

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 19, 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 meetings with City Attorney, City Clerk, HR Director
- Weekly staff meeting with Directors
- Biweekly meetings with Police Chief, Fire Chief and Planning Director
- Monthly meeting with Risk Manager
- Attended Claims Committee meeting

Spoke to, attended and/or met with:

- As requested met individually with Mayor, Commissioner Stowers and Commissioner Boehm to review commission agenda
- Attended Rotary meeting
- Attended Growth Management workshop
- Participated in FCCMA Executive Committee conference call
- Held Walk with the Manager, City Clerk was guest walker
- Participated in an Alliance for Innovation webinar on Changing the Conversation in Local Government
- Met with S.R. Perrott owner, Michelle Connors, discussed plans for S.R. Perrott's 50th anniversary celebration
- Met with Budget Advisory Board Member Bud Fleuchaus
- Attended Daytona Chamber's Eggs & Issues

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 Growth Management workshop and City Commission meeting on August 16, 2011.
- Prepared and sent Legal Advertisements to the News-Journal for publication.
- Agenda packet preparation for the September 6, 2011, City Commission Meeting.
- Attended the Pension Board meeting on August 18, 2011.

Status of Ongoing Projects

- Paperless Agenda Automation System – Sent Agenda Automation System recommendation memo to Finance Director Kelly McGuire for her review.
- Digital Records Management System – Started working on a comprehensive Records Management Plan for the City of Ormond Beach, in collaboration with the Florida League

- of Cities, City of Winter Gardens, City of DeLand, and Ned Huhta, Information Technology Manager.
- Commission Chambers Audio/Visual Upgrade – Waiting on Quotes

Community Development

- Planning
 - Staff presented a workshop for the Planning Board and City Commission regarding the Community Planning Act. The presentation to the Planning Board was a primer on the statute changes while the presentation to the City Commission was designed to ascertain direction regarding any changes that need to be made to the Comprehensive Plan.
 - Staff attended the Volusia County Council meeting to present a 2009-10 fiscal year status report on the Downtown and North Mainland CRA to the Volusia County Council. The Finance Department accompanied the staff from the Planning Department in case questions arose concerning the fiscal numbers. The presentation was postponed due to a heavy agenda for the Council.
 - Staff met with Bobby Moore, owner of Martin Motor Cars, which is a pre-owned luxury car sales business. Mr. Moore was interested in locating in the downtown from his site in Daytona Beach on Mason Avenue. When the Form Based Code was approved, one of the compromises was to permit the existing uses which should not be located in the downtown i.e. gas stations, use car sales, drive-thru, auto repair, etc. To permit Martin Motors, the use category would need to be amended to add “used car sales” in the downtown. It was explained to Mr. Moore staff could not support a code amendment but Mr. Moore had a right to file an amendment himself. Mr. Moore asked about a use variance but the Board of Adjustment does not have the authority to act upon these types of variances. Consequently, staff is working with Mr. Moore to see what can be done on US1 but outside the immediate downtown for relocation of his business.
 - The workshop dates for the proposed Brownfield designation on US1 N that includes Ormond Crossings commercial and industrial areas have been established for September 27, October 11 and 25 and November 15. All meetings will be held at the Training Room in City Hall. A flyer similar to the one used for the Opportunity Zone will be sent to all owners and tenants within the proposed boundary.
- Building Inspections, Permitting & Licensing
 - 61 permits issued with a valuation of \$343,066.00
 - 164 inspections performed.
 - 5 business tax receipts issued.
 - Payments for just under half of the 2,797 business tax receipt/registration renewals that were sent out on 7/1/11 have been processed. The majority of the remaining half will occur during September.
- Development Services
 - The SPRC met to discuss the following proposals:
 - Conversion of 10 North Nova from a vacant Texaco gas station site to a bank site.

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 by mid-September.

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." The document is expected to be presented at the Chamber's annual State of the City address on September 29.
- 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 September.
- 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 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.
- Staff continued the business visitation program during the week, meeting with two existing manufacturing companies.

Special Economic Development Projects

- Staff is preparing plans for the Strategic Economic Development Plan update for a community workshop on Saturday, September 17 from 8:30 am to 2 pm. A request for quotes was transmitted to several consulting firms to assist in the workshop and preparation of the updated plan. Strategic Planning Group has been selected and staff has met with the company representatives to outline the components of the plan and the public workshop.
- A request for proposals was drafted for the Legislative Services contract. The RFP document approved by the City Commission was advertised on August 7. Responses are due on September 7.
- Staff will be attending the International Council of Shopping Centers conference in Orlando on August 22-23. Staff has requested property information from realtors to be included in the packet of information that will be available at the Team Volusia EDC booth within the demonstration area at the conference.

Airport Operation and Development

- Staff received confirmation from FDOT that a Joint Participation Agreement (JPA) requested by staff has been approved to provide funding for important obstacle clearing work at the airport. Staff will solicit bids for this work, and will prepare and forward the JPA for approval by the City Commission.
- Installation of surveillance camera systems at the airport continued this week. Technicians from Advanced Cabling Solutions completed the installation of three (3)

- cameras and related components at the air traffic control tower, and have begun to install components in the general aviation ramp area and near the vehicle access gates.
- Staff received final approval from FDOT to conduct work to replace the swing gate located in FBO Area 1 with a compatible slide gate. The swing gate will be retained and installed at the air traffic control tower, allowing tower staff to park within the secure perimeter fence. Staff received bids from AAA Fence Company of Daytona Beach, Inc., Certified Electronic Systems, Inc., and Riva Fence, Inc. The most competitive bid was submitted by Riva Fence, Inc. The cost of this project will be 100% funded under the existing FDOT airport security grant.
 - Staff continues to solicit bids to upgrade the pedestrian gate located next to the main vehicle gate at the airport. The new gate will feature an automatic closing mechanism and an electronic key pad for more effective controlled access to the airfield. The cost of this project will be 100% funded under the existing FDOT airport security grant.
 - The pilot-controlled lighting system at the airport has been repaired, and is now functioning normally.
 - A pre-bid meeting for the Taxiway Alpha Relocation and General Airfield Improvements Project (Bid 2011-25) will be conducted next week in the HR Training Room at 2:00 PM on August 23, 2011. The bid opening for this project has been scheduled for 2:00 PM on September 6, 2011.
 - Staff prepared and submitted the FDOT Active Aviation Grants Status Report this week.
 - Staff attended a meeting of the Volusia County Airport Advisory Committee this week. Mr. Rob Sitterly and Mr. Casey Barnes conducted a discussion about aviation resources in Florida, and how Volusia County might be positioned to be more attractive to aviation businesses. A preliminary draft of a county aviation brochure was also provided for review and discussion.
 - Technicians from MA Engineering have completed work at the airport to provide obstruction mapping and surveying services to the FAA as part of the proposed implementation of WAAS services for OBMA. WAAS is an extremely accurate navigation system developed for civil aviation, and provides horizontal and vertical navigation for approach operations 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.
 - 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.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of interim and year-end audit.
- Completed Projects - Weekly
 - Processed 48 Journal Entry Batches (# 4394 – 4502).
 - Approved 25 Purchase Requisitions totaling \$93,627.12.
 - Issued 34 Purchase Orders totaling \$153,656.67.
 - Issued Addendum No. 1 for RFP No. 2011-20, 2-Year Contract(s) for Towing Related Services, on 08/15/2011.
 - Issued Addendum No. 1 for RFP No. 2011-23, Vehicles and Equipment Mobile Repair and Preventative Maintenance Service, on 08/15/2011.
 - Mailed "Letter of Intent" for SOQ No. 2011-15, Pre-Qualification for Bidding of the City of Ormond Beach's Airport Road Force Main and Reclaimed Water Main Improvements Project, to the eleven (11) companies who submitted qualifications.
 - Prepared 200 Accounts Payable checks totaling \$666,435.23 and 38 Accounts Payable EFT payments totaling \$1,025,452.75.

- Prepared 51 Payroll checks totaling \$39,081.72 and 312 Direct Deposits totaling \$361,928.06.
- Transferred IRS 941 payment of \$131,392.92.
- Processed 3,856 cash receipts totaling \$380,560.14.
- Processed 1,189 utility bill payments through ACH totaling \$74,671.44.
- Processed and issued 5,783 utility bills with billed consumption of water of 25,733k.
- Issued 740 past due notices on utility accounts.

- Public Information
 - Press Releases

 - Other
 - Citizen Contacts
 - Media Contacts

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

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 3
- Hazardous: 2
- EMS: 66
- Motor Vehicle Accidents: 8
- Public Assists: 44

TOTAL CALLS: 125

- Aid provided to other agencies: 16 calls – Volusia County (10), Daytona (3), Holly Hill (1), Flagler County (2)
- Aid received from other agencies: 3 calls – Volusia County (2), Holly Hill (1)
- Total staff hours provided to other agencies: 80 hours
- Total staff hours received from other agencies: 39 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- # of overlapping calls: 29

Medical Call Type

- Abdominal Pain: 1
- Allergic Reaction: 1
- Assault: 1
- Back Pain: 2
- Bleeding: 1
- Blood Pressure: 2
- Breathing Problem: 6
- Cardiac Arrest: 1
- Chest Pain: 2
- Diabetic: 2
- Eye Problem: 2
- DOA: 1
- Fall Victim: 9
- Heart Problem: 1

- Psychiatric: 1
 - Sick Person: 1
 - Stroke: 3
 - Traffic Accident: 2
 - Traumatic Injury: 2
 - Unconscious: 3
 - Unknown Medical: 9
- TOTAL EMS PATIENTS TREATED: 53**

Training Hours

- EMT Refresher: 2
 - Hose and Equipment: 15
 - Medical Director Inservice: 15
 - Preplanning: 3
 - Terrorism: 14
 - Wildland Fire Behavior: 6
- TOTAL TRAINING HOURS: 55**

Operations

- Ormond Beach Firefighters will be showing their support throughout the month of October for Breast Cancer Awareness Month. They will be joining other area fire departments by wearing pink uniform t-shirts as part of a nationwide campaign to wear pink across the country.
- The Fire Department will not be participating in the flu shot program this year due to the anticipated decrease in demand and the increase in availability of area retailers providing the flu shot vaccine.
- A discussion was held with Volusia County Fire Service and Daytona Beach Fire Department in reference to the upcoming multi-agency training.
- All automatic aid calls were reviewed between Ormond Beach, Volusia County, Holly Hill and Daytona Beach for 2010.

Station Activities

- Updated 24 pre-fire plans.
- Conducted 2 fire inspections.
- Held Fire Explorers training and meeting at Station 91.

Significant Incidents

- 8/8/11, 10:55 AM: Durrance Lane / Hunter's Ridge Development – Brush Fire – provided aid for a 150 acre fire in Flagler County – fire flared up from the previous day and jumped fire lines – provided structural protection to homes – cleared scene at 9:00 PM.
- 8/14/11, 5:45 PM: 610 S Yonge – Hazardous Chemicals – upon arrival found smoke showing from several storage units – investigation revealed a drum of chemicals used in cosmetology which was reacting and producing a vapor – a Holly Hill firefighter was transported to the hospital for treatment and evaluation – Volusia County Hazardous Materials Team was utilized to package material for transport and disposal – minimal smoke damage to several units.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator. Department has requested to re-advertise position open until filled.

- Finance Department – Senior Accountant/Budget Analyst position advertised as open until filled.
- Police Department – Office Manager – position advertised in-house only and closes on 08-19-11.
- Leisure Services/Casements – Part Time Special Events Technician – position advertised open until filled.
- Screening/Interviews Scheduled
 - Public Works Department/Fleet Operations – Mechanic II position advertised in-house only and closes on 07-15-11. Interview was conducted on 07-29-11 and department has requested that recruitment be conducted outside to obtain a larger pool of applicants. Waiting for additional information to proceed.
- Background/Reference Checks
 - 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 nine (9) candidates for 08-05-11 & 08-08-11 and background check is in progress.
 - Fire Department – Fire Chief recruitment received seventy-nine (79) applications. Assessment center for five (5) candidates was completed on 07-13-11. Interviews with two finalists held on 08-04-11.
- Job Offers
 - Police Department – Three (3) Police Officer candidates successfully completed pre-employment processing and will begin employment 08-22-11.
 - Planning Department – Office Manager closed 07-01-11. Candidate successfully completed pre-employment processing and will begin employment on 08-22-11.
 - Fire Department – Firefighter/EMT – Candidate successfully completed pre-employment processing and will begin employment on 08-22-11.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 07-31-11: 4.6% (excluding retirements)
 - Fire Department – Firefighter/Paramedic retiring effective 08-17-11.
- Public Records Requests
 - Subpoena Duces Tecum without Deposition received on current employee.
 - State Attorney's requested to review personnel file of current Police Officer.

City Events/Employee Relations Update

- 2011 Employee Appreciation Day – Scheduled for 10-19-11.

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20th and November 9th, 2011. Next sessions are scheduled for 08-25-11. To date, 54% of full time employees have completed the Customer Service training.

Risk Management Projects

- Signed the agreement for drug-free workplace testing services. Implementation will take two weeks.
- Open RFP 2011-22 Property, Liability and Workers Compensation.

Information Technology (IT)

- **Information Systems (IS)**
 - Work Plan Projects
 - Email system upgrade (cloud based) – researching options
 - City Clerk – Agenda Preparation application – IT involvement
 - Participated in several product demos via web
 - City Clerk – Document Management and Retention – IT involvement
 - Field trip to City of DeLand to review their implementation of a similar system.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - Microsoft Security Updates applied to 20 Servers (Sunday Evening)
 - Networking System: - BH Fiber outage Sunday 7:30pm 20 minutes.
 - Work Orders: - 57 New work - 67 completed - 33 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,906	Inbound E-Mails Blocked	12,952
Delivered Inbound E-Mails	9,782	Quarantined Messages	172
Percentage Good Email	42.7%	Virus E-Mails Blocked	64

- Notable Events: None.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 1 Changes: 1 Corrections: 0
 - Map/Information Requests: 34
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: Semi-annual update of hydrant inspection maps and tables.

Leisure Services

- **Administration**
 - Supervisory Staff Meeting
 - Public Works Staff Meeting
 - City Manager Staff Meeting
 - Agenda Item Preparation
 - City Commission Meeting
 - Athletic Field Usage Meeting
 - NRPA Planning Meeting
 - E-trak Plus Discussion
 - Credit Card Account Discussion
 - Met with Playground Equipment Rep.
 - Farmers Market Site Visit
 - OB Sports Complex Site Visit
- **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 finished its Summer Season on Monday, Wednesday and Thursday at 7pm at the Wendelstedt Baseball Fields at the Sports Complex. The Pirates and the Crows played the best 2 out of 3 playoffs to determine the champion.
 - 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 OBYBSA Lady Renegades began their fall practices this week on Monday, Tuesday and Thursday nights.

- Pop Warner Football, due to an event at Ormond Beach Middle School, will be practicing at the Sports Complex Wednesday and Thursday this week at 6pm.
- Upcoming events: Men's Fall Softball.

- 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.
 - Started preparing 8 fields for competitive soccer league.
 - Finished preparation of 3 full sized fields for competitive soccer and prepared for games over the weekend.
 - Prepared fields for the men's baseball league.
 - Continued to fix irrigation problems on many fields at all locations.
 - Finished applying pre-emergent fertilizer at Nova Park and South Ormond Neighborhood Center.
 - Moved bleachers back to storage at The Casements after the Caribbean Night event.
 - Sprayed Nova ball fields with herbicide (weed killer).
 - Finished interviews for Maintenance Worker II position.
 - Hosted Lady Renegades' try-outs over the weekend.

- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - 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
 - 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 6pm to 9pm.
- Adult basketball was played on Sunday and Monday.
- Pavilions were rented on Saturday, Sunday and Monday.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended a weekly staff meeting.
 - Attended a Senior Games meeting.
 - Continued with several specialty projects.
 - Updated inventory.
 - Continued planning for the City Employee Health Fair.
 - Conducted Senior Games event planning.
 - Assisted with maintenance of equipment at The Casements.
 - Assisted with coordination of Walk with the Manager on Thursday.

- Gymnastics
 - 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.
 - The Men's Basketball League met on Wednesday evening at Nova's gymnasium.
 - Continued re-organization of supplies and equipment used for both the Nova Community Center Summer Connection Day Camp and Camp T. Rec.
 - Continued preparations for fall programs and events for both Nova Community Center and the Special Populations Division, including completion of lesson plans, time-lines and supply and equipment lists.
 - Final preparations for the City of Ormond Beach and the Special Populations Activity and Recreation Council (SPARC) annual Luau were completed for the event on Friday.

- 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.

- Staff organized Enviro Camp supplies this week in the newly installed cabinetry in Meeting Room 205.
- Staff reorganized all lines and rental supplies this week.
- Teeny Tiny 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 from 3:30pm to 4:30pm, and Friday from 8:30am to 9:30am.
- Staff assisted with the weekly Farmers' Market on Thursday, with set up beginning at 7am and strike at 1pm.
- Ormond Beach MainStreet held a public meeting regarding a new "Art District" on Thursday evening at 6pm.
- Ormond MainStreet hosted another "Lunch and Learn" on Friday from 12pm-1:30pm.

- Parks and Irrigation
 - Turned on irrigation at The Casements/Rockefeller Gardens.
 - Finished lowering rotors on W. Granada Blvd. medians #16, #15, #14; ran zones and adjusted rotors.
 - Replaced two spray heads at Central Park II, flushed zone, changed filters and re-installed nozzles.
 - Ran zones on Granada Blvd. streetscape medians and replaced 6 damaged spray heads.
 - Ran zone on S. Nova Rd. median and replaced 7 damaged spray heads.
 - Located and marked out the mainline on Williamson Blvd. median.
 - Replaced a damaged head and filled in washout at Cassen Park.
 - Installed a new valve box lid at the streetscape on Granada Blvd. (in front of KFC restaurant).
 - Installed a new timer on W. Granada Blvd. median #3 and ran zone.
 - Replaced 4 rotors and 3 spray heads at City Hall; adjusted rotors and sprays.

- Building Maintenance
 - Replaced sign lights at fire station #92.
 - Repaired five decorative streetlights on Selden Av.
 - Installed an entrance sign on the north entrance to City Hall.
 - Replaced deadbolt on the access door to ductwork at City Hall.
 - Changed water filters on City ice machines.
 - Extended condensate line at fire station #94 (moved for new generator pad).
 - Repaired east exit door at The Casements.
 - Repaired parking lot lights at City Hall.
 - Replaced basketball nets at Central Park I.
 - Installed two new electric hand dryers at Nova Rec. Center.
 - Continued quarterly A/C preventive maintenance on City units.
 - Rerouted generator cables for emergency power at Public Works.
 - Installed new restroom partitions in men's room at the P.A.C.
 - Repaired ladies room toilet at the P.A.C.
 - Installed surge and lightning protection at the baseball fields.
 - Conducted weekly inspections of the Ormond Beach Municipal Airport.
 - Assisted Police Dept. with a motor vehicle accident.

Police Department

- Administrative Services
 - Attended weekly departmental and department head staff meetings.
 - Attended City Commission Meeting

- Attended Citizen Law Enforcement Advisory Board meeting.
- Attended bi-weekly general discussion meeting with City Manager.

- Community Outreach
 - PAL staff prepared mailings and distributed information for the upcoming PAL Golf Tournament to be held at River Bend Golf Club October 29th.
 - OBPAL contacted potential sponsors for the OBPAL Golf Tournament.
 - Due to the break between summer programs and fall educational classes, no PAL youth programs were conducted this week. PAL fall tutoring is scheduled to begin October 3, 2011.

- Community Services & Animal Control
 - Total Animal Calls: 58
 - Animal Bites: 1
 - Animal Reports: 15
 - Animals to FHS: 5
 - 4 Cats
 - 1 Squirrel
 - Sick/Injured Animals: 1 (cat)
 - Animal Licenses: 0
 - Animals Returned to Owners: 2
 - One Animal Cruelty Case (317 Chardon Rd)

- Criminal Investigations
 - Cases Assigned: 17
 - Cases Cleared by Arrest/Complaint Affidavit: 9
 - Cases Exceptionally Cleared: 9
 - Inactive: 19
 - Fraud: 5
 - Burglary Business: 2
 - Burglary Residential: 1
 - Larceny Car break: 4
 - Grand Theft: 1
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 1
 - Missing Persons: 1
 - Recovered Missing Persons: 1
 - Sex Offense/Rape: 0
 - Robbery: 0
 - Assaults: 0
 - Death: 2

Comments:

- Ormond Investigators have identified the suspects responsible for the Winn Dixie attempted robbery. The male suspect is believed to be the same subject responsible for the Daytona Publix robbery and the South Daytona Publix robbery. Daytona Beach was given the suspect information and they placed the suspect in a line-up. The suspect was identified as the responsible party for their robbery. Warrants are being obtained for our Winn Dixie attempted robbery and our Trails Publix robbery.
- Two death investigations; no foul play is suspected at this time. Investigators are waiting the results from the Medical Examiners office concerning toxicology results.
- Investigation continues into a large amount of cash missing from a local doctor's office. It is believed that an employee may be responsible for the theft.

- Records
 - Walk - Ins / Window 150
 - Phone Calls 211
 - Arrest / NTA'S 12
 - Citations Issued 148
 - Citations Entered 99
 - Reports Generated 118
 - Reports Entered 124
 - Mail / Faxes / Request 54

- Operations
 - Total Calls 1,264
 - Total Traffic Stops 181
 - 8/11/11 - Theft - Ann Rustin Drive - suitcase full of coins taken from garage.
 - 8/11/11 - Burglary Residence - N Yonge; purse taken from open trailer.
 - 8/11/11 - Vandalism - Rivergrille (950 N US Hwy) - someone threw paint on the victim's vehicle
 - 8/11/11 - Domestic Violence - Econo Lodge -1567 N US Hwy - complaint affidavit completed; suspect was gone on officer's arrival.
 - 8/11/11 - Caffeine (49 W Granada Blvd); Loud band; band could be heard across the river on John Anderson Drive
 - 8/12/11 - Disturbance call at Motel 6, male and female fighting; subjects were gone on officers arrival
 - 8/12/11 - Fraud at Lake Trail - Elderly female was sent an e-mail about the Mystery Shopper Program yesterday and today received two checks in the mail with instructions to cash and forward money to another country after she took her fee.
 - 8/12/11 - Aggravated Assault - 160 N Nova; road rage incident at the bank parking lot. Suspect pointed a gun at the victim and fled the area. Suspect has been identified and investigation is continuing.
 - 8/13/11 - Car Burglary at Brookwood Dr; a 9 MM Springfield handgun and an iPad were taken from the unlocked vehicle
 - 8/13/11 - Alleged Domestic Violence - Battery; Tomoka Av; involved parties gave conflicting account of incident. No evidence was present to support a criminal charge.
 - 8/13/11 - DUI Crash; S Nova Rd; crash involving 5 vehicles (4 were parked), damage to multiple shrubs, one FP&L pole, and one building.
 - 8/14/11 - Domestic Violence - Battery - Oakwood Drive; brother was arrested for being the primary aggressor in a physical altercation with his sister.
 - 8/14/11 - Death - Greenwood - adult male found unresponsive in bedroom.
 - 8/14/11 - Warrant arrest - Parque Dr., reportee called that a juvenile was on scene with an open warrant. Upon arrival, Officers came into contact with juvenile male who had open warrants for attempted robbery and trespassing.
 - 8/14/11 - Car Burglary - River Beach Dr.
 - 8/14/11 - Car Burglary - Bosarvey Dr.
 - 8/14/11 - Burglary - business - Tomoka Oaks Country Club Pro Shop - Rock through glass, 8 pairs of sunglasses stolen.
 - 8/15/11 - Grand Theft - Brookwood Dr., suspects removed part of the rear awning and patio furniture and sold the items for scrap. An outboard boat motor also taken.
 - 8/16/11 -Burglary-Business, 906 N US1, Kick Start Saloon; suspect made entry by throwing a large rock through the front door. Cash register and a black money box were stolen - \$838.00 in cash.
 - 8/16/11- Death - undetermined - 16000 Carolina Cove. Adult male

- 8/16/11 - Fraud -1 John Anderson Drive - Someone opened 2 credit cards in victim's name.
- 8/16/11 - Fraud - Riverbeach Dr. Someone used the victim's debit card number was used out of state.
- 8/16/11 - Alcohol Violation /Open House Party - Kingsbridge Crossing - adult male issued Notice to Appear.
- 8/17/11 - Car Burglary - Rocky Bluff Dr., unlocked vehicle, loose change stolen
- 8/17/11 - Car Burglary - Timberline Trail, unlocked vehicle, purse stolen.
- 8/17/11 - Burglary - Residence - Pine Hollow Way. Pest control employee was inside room where jewelry was missing from; earrings and rings taken.
- 8/17/11 - Car Burglary - Old Port Circle; open vehicle. change missing
- 8/17/11 - Car Burglary - Coquina Cliff Way; wallet taken from vehicle.
- 8/17/11 - Fraud - St George's Rd. someone applied for a loan in the victim's name at a Honda Dealership in Seminole County
- 8/17/11 - Domestic Violence – Battery, S. Beach St; juvenile male arrested and Baker Acted.
- 8/17/11 - Crash with Injury at Nova Rd / N US Hwy 1; suspect crashed his girlfriend's vehicle and fled the area on foot prior to officer's arrival on scene. Investigation is continuing.
- Traffic Unit
 - 11-07-00109, Crash w/Serious Injury, US 1 and Wilmette Avenue: Northbound vehicle turned left in front of a southbound vehicle. Major damage and injuries.
 - 11-07-00247, Crash (City Vehicle): Old Tomoka Road near SR 40. Officer backed a patrol car into a power pole. No injuries. No damage to the pole. Fleet Operations notified.
 - 11-08-00285, Crash (City Vehicle), PD parking lot: CSO operating a van made contact with a parked patrol car. No injuries. Fleet Operations notified.
 - We have completed our projects with improving school zone speed limit signage citywide. Streets Department installed all signs this week.
 - Officer Piccola completed a project in reference to a complaint about bicycles riding on the pier. He arranged for the Streets Department to improve signage to prohibit riding bicycles on the pier. This will be followed up with enforcement.
 - Traffic Citations 90
 - Parking Citations 1
 - Crash - No Inj. 10
 - Crash - Injury 2
 - Crash - Fatal 0
 - 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
 - Breakaway Trails

- Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 1 Cases initiated
- 19 tree removal permit requests
- 22 signs either removed or sign cases created.
- Administrative staff assisted with seventy-seven (77) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

Zone 1

- 1) 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. The owners have contacted Planning and are processing their application for an approved temporary parking space in accordance with the temporary parking provisions. The car has been moved to the driveway. No further action is required.

Zone 4

- 2) 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 beginning 10 days from execution of the order. The order was executed on August 5, 2011. Compliance must be achieved by August 15th. Compliance has not been achieved. This case will go back to the Special Master for a finding of "Failure to Comply" and a daily accruing fine. The complainant is aware of the status of this case. No further reports will be provided.

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 – Wells are in operation. Some minor punchlist items are being addressed, including SCADA communication problem at Well 56, which is being worked on.
- Alcazar-Buena Vista Drainage Area Improvements - Met with AT&T to discuss relocation of cable which conflicts with proposed watermain along Seville St. New watermain has been constructed along Cordova Ave. Reviewed project shop drawings.
- Selden Avenue Road and Utility Improvements – Reviewed project shop drawings. Project construction will start Monday, August 22.
- Downtown Parking (Vining Court) - The contractor continued pouring the new concrete curbing, pedestrian sidewalks, driveway aprons and installed the asphalt in the new

- parking areas. (98% complete). The landscape contractor completed installing all the Sabal palms, eleven (11) of the Medjool palms and the remaining irrigation system.
- Downtown Way Finding Signage- The contracts were returned and the Notice to Proceed was issued.
 - CCTV Surveillance- Three cameras were installed at the airport tower. The Pole for the gate was installed. Requested IP for the devices in these 3 projects.
 - US1 & SR40- Reviewed transmittal for automatic transfer switch.
 - City Hall Landscape Renovation – The work is scheduled to begin on September 5th.
 - 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. A final change order will be presented to the City Commission on September 6th associated with adjustment of final quantities and additional authorized work.

Design Projects

- Andy Romano Beachfront Park – The second phase of the public engagement process "Choose" has been completed. This phase consisted of one public meeting, a meeting with the City's Quality of Life board and Leisure Services board, and was followed by a presentation to the City commission in which 2 design concepts were presented. Based on the input received from the City Commission, the consultant is proceeding with finalizing the conceptual site plan. The Consultant intends to return on September 6th to present the revised concept plan for final approval by the City Commission.
- SR40 Sidewalk / Trail Phase III- Compiling FDOT submittal requirements.
- Central Park Paving – Preliminary design for the stormwater management plan is underway.
- Tomoka State Park- Prepared bid documents, FHWA checklist, plans, scope and schedule for submittal to FDOT. Prepared a discussion item for City Commission meeting.
- Ormond Scenic Loop- Reviewed summary of conceptual design conclusion and approved to proceed. Coordinated the study presentation to various committees.
- Granada Utilities Underground- Contacted utilities for update on plans and estimates.
- Nova Rd. Audible Pedestrian Signals- Prepared the RFQ and inserted all Federal requirements with FDOT studies.
- OBSC Pop Warner Football Field – Staff is in the process of soliciting a cost to design the project and looking into alternative locations other than the existing overflow parking area.
- Transfer Station Pump Station - Met with consultant to discuss pump station rehabilitation plans.
- Tymber Creek Phase I & II - County has completed remaining property acquisition for right-of-way.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Met with design consultant to discuss revisions to Hunters Ridge and Breakaway Trails irrigation interconnect as part of reclaimed watermain service expansion.
- Cardinal Beach Approach – The proposed design was reviewed by the County without comment. Staff will acquire the necessary County ROW permit.
- 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.

- 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.
- Stormwater Study – FEMA has approved the inclusion of the Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- 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 is working with the consultant on the revised scope of work and additional costs to the contract for the design alternative review that occurred.
- 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. Received the permit from SJRWMD which includes the modification to add the interconnect of the Central park lakes. The consultant 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 2009 storm event. Sent final plans to FEMA for approval.

Department Activities

Administration

- Prepared project invoices/pay requests totaling \$408,998
- Prepared work authorizations totaling \$63,438
- Contacted Volusia County to check preemption at Nova and Granada. The preemption card, gps radio unit were impacted by a voltage spike. Contacted Volusia County to remove unit from A1A and Cardinal and use it for Granada and Nova.
- Reviewed information from Volusia County on school crossing signs.
- Reviewed Pathways Elementary Safety Report
- Produced an estimate for soil stabilization on Durrance Lane from Tymber Creek to Leeway Trail.
- Reviewed and provided comments on the Coolidge Ave paving and drainage as-builts for accuracy and to check for compliance of the City requirements.

Customer Service:

- Processed AT&T permit for 57 New Britain.
- Contacted Karen Bishop (Methodist Church) regarding the status of their request to install a crosswalk between the church and school.
- Reviewed and approved the plans for the proposed fence construction in an existing drainage easement in the Southern Pines Subdivision.

Meetings

- Met with contractor regarding Shockney Drive to discuss design concepts and feasibility of constructing utility service to the peninsula roadway.
- Attended meeting at Airport Tower for camera locations and interconnection.
- Met with Joe Nolin with Volusia County to discuss eliminating vehicular traffic adjacent to the Ormond Beach's Andy Romano Beachfront Park.
- Met with attorney representing the City in a case involving an incident at the Softball Quad.

Other

- 31 projects were inspected.

- Investigated Hernandez Ave. stormdrain for erosion/ undermining concerns. Stormdrain pipe will be a good candidate for cured in place lining.
- Updated and corrected the Selden Improvements Drawing and provided copies to surveyor per contractor request.
- Updated and provided copies of the Vining Court improvements drawings for contractor request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Asphalted potholes in ROW at Tomoka Ave. & US1
- Asphalted trip hazard at Tomoka Bridge on US1
- Asphalted a patch at 75 John Anderson Drive
- Asphalted a patch for Stormwater at 28 & 39 Mayfield Circle
- Concreted a gutter & spillway for Stormwater at 28 Mayfield Circle

- 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 at Nova Recreation, Capen St., 63 Circle Creek Way and Parkside St.
- Tree removals at 351 S. Ridgewood Ave., Main Trail at Stonehaven, and 41 Division Ave.,

- 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 at citywide locations
- Cleaned The Trails bridge
- Put down 2-3 loads of shell at Nova Recreation and 1 load of shell at Sanchez Park Boat Ramp

- Sign Shop

- Repaired or replaced signs at the following locations:
 - Division Ave. just east of S. Old Kings Rd., repaired the in-street pedestrian crossing sign
 - S. Ridgewood Ave. at Tomoka Ave., straightened the school crossing signs
- Osceola Elementary School – installed a total of (8) new signs at the (3) school speed limit/school hours/speeding fines doubled signs
- Tomoka Elementary School – installed a total of (11) new signs at the (3) school speed limit/school hours/speeding fines doubled signs
- Ormond Beach Elementary School – installed a total of (18) new signs at the (8) school speed limit/school hours signs

Monday – Friday

7:25 AM – 8:05 AM

2:05 PM – 2:35 PM

Except Wednesday

7:25 AM – 8:05 AM

1:05 PM – 1:35 PM

Speeding Fines
Doubled

The school times for ALL the elementary schools is the same as Ormond Beach Elementary

- Ormond Beach Middle School – at the (4) school speed limit signs we replaced the “School” and 15 MPH signs as needed. On all (4) posts added the “School Hours” sign and the “Speeding Fines Doubled” sign. Added (12) new signs

Monday – Friday

8:25 AM – 9:05 AM

3:40 PM – 4:10 PM

Except Wednesday

8:25 AM – 9:05 AM

2:40 PM – 3:10 PM

Speeding Fines
Doubled

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Reachout Mowing – SR40 ditch
- Vacon – Arroyo Pkwy. & Cordova Ave. Ins, 137 Rosewood Ave., 6 basins – 608’ line, and 221 Rosewood Ave., 4 basins, 887’ line
- Slope Mower – SR40 & Nova Road ponds
- Brush How Mowing – US1, Airport ponds, and Northbrook ditch
- Treated Lakebridge pond
- Mowed Bennett Lane and Mainsail Circle
- Cleaned screens at Bennett Lane

Street Sweeping

Streetsweeper

- 120.5 miles of road cleaned (This is for 4 days)
- 27.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

31,667

PM Services completed for the week:

Emergency—Vehicles and Equipment

12

Non-Emergency Vehicles and Equipment

20

Road Calls for the week:

5

Accidents for the week:

2-PD #036 and #020

Quick Fleet Facts:

- Fleet has 10,023 gallons of unleaded fuel 5,810 gallons of diesel fuel on hand.
- Fleet completed 60 work orders this week.

- Utilities

- 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
- Chemical Bids – Bid Tabulations were distributed to the cities that participated in the joint bid. Bids were received for all chemical bid items for City of Ormond Beach except for Liquid Carbon Dioxide.
- 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. Discharge Monitoring Report (DMR) data and conductivity water quality test results are being obtained for the consultant, Quentin L. Hampton (QLH), by staff.
- A proposal from McKim and Creed is under consideration 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 Hunters Ridge areas. The City Commission approved the selection of the contractors to bid.
- Fire Hydrant Replacement Program – Construction is underway by contractor. Eleven hydrants were replaced to date. The first payment application was processed. Appropriate Outage notices and precautionary boil water notices and rescissions were 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 from between the impeller and wear ring. The manufacturer is adjusting the clearance between the impeller and wear rings on the pumps. Repairs were performed to variable frequency drive (VFD) #2. VFD #3 requires repairs that are not covered by the warranty. Measurements are being taken to install vibration dampeners on the pumps. Punch list items were sent to the contractor for completion. Invoices incurred from Thompson Pump for pump rental for pump station were tallied prior to sending the contractor a request for reimbursement. Bypass pumping costs were \$32,815. The total amount of money requested by the consultant, Brasfield and Gorrie and the bypass pumping exceeds the retainage withheld from the contractor. Legal is working to determine how this additional expense will be processed. At the present time, the contractor is cooperating to complete the project. A status report of this project was prepared for upcoming PWAB meeting as an agenda item.
- Ormond Beach Wastewater Treatment Plant Expansion – A connection to the 36-inch main was completed to serve the proposed filter. Existing sodium bisulfite tanks are being removed. Work is continuing on replacing the chlorine contact tank bypass channel and the electrical building
- Lift Station Repair and Replacement Project - Punch list items for Lift Station OM need to be completed. Request for clearance forms from FDEP are being executed.

- Rima Ridge Wells – Volusia County Health Department visited the wells. Communication problems between the water plant and Well 41R are being resolved. Most all punch list items have been completed by the contractor.
- Tiffany Circle Water Main Replacement – A request for clearance was submitted to Volusia County Health Department. As-built drawings, sent to the Contractor to incorporate comments received from the GIS Division for implementation. 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
- Town Square and Lift Station 4M1 Rehabilitation – Specifications are being prepared. A field visit by ITT Water & Wastewater will be scheduled to field check the pump selection.
- 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: Energizer water connection work currently being coordinated with contractor. The valve vault was installed and the water main connection is under construction. The meter will be installed by the end of the week. Reviewed Dodson Creek Office. Reviewed final plans for Village Business Centre. Met to discuss conceptual plans for Fifth Third Bank.
- Public Works Utilities staff collaborating with Engineering for repair methods and proposals for sewer and storm piping cracking discovered at SR40 and Halifax Ave. Televised results of the repairs have been requested from the contractor.
- Transfer Station Lift Station Upgrades – The design is being performed by QLH.
- Water Distribution
 - Exchanged 20 water meters, Replaced the 8” meter serving reuse to Tomoka Oaks Country Club
 - Responded to and/or repaired 10 water service leaks
 - Flushed 10 cloudy water complaints, 2 low pressure complaints
 - Replaced 6 water services, and 10 meter boxes/lids
 - Assisted 6 customers with misc. water issues, located 1 water meter for the meter readers
 - Tested a 3” and 4” meter for accuracy
 - Repaired a 6’ long crack in a 6” cast iron water main at Seville St and S Beach St, and repaired a 6” water main break due to construction activities at Buena Vista Ave and Seville St
 - Tested 3, installed 1, and repaired 1 city owned backflow preventers
 - Completed the notification, shutdown, and replacement of the contracted fire hydrant installations at 224 S. Ridgewood Ave, 294 and 390 N. Ridgewood Ave, Performed maintenance on 2 city owned fire hydrants
 - Valve Maintenance: located and exercised valves N. Ridgewood Ave, Division Ave, S. Ridgewood Ave, Fairview Ave, Mound Ave, Wilmette Ave, Melrose Ave, Greenwood Ave, Warwick Ave
 - Backfill and sod excavation sites on Alcazar Ave and Wisteria Dr
 - Flushed Ormond Lakes Phase II, Arroyo Parkway Area, Reprogrammed the permanent flushing device for Forest Court.
 - Leak Detection: 79 leak noise loggers in place listening for leaks.
 - Rescinded boil water alert for N. Ridgewood Ave, Lincoln Ave, Arroyo Parkway Area
 - 3 employee’s attended and passed the Method of Transportation recertification training class

- Water Treatment
 - Delivered to the City 38.064 million gallons for the week ending Aug. 14,2011 (5.438 MGD)
 - Backwashed 11 filters for a total of 457,000 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 notice.

- Waste Water Collection - Reuse
 - Crews responded to six trouble calls out west Breakaway/Hunters Ridge area and one in town.
 - Televised ten sewer laterals.
 - Root controlled ten sewer services.
 - Shut off irrigation service for home owner at 17 Foxfords Chase.
 - Crew locating sewer tap for 31 Amsden Rd.
 - Repaired sewer lateral at 32 Ribbon Falls and 63 Circle Creek Way.
 - Repaired irrigation service at 25 Forest View.
 - Replaced reuse flow meter at Tomoka Oaks Golf Course.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Crews completed cleaning and televising John Anderson Dr.
 - Checked irrigation system at Breakaway and Hunters Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 28.11 Million Gallons.
 - Produced 15.74 Million Gallons of Reuse.
 - Produced 12.37 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 4.02 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 156.0 (14%-18% Solids).
 - Submitted DMR-QA Study results to USEPA.
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
 - Drafting revisions to City's Sewer Use Ordinance and verifying portions of current Plan of Study for Pollutants of Concern due to concerns presented by an Industrial Pretreatment Permit Holder with regards to allowable nickel concentrations in the revised local limits.

- Utilities Maintenance Division
 - Water Plant - Well Fields - Booster Stations
 - Installed new 40HP motor at Riverview Booster station pump #2.
 - Reset well 36R motor starter.
 - Changed all receptacles out in supervisor's office to 20 amp as required by code.
 - Installed two poles and a chain across the trail leading to the State Park booster station to prevent vehicle traffic.
 - Cut up the Sodium Hypochlorite tank and pumped out the containment area, also prepped area for tanks from Wastewater plant. Containment area concrete will have to be repaired and then recoated with epoxy paint, obtaining quotes for repair work.
 - Pulled actuator motor and cleared the valve on Claricone #1 for operations
 - Plant pump mechanic attended LEAPS training course.
 - 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.

Wastewater Plant – Lift Stations – Reuse System

- Installed new pump at 8M3 liftstation, sent pump to FLYGT for rebuild.

- Changed out 7.5HP submersible aerator with one from inventory, sent bad unit out for evaluation and repair.
- Plant pump mechanic attended LEAPS training course.
- Replaced push button unit on carousel aerator.
- 7M1 – install sod - check sprinkler system and general clean up of area.
- 5M – retrieved trailer mounted temporary generator and return to Fleet after fleet replacement of permanent power head assembly
- Poly Blend #1 – shuts off – turned over to Utility Engineer as Warranty problem with communications between centrifuges and accessories
- SCADA Repair to 14 liftstations.
- Assisted twice at Influent pumping station with deragging activities.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 13 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 1 stations(Pull pumps, etc)
- Utilities Division completed 81 work orders as reported in MP2 computerized maintenance management system, of which 53 were PM work requests and 28 were repair work orders.