10 filters for a total of 468,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled and cleared for rescinding two Precautionary Boil Water Notices.
 - Completed third week of free-chlorine in distribution system and returned to chloramines disinfectant on July 26th.
 - Completed Lead & Copper as well as Synthetic Organic Contaminant (SOC) compliance sampling.

- Waste Water Collection - Reuse
 - Crews responded to four trouble calls out west Breakaway/Hunter's Ridge area and three in town.
 - Televised sixteen sewer laterals and cleaned two sewer laterals.
 - Located sewer lateral at 65 Woodbourne Dr. and repaired 4" clean out
 - Located reuse service at 106 Driftwood Dr., 459 Druid Cir. and 52 Neptune Dr.
 - Repaired 3" irrigation line at 27 Forest view Way.
 - Rehabbed pep tank on Noble Woods Way (cul-de-sac)
 - Replace broken pep tank back lid at 74 Grey Dapple and 54 Grey Dapple.
 - Checked out sinkhole at 302 Military (not ours).
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Crews continuing cleaning and televising John Anderson Dr.
 - Checked irrigation system at Breakaway and Hunter's Ridge.
 - Supported B&G WWTP Contractor with cleaning piping between splitter box and Clarifier 3 and deragging drained Clarifier 3 equipment.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 26.66 Million Gallons.
 - Produced 19.98 Million Gallons of Reuse.
 - Produced 6.68 Million Gallons of Surface Water Discharge.
 - Influent flows average for the week 3.81 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 136.0 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Installed new check valve for 4" irrigation pump at Shadow Crossings pumping station.
 - Replaced the tube on Sodium Hypochlorite pump #5.
 - Went to well 10D and found the main breaker tripped. Reset and did an amp check; motor is bad, ordered new one. FPL contacted as there is an overhead power line directly above well house – meeting scheduled for August 5th w/FPL representative to discuss alternatives.

- Replaced the 1" valve to the water feed on the lime softening centrifuge.
- Reversed the north pit pump motor to flush out the trash in the pump
- Replaced and rewired the lights in the Lime Slaker building.
- Went to the Hull Road ball field to check on a pump leak. Found #2 pump seal leaking, will replace.
- Tested well 16D for operations, all good
- Assisted wastewater plant technicians with carousel aerator motor issue.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.
- Attended Weekly staff meeting.

Wastewater Plant – Lift Stations – Reuse System

- Assisted Collections Division with rehab at 26 Carriage Creek Way
- Tested High level alarm at BAT liftstation, Alarm comes across as a generator run alarm. Will contact Emerson for repair.
- Replaced float at Towne Square liftstation
- Installed rebuilt motor received from Stewarts Electric for Carousel.
- Digester Blower #1 – install new pulley assembly & belt – back online – all OK
- Scum Well #2 underground wiring damaged by contractors – contractors made repairs – all OK
- Met with Contractors at Ormond Mall liftstation to generate final punch list items.
- Check diversion valves at Towne Square lift station after Utilities Engineering test – set valves to divert flow back to Towne Square lift station.
- Deliver liftstation impeller to machine shop for repairs.
- Alum Line to Reaeration Tank – blow out line using high pressure hose
- Reorganized pallet racks in shop, to free up room for inventory items.
- SCADA Repair to 8 liftstations.
- Assisted at Influent pumping station with deragging activities.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.