

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 9, 2013

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 meeting with Public Works Operations staff
- Weekly staff meeting with directors
- One on one meetings with HR Director, Economic Development Director, Planning Director,
- Neighborhood observation with Assistant City Manager on the peninsula water main replacement project staging area and the former IHOP and Stacy's Buffet business area
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Rotary Leadership Institute (Saturday)
- Rotary meeting/Rotary golf tournament committee meeting
- United Way discussion with Alexandra Jennings and Alicia Casas on the government sector leadership
- Field Day with Leisure Services, assisted with set up with National Night Out
- Discussion with Lori Gillooly on Habitat for Humanity – grant opportunities for property in disrepair.
- National Night Out
- Pre-mediation meeting with City Attorney and outside counsel
- Claims Committee meeting
- Meet and greet with Congressman DeSantis, Mayor Kelley, and Economic Development Director
- As requested, general discussion with Commissioner Kent

Community Development

- Planning
 - Staff met with the General Manager of the Grind Gastropub (aka Caffeine) to discuss Kona Totem poles as permitted signs. The General Manager is attempting to run two different themes from the same property and needs signs for both. The resolution was to permit the Gastropub sign as a wall sign and two Kona Signs as interior window signage. The property is to be combined (currently two parcels) to make it a double frontage lot permitting signs on New Britain. The twin totem pole signs will be permitted as monument signs since double frontage lots are allowed to have two monument signs. Both signs may be placed on one frontage as alternative to one sign on each frontage with approval by the Department.
 - The Planning Board held public hearings on a PBD amendment to Nova Shoppes to permit Permanent Cosmetics as a use; a land use plan amendment for 1298 West Granada Boulevard (property under annexation currently); Low Impact Development stormwater regulations; a small scale land use plan and zoning amendment for 1535 N. US 1 (property under annexation currently); and a PBD zoning amendment for property

- at 250 Williamson Blvd (property currently under annexation). All the agenda items were approved.
- The Planning Director and Airport Manager met with Mr. Steve Searle of Ormond Aircraft. It appears a solution is available that will work out well for all parties.
 - Florida's Bureau of Economic and Business Research (BEBR) has informed us that as of 4/1/13 the City's population estimate is: 38,557. This is slightly down from the 2012 BEBR Estimate of 38,612.
 - Building Inspections, Permitting & Licensing
 - 79 permits issued with a valuation of \$581,677.00
 - 238 inspections performed.
 - 8 business tax receipts issued.
 - Development Services
 - The following SPRC activities occurred this week:
 - Pre-construction meeting with Sunrise Cove, Volusia County subdivision, receiving City water and sewer.
 - Site plan submittal for S.R. Perrott Distributors, located at 1280 North US Highway 1.
 - Site plan submittal for 150 Business Center Drive, and office/warehouse development.
 - Meet with Representatives of the Pineland subdivision who are interested in re-starting the subdivision.
 - Conceptual meeting for the property 1240 North US Highway 1 for a contractor's yard.

Economic Development

Economic Development

Ormond Crossings

- The Planning Board unanimously approved the Ormond Crossings Master Development Plan at their July 11, 2013 meeting and staff is planning to present the findings to the City Commission for review and approval on August 20. Staff met to discuss strategies for the construction of infrastructure to the Commerce Park portion of the project and a plan for opening up sites for business development. A meeting with Tomoka Holdings will be arranged following the Commission meeting.

Airport Business Park

- Staff completed its search with Emergency Communications Network to locate a suitable property for their headquarters relocation. ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. The City's growth assistance funding approved by the City Commission on August 7 played a key part in ECN's plans to remain and grow their business in Ormond Beach.

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

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating on the new Tourism Committee recently established for greater promotion of area hotels, city and other events during the year. A meeting of the promotional subcommittee and Jeff Hentz, President and CEO of the Daytona Beach Area Convention and Visitors Bureau, was held to discuss the creation of an Ormond Beach visitor recruitment brochure. The Chamber Committee met with Mr. Hentz and the HAAA Board to discuss funding of the marketing brochure. Following the presentation of the funding request and period of Q&A, the HAAA Board decided to review the matter in more detail. The Chamber Tourism Committee will be meeting to discuss other funding options in the next few weeks. Staff is

- also participating in a Chamber membership outreach program and developing strategies to survey the businesses in the City.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district.

Prospective Business Attraction/Retention/Expansion

- **Mayor Kelley and staff hosted Congressman Ron DeSantis on a tour of the Energizer and Hudson Technology plants.**
- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Staff prepared incentive agreements for Healthcare Billing Systems and Edge Physicians to redevelop and reuse the former furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Florida Department of Economic Opportunity approved the Qualified Target Industry Tax Credit Agreement for Healthcare Billing Systems. Demolition of the interior of the building is completed and installation walls and windows and HVAC systems is underway. Final completion is expected in late summer 2013. A grand opening is planned in late September.
- Staff is working closely with an existing company for the construction of a large facility along North US 1. Staff is working with the firm in the preparation of a growth assistance funding application. A fiscal impact analysis is underway to determine the level of possible economic development incentives.
- Staff met with consulting engineers to discuss the reuse of the former Texaco Station at Nova Road and Granada Boulevard. Further discussions are expected in the next several weeks.
- Staff met the Volusia County Economic Development staff and the Regional Director of the Export-Import Bank (EX-IM Bank) to discuss trade related financial programs to assist Ormond Beach businesses. Staff transmitted the EX-IM Bank program guidelines to the businesses and will follow up with a possible webinar in the next few months.

Airport Operation and Development

- Staff worked with the GIS Division this week to prepare documentation to illustrate certain leasehold boundaries at the airport, for comparison to existing site plans and other related documentation.
- Staff worked to repair damage to the airport perimeter fence caused by a fallen tree. Repair costs are expected to be minimal.
- Staff has been apprised that the FAA is considering the cancellation of certain Non-directional Beacon (NDB) and Very High Frequency (VHF) Omnidirectional Radio Range (VOR) instrument approach procedures (IAP) at airports that have multiple instrument approach procedures. In a policy proposal recently posted in the Federal Register, the FAA proposes specific criteria to guide the identification and selection of appropriate NDB and VOR instrument approach procedures that can be considered for cancellation. This policy is under consideration because the complexity and cost to the FAA of maintaining the existing ground based navigational infrastructure while expanding new, satellite based technologies is not sustainable. The Ormond Beach Municipal Airport features a single VOR instrument approach, and it is expected that the VOR facility at the airport will be maintained by the FAA until at least the year 2020.
- Staff received a copy of the recently completed FAA Facility Inspection Report for the air traffic control tower. The report identified no findings, and the FAA stated that "the management and staff at the OMN ATCT were, as always, very cordial and professional."

- A ribbon-cutting event to celebrate completion of the Taxiway Alpha Relocation & General Airfield Improvements Project and officially inaugurate use of the new taxiway and heliport facilities has been scheduled to take place at the airport on August 19th at 6:00 p.m.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparing the Executive Budget Summary for distribution in the News-Journal
 - Preparing for the Audit Interim
- Completed Projects - Weekly
 - Processed 54 Journal Entry Batches (# 4403 - 4528).
 - Approved 27 Purchase Requisitions totaling \$372,317.24.
 - Issued 19 Purchase Orders totaling \$179,475.32.
 - Opening of RFP 2013-33, Property, Liability and Workers' Compensation on August 7, received (1) proposal.
 - Committee Meeting, Copier Maintenance Agreement on August 6, 2013.
 - Prepared 130 Accounts Payable checks totaling \$166,828.31 and 43 Accounts Payable EFT payments totaling \$725,702.40.
 - Prepared 39 Payroll checks totaling \$34,148.63 and 338 Direct Deposits totaling \$382,283.29.
 - Transferred IRS 941 payment of \$147,120.53.
 - Processed 4,818 cash receipts totaling \$968,121.28.
 - Processed 998 utility bill payments through ACH totaling \$45,379.82.
 - Processed and issued 3,944 utility bills with billed consumption of water of 27,328.25k.
 - Issued 207 past due notices on utility accounts.
 - Auto-called 81 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Mens Fall Softball
 - Coed Youth Volleyball
 - Coed Flag Football
 - Residential Structure Fire (1070 Southern Parkway)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed NIAB packet for August meeting
 - Attended CDBG FY 13-14 projects update meeting
 - Attended Great Kids Celebration Breakfast
 - Attended weekly staff meeting
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 6

- Hazardous: 4
 - EMS: 75
 - Motor Vehicle Accidents: 7
 - Public Assists: 53
- TOTAL CALLS: 147

- Aid provided to other agencies: 20 calls – Daytona Beach (11), Holly Hill (1), Volusia County (8)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 39
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 57

Training Hours

- EMS Training: 55
 - Policy Review: 2
 - Preplans: 13
 - Wildland Firefighting: 14
- TOTAL TRAINING HOURS: 84

Station Activities

- Updated 23 pre-fire plans
- Instructed CPR training to Police Department personnel.

Significant Incidents

- 8/7/13, 4:32 PM: 1070 Southern Parkway – Structure Fire – Units responded to District 92 for a trailer fire – column of smoke visible from Nova Road – upon arrival found a working fire with flames on two sides of structure and partial collapse of rear roof – structure was a single wide manufactured home with wood frame addition – resident was outside when smoke was noticed coming from structure – cause of fire undetermined due to multiple potential sources – total loss of structure and contents valued at approximately \$10,000.

Human Resources

- Approved/Active Recruitment
 - Public Works/Wastewater Collections/Reuse– Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13. Twelve (12) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Leisure Services – Recreation Program Specialist will be advertised beginning 08-12-13 and will be recruited through 08-30-13 to coincide with the Florida Parks and Recreation Association (FRPA) conference.
 - Leisure Services/Parks – Part Time Maintenance Worker II at the Andy Romano Park was advertised on 05-21-13 with a closing date of 06-04-13. No candidate was selected. Position was re-advertised on 07-23-13 with a closing date of 08-09-13.
 - Public Works/Streets – Maintenance Worker II was advertised on 08-07-13 with a closing date of 08-23-13.
- Screening/Interviews Scheduled
 - Police Department – Police Officer was advertised on the Florida Police Chief's Association web site and on the City web site on 06-13-13 with a closing date of 06-28-13. Thirty (30) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Eighteen (18) candidates were invited to interviews to be held on 08-14-13 and 08-15-13.

- Background/Reference Checks/Job Offers
 - Public Works/Wastewater – Supervisor of Equipment Maintenance was advertised in-house and on the City web site on 03-07-13 as well as the Florida Rural Water web site, Florida Water & Pollution Control Operators Association web site. Eleven (11) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted the week of 07-08-13. A conditional offer was made to a candidate, the pre-employment processing was successfully completed and the candidate will start employment on 08-19-13.
 - Police Department – Records Clerk was advertised in-house and on the City web site 06-13-13 with a closing date of 06-28-13. Sixty-six (66) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted on 07-16 and 7-17-13 and a candidate was made a conditional offer of employment. Pre-employment processing was successfully completed and the candidate will start on 08-19-13.
 - Police Department – Evidence/Crime Scene Technician and Evidence/Crime Scene Custodian were advertised in-house, on the City Web, the International Assoc. for Identification (I.A.I.) web site, the Florida Division of the International Assoc. for Identification (F.I.A.I.) and the Crime Scene Investigator Network web site on 06-25-13 with a closing date of 07-08-13. Twenty-nine (29) applications were received for Custodian and thirty-one (31) applications were received for Technician. All applications were entered on applicant tracking sheets with qualifications, copied and forwarded to the department for review. Interviews were conducted on 07-22-13 and 07-23-13. Conditional offers were made to two candidates and the pre-employment processing started.
 - Public Works/Wastewater Collections/Reuse – Maintenance Worker II was advertised in-house and on the City web site 06-12-13 with a closing date of 06-28-13. Nineteen (19) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were held 07-15-13 and 07-16-13 and a candidate was selected. Pre-employment screenings are being conducted.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 7-31-13: 5.52% (excluding retirements).
 - Public Works/Streets – Maintenance Worker II effective 08-09-13.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program June 2013 monthly report reflects savings of \$88,398.03 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,238 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation scheduled for August 26, 2013. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.
- Planning has begun for Employee Appreciation Day which will be held on October 23, 2013.

Training & Development Opportunities

- LEAPS: Ethics Training has been scheduled on 08-21-13 and 08-28-13 at the ATC.
- LEAPS: Diversity Training with Mark Toombs. HR has scheduled sixteen (16) workshops beginning in October for employees to attend.
- FMLA: HR will be hosting FMLA training for Supervisors and Division Managers in August.

Risk Management Projects

- Continued project planning for HIPAA.

- Began final edit of Safety Manual.
- Attended Claims Committee meeting.
- RFP for Property/Casualty closes.
- Completed Random Drug and Alcohol screening.
- Responding to a WC Request to Produce.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement - Reviewing additional information requested from the vendors.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 30 New work - 47 completed - 42 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 46,261 | Inbound E-Mails Blocked | 34,479 |
| Delivered Inbound E-Mails | 11,661 | Quarantined Messages | 121 |
| Percentage Good Email | 25.2% | Virus E-Mails Blocked | 30 |

- Notable Events:
 - Brighthouse Internet outage - Tuesday evening 8:40 pm - 2:30 am, due to a failure in their Ormond Beach Network Operation Center (NOC). Police connected to the Volusia County Sheriff's Office VPN connection during the outage and then switched back to the City's VPN when internet service was restored. Staff was in contact with Brighthouse with periodic updates.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 3 Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 14,243 (63.3%) potable 13,781, Irrigation 462
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

 - Public Works weekly meeting.
 - City Manager weekly meeting.
 - City Commission meeting.
 - General Discussion – Assistant City Manager.
 - OB Sports Complex visit.
 - Supervisors staff meeting.
 - Personnel discussion meeting.
 - National Night Out.
 - Park Visits.
 - Programming discussion.
 - Athletic field maintenance staff meeting.

- One on One meeting with coordinators.
- Andy Romano Beachfront Park visits.
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Met with janitorial contractor.
- Met with landscape contractors for weekly updates.

- Athletics
 - The City's Summer Youth Volleyball Program finished this week on Wednesday and Thursday from 5:30 – 7pm, and 7 – 8:30pm. Thursday night ended with t-shirts and awards presented to the participants.
 - Youth flag football, youth volleyball league, men's fall softball league registration began this week.
 - Youth baseball, teeball, softball registration will begin August 12th. Registration will be done exclusively online through the OBYBSA website this year.
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily.

- Athletic Field Maintenance
 - Mowed South Ormond softball outfield.
 - Went to South Ormond Rec. to clean tennis and basketball courts.
 - Went to Osceola school to tend to the infields, tennis and handball courts.
 - Nova Park - mowed infields and outfields.
 - Cleaned Skateboard Park.
 - Cleaned hand ball and basket ball courts at Nova.
 - Cleaned tennis courts at Nova Park.
 - Picked-up and dropped off equipment to Fleet on daily basis.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of Maintenance Building.
 - Continue mowing of baseball fields, 3 times a week.
 - Continue mowing of the soccer fields, 2 times a week.
 - Continue mowing of the softball fields, 2 times a week.
 - Continue mowing, edging and trimming the T-Ball fields.
 - Replacing sprinklers as necessary.
 - Daily clean up of Limitless Playground by the softball Quad.
 - Mowed football fields at Ormond Beach Middle School.
 - Cleaned all sports parks of debris/trash from the events over the weekend.
 - Have competitive soccer leagues practicing Mon.-Fri., on fields 9 & 10.
 - Continued 2nd round of spraying herbicide on all fields. Finished all ball fields at all locations.
 - Began tilling and removing or adding dirt to the infields, at both Nova and the OB Sport Complexes for laser grading and sod work.
 - Started verti-cutting the baseball fields at Sports Complex.
 - The rainy weather has had an impact on what we can get done due to wet and soft field conditions. Most equipment is too heavy and will rut the fields.
 - Began irrigation wet tests and repairs at Nova fields
 - Repaired main line on irrigation system at OBMS.

- Senior Center
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
 - Jimmy Dorsey Orchestra Then and Now met on Thursday from 7:00pm to 9:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club held regular classes.
 - Tuesday: Show Club held regular classes.
 - Wednesday: Show Club held regular classes.
 - Thursday: Kopy Kats held regular classes.
 - Friday: No classes
 - The Performing Arts Center is preparing to host the following events:
 - No shows this weekend
- South Ormond Neighborhood Center
 - Splash Pad (OPEN DAILY @ 10:00AM)
 - Youth football practice Wednesday (Ormond Pride) 6:00pm-8:00pm
 - Fitness room open(6pm-9pm weekdays)
 - Final week: Summer Camp Connection (Monday thru Friday 7:30am thru 5:30pm)
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended Event Meeting with Recreation Manager
 - Attended National Night Out meeting
 - Attended Senior Games Meeting with Chairman
 - Assisted with City Commission Budget Meeting and meal, July 29
 - Assisted with City Commission Workshop Meeting and meal, July 30
 - Attended Preferred Business Group Sponsorship and Advertising Meeting
 - Assisted in the planning of 2013 Senior Games with tasks including: location confirmations, updating application, sponsorships and marketing
 - Continued planning of kids' fishing tournament scheduled for Saturday, September 7, 2013. Flyer design, rules sheet and market research.
 - Distribution of Independence Day Celebration sponsorship plaques and certificates.
 - Assisted with Walk with the Manager Friday, August 2nd, Ormond Beach Municipal Airport
- Gymnastics
 - August/September session started last week.
 - OB Pride Cheer Team will be attending the Power Tumbling classes at Gymnastics Center for at least 8 weeks.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Adult Jazzercise continues throughout the week
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Summer Recreational Activities for children ages 7-17 years are being offered from 12:00-4:30pm Monday through Friday until August 9th.
 - The Summer Food Program is being offered from 12:00-1:00pm Monday through Friday to children under the age of 18 through August 9th.
 - Summer Volleyball League continues to meet every Tuesday and Thursday from 6:00-8:30pm throughout the summer.
- The Casements
 - Yoga Classes have ended until September

- Pilates was held in the Dance Room on Monday, Tuesday, Wednesday, Thursday and Friday
- Tours continued Monday - Friday from 10am to 3:30pm and Saturday 10am to 11:30am.
- A wedding and reception was held in The Casements on Saturday afternoon.
- St. James summer camp was in Rockefeller Gardens on Monday and Wednesday afternoons.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- The Guild crafters met in Room 203 Thursday afternoon.
- A wedding rehearsal took place in Ormond Memorial Gardens on Friday afternoon.
- A wedding took place in Ormond Memorial Gardens on Friday evening.

- Parks Maintenance
 - Installed new posts at Central Park 1 for access gate.
 - Pressure cleaned pavilion and picnic tables at Sanchez Park
 - Installed four pavilion rental kiosks at A.R.B.F.P.
 - Repaired playground border at Central Park 1
 - Removed graffiti from men's room at Cassen Park
 - Repaired men's room toilet at Cassen Park
 - Pressure cleaned boat ramps at Cassen Park
 - Repaired railing under bridge at Fortunato Park
 - Installed four new handicap accessible grills at A.R.B.F.P.
 - Screwed down loose deck boards at Central Park 1
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations

- Building Maintenance
 - Weekly Inspection of airfield runway, taxiway lighting and directional signage
 - Daily Preventive Maintenance of City Vehicles and equipment as necessary
 - Changed 56 a/c filters in 2 City facilities
 - Checked a/c scuppers for obstructions at PAC
 - Checked drive belts on 5 roof top a/c units PAC
 - Cleared one a/c condensate line and bleached all 10 at PAC
 - Replaced door bottom sweep PAL House
 - Performed safety inspection of Commission Chambers and common areas in City Hall
 - Checked ADA Doors for positive operational status in City Hall
 - Checked three a/c systems for operational value during Commission meeting City Hall
 - Checked fence contractor and called gate controller vendor for next step Breakaway Trails
 - Replaced high security dead bolt with keyed entry lock set PAC Kitchen
 - Patched hole in wall 2nd floor hallway PAC
 - Picked up parts and installed water filter on hose bib, Streets Division
 - Attended 2.5-hour class @ Police Station with Carrier Tech and three others for operators use of new i-View software system
 - Meet Pest Control Contractor conference room renovations at City Hall
 - Repair wall drywall damage in the men's restroom at The Casements
 - Replace Filter pump Motor and shaft seal SONC Splash Pad
 - Replace toilet flapper men's room SONC
 - Repair wall drywall damage in the Senior Center
 - Replace soap dispenser Sanchez
 - Check Power outage for Lightning Detector at SONC
 - Install new ceiling tiles in CS at City Hall
 - Add 3 new lights in conference room at Finance
 - Repair lights at Memorial Gardens
 - Repair outlets in Plaza at City hall

- Fire Alarm inspections city wide
- Replace fire alarm batteries at the Casements and Gymnastics
- Weekly inspection of the Water Wheel and sump pumps at the Casements
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of Andy Romano and SONC Splash Pads
- Prepare maintenance invoices and receipts for City Facilities

Police Department

Administrative Services

- Staff members attended/participated in the National Night Out event.
- Attended a one-day training class in Orlando regarding Terminal Agency Coordinator training.
- Completed Departmental training on active shooter response at Ormond Beach Middle School.
- Weekly Departmental and City Manager/Department Head staff meetings.

Community Outreach

- On Friday, August 2, OBPAL sponsored a field trip to SeaWorld in Orlando. Eighty nine participants enjoyed a day at the theme park. Youths attended the Shamu Show, enjoyed rides, played in the splash pad, and watched other SeaWorld performances during the fun-filled day.
- Over 500 children, adults, and teens attended the Ormond Beach Police Department National Night Out (NNO) on August 6 from 6:00 to 9:00 PM. Twenty-five vendors participated in the event with booths filled with family fun and community safety information. NNO was well supported by the community with in-kind sponsorships of over \$7,000 and monetary sponsorships of \$7,700. An additional \$517 was raised during the evening to support youth programs offered through OBPAL and DARE. OBPD staff assisted with helmet fitting and fingerprinting youths, Lt. Godfrey, Chris Mason, and Lt. Crimins were great chefs. The OBPD Police Explorers assisted with event parking, selling tickets, watching bounce houses, event break down and selling food. Members of the Youth Directors Council also assisted by selling raffle tickets, checking in vendors, selling food tickets, event break down and the Hoop Shot Contest.
- PAL staff made contacts for our annual Golf Tournament fundraiser, Golfing for Kids, to be held at River Bend Golf Course on October 19, 2013.
- The OBPAL Summer program partnership with the Department of Leisure Services at the South Ormond Neighborhood Center concluded Thursday, August 8th with a fieldtrip to Daytona Lagoon. We project 70 youths will enjoy a fun day at the water park.

Community Services & Animal Control

- Animal calls: 51
- Animal Reports: 4
- Animal Bites: 1
- Animals to Halifax Humane Society: 9
- Cat's: 8
- Ball Python: 1
- LCSO Owen and CSO Champion fingerprinted and assisted McGruff at NNO.
- CSO's Malick and Soard fitted children with bicycle helmets at National Night Out event.

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 3
- Inactive: 9

- Fraud: 8
- Burglary Business: 1
- Burglary Residential: 7
- Larceny Car break: 2
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0

Comments:

- Auto Theft: Stolen vehicle from Queen Ann Court recovered and processed for prints. Investigation continues.
- Residential Burglaries: Several residential burglaries on the west side of the city. Video of a suspect was taken and forwarded to the media via a News Release. Investigation continues.

Records

- Walk - Ins / Window 48
- Phone Calls 64
- Arrest / NTA'S 31
- Citations Issued 58
- Citations Entered 141
- Reports Generated 125
- Reports Entered 124
- Mail / Faxes / Request 30

Patrol

- Total Calls 1,439
- Total Traffic Stops 139

Operations

Crime Opportunity Report Forms: 57

- 7/31/2013
 - Shoplifting, Wal-Mart, male with drug problem tried to steal chicken, steak, and beer. He fled from Wal-Mart staff but was caught without incident behind Applebee's.
 - Battery-Domestic Violence, 303 Selden Avenue, suspect arrested for battering her mother.
 - Burglary (Residential), 16 Central Avenue, entry possibly made through bedroom window. Jewelry taken.
 - Battery, Lincoln and Thompson Creek, two transients were involved in a fight, the primary aggressor was arrested.
 - Grand Theft, 185 Live Oak. Approximately \$1500 worth of furniture cushions removed from a patio.
- 8/1/2013
 - Battery-Domestic Violence, 374 South Halifax Drive, suspect hit his live in girlfriend and fled. He was found soon after and arrested.
 - DUI arrest, Wilmette and Nova Road, Suspect arrested
 - Stolen vehicle, 2 Queen Ann Court, owner left keys in his vehicle. Vehicle was spotted by Ofc Garcia in the surrounding area.

- Battery-Domestic Violence, 144 South Ridgewood Avenue, two sisters involved in a physical fight. One fled the scene but was located and arrested.
- 8/2/2013
 - Grand Theft Arrest, 1458 West Granada Boulevard, suspect arrested..
 - Battery-Domestic Violence, 181 Hand Avenue, suspect arrested.
- 8/3/2013
 - Carbreak, 147 Kimberly Drive, the victim found two males going through his vehicle. He detained one of them. Subject had a cell phone tying him to another carbreak. CID notified and responded. Male charged with both carbreaks.
 - Battery-Domestic Violence, 10 Fox Hollow Drive, suspect was arrested for striking his mother.
 - Carbreak, 274 North Ridgewood Avenue, both victims' vehicles were left unlocked. Change missing from both vehicles.
 - Disorderly Intoxication arrest, 484 South Atlantic Avenue, suspect was drunk and causing a scene using profanity in front of patrons of the motel.
 - Battery-Domestic Violence, 122 Amsden Road, suspect arrested.
 - Warrant Arrest, Division Avenue / South Center Street, suspect arrested for an open warrant.
 - Warrant Arrest (another one), Division Avenue / South Center Street, suspect arrested for an open warrant.
- 8/4/2013
 - Home Invasion Robbery, 634 Tomoka Avenue, suspect shoved his way into the home, knocked the resident over, demanded a gun (but was never given one), stole beer, and left.
 - Burglary (Residential), 636 Tomoka Avenue, suspect from 634 Tomoka Avenue fled there and entered this residence, which was next door. He made the same demands and vandalized their kitchen while doing so. He was caught by officers in the driveway and arrested for both offenses.
 - Injunction Violation Arrest, 10 Fox Hollow Drive, son was arrested yesterday, and returned to the residence today in violation of pre-trial conditions. Although he fled prior to arrival, he was located on South Kings Road and arrested.
 - Battery-Domestic Violence, 500 Shadow Lakes Blvd. #138, boyfriend and girlfriend arguing over their seven month old baby. Boyfriend battered girlfriend and tried to leave with baby. Caused a traffic disturbance within the complex while doing so. He was subsequently arrested.
 - Burglary (Residential), 320 Rio Pinar Trail, windows and screens discovered pried and tampered by Officer Sanders during a house watch.
 - Burglary (Business), 297 Wilmette Avenue (Andre's Automotive), suspects entered the property with a pickup truck and took several tires and rims. Video surveillance recording collected as evidence.
 - Trespass Arrest, Cassen Park, suspect was previously trespassed from Cassen Park and was caught on the property once again and arrested.
 - Narcotics Arrest, 300 West Granada Boulevard, suspect was arrested then released on a Notice to Appear for marijuana and a suspended license.
 - Battery-Domestic Violence, 1567 North U.S. HWY 1, suspect arrested for shoving the mother of his young child after a verbal altercation.
 - Burglary (Residential), 44 Bluewater Lake Circle, subject came in through a rear window and stole one hundred dollars in costume jewelry.
- 8/5/2013
 - Carbreak, 170 N. Center, window smashed, purse taken.
 - Carbreak; 39 Huntmaster Court, unlocked vehicle entered overnight, garage remote taken.

- Burglary (Residential), 868 North Ridgewood Avenue; Bicycle stolen off of the front porch.
- 8/6/2013
 - Grand Theft, Division Recreation Center. Victim left his iPhone in the bleachers while he played basketball.

Traffic Unit

- 13-08-00027 Hit and Run, Oak Forest Dr and Rio Ave. Elderly male struck a parked vehicle and drove off, returned to the scene a short time later to check damage before driving home. Suspect identified in this case.
- 13-08-00079 Crash with injuries, River Chase Way and Black Hickory Way. Vehicle rear ended a maintenance golf cart causing minor injury to the operator of the golf cart.
- 13-08-00086 Hit and Run with injuries, Pineland Trail and Harmony Ave. Ford SUV traveling west on Harmony ran the stop sign at Pineland Trail at a high rate of speed and attempted to make a left turn onto Pineland Trail. Driver lost control, fishtailed and rolled the vehicle over. Driver and his passenger left the scene and were returning back with a person on a tractor when units arrived. Minor cuts to both driver and passenger, male admitted to driving and the crash.
- 13-07-00608 Follow up reference to Hit and Run with injuries, Division Ave and S Ridgewood Ave. Ofc. Braun obtained two search warrants through the State Attorneys' Office in reference to this case. One warrant for the vehicle, which was served at Fryer's wrecker yard and the other for a DNA swab of the suspect. The DNA swab warrant has not yet been served.
- Traffic Citations 34
- Parking Citations 0
- Crash - No Inj. 9
- Crash - Injury 4
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - South Yonge St
 - 2000 block State Road 40
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Cases initiated
- 27 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with three (3) walk-in and sixty-two (62) telephonic inquiries.

Below is a status update from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office. There has been no change in the following report. The case is still active.

Zone 2

171 Marvin Road – Received a complaint that the owners of this property are running a business from their home. An onsite inspection was conducted. The owners operate chair concessions along the beach. The chairs have been kept on flatbed trucks stored at the house. Staff also learned that they did not have a city business tax receipt (BTR). They have since obtained their BTR but as of our last inspection are still parking their equipment on site. The owner was advised that the equipment associated with her business could not be kept at the residence. The owner agreed to relocate the equipment by August 9, 2013.

Public Works

• Engineering

Construction Projects:

- Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – The reclaimed water supply has been adequate to fully supplement the irrigation needs of the Breakaway Trails subdivision and maintain the storage tanks at proper levels. The storage tank interconnection between Breakaway Trails and Hunters Ridge is now being operated and the reclaimed water is being used incrementally to supplement the raw water used at the Hunters Ridge storage system.
- Tymer Creek Phase I – Work continues on the road widening between the bridge and SR40 and a portion north of the bridge. Parts of the new roadway stormdrain system have been installed.
- Hand Avenue – The contractor has completed installation of all underground infrastructure. The contractor is focusing on preparing the section from Coolidge Ave. to Center St. for paving. Road construction has commenced on the section from Center Street west to the culvert crossing. The contractor has constructed the lake interconnects and replacement of the 3 pedestrian walkovers at the lake on the North and South side of Hand Avenue. The elliptical culvert across Hand Avenue was installed. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
- Ormond Beach Airport Taxiway Project - The project is complete.
- 2-inch Water Main Replacement – Mainland – The new watermain for Old Barn Trail was installed and BACT sampling was taken for clearance. Contractor will return to the site for restoration once the watermain has been cleared by the VCHD to place into service, after which the new service connections can be made. Approximately 500 feet of new 8-inch watermain was installed along Andalusia Ave.
- 2-Inch Waterline Replacement – North Peninsula - The third progress meeting for this project is scheduled for August 7, 2013. ThadCon began work on River Drive the week of July 29, 2013; they anticipate moving to the cul-de-sacs off of Aqua Vista and Plaza Drive during the week of August 5, 2013.
- 2-inch Water Main Replacement - South Peninsula – The contractor has started work on Ivanhoe Drive and is completing the work on Cardinal and other streets at the south end of the City. A proposed schedule has been posted on the City's website.
- Central Park Lake Interconnects – The closure of Hammock Lane has occurred and the contractor has milled the road in the area of work and has installed the new raw water main. The new line should be cleared by the Health Department to allow for the connection to the existing line this week. Once complete, the culvert and canal construction can commence. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.
- South Ormond Neighborhood Center- Approximately 80% of the new TPO roof system has been installed.

- Downtown Underground Utilities Conversion - A notice to proceed has been issued for this project with a commencement date of August 5, 2013. Carter Electric presented a preliminary (first draft) construction schedule at the weekly update meeting scheduled for July 31, 2013; this was distributed to the other utilities for input and will be finalized by the progress meeting scheduled for August 14, 2013. Carter scheduled their pre-construction video of the downtown for Wednesday, July 31, 2013 and Thursday, August 1, 2013. This video will be presented to the City for review once ready. Arrangements have been made for the contractor to use the lot at 70 West Granada (corner of Granada and Lewis St.) for the storage of materials; initial delivery of conduit from FPL is scheduled for Thursday August, 8, 2013.
- FDOT A1A Left Turn Lane at Lynnhurst Drive - Masci began construction of the A1A left turn lane on July 19 with the construction scheduled for completion on September 30.
- OBSC Multi-Use Fields - Construction of the 2 multi-use fields is expected to start next week with installation of silt fence and relocation of 5 gopher tortoises.
- 2013 Roadway Resurfacing - Prepared notice of award and issued contracts to contractor for execution. Notifications were prepared and distributed to residents. Construction is anticipated to begin in late August 2013.

Design Projects:

- Downtown Median Landscaping - The bid was awarded at the August 7th City Commission meeting.
- Environmental Learning Center - Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.
- Nova Community Park Skate Park Expansion - A meeting was held with A.M. Weigel to discuss construction management for this project on Thursday, August, 1, 2013.
- Audible Pedestrian Signals - Contract documents have been uploaded to FDOT LAPIT system for review by the Department.
- Downtown Banner - The FDOT has issued the construction permit. Staff will solicit construction proposals to install the decorative poles, foundations and span wires.
- City Welcome Sign - Staff continues to work to secure an easement with Jaffe Corporation.
- Beach Ramp Beautification - The revised plans have been sent to the County for their permit review.
- John Anderson Drive - On July 30th the City Commission approved the award of Bid to Masci Construction. Staff's consultant is preparing the contracts for execution by Masci Construction. Once executed a pre-construction meeting will be held to discuss commencement of construction.
- Riverside Drive Drainage Improvements - Although we have contacted several affected residents regarding easement needs, our consultant is having difficulty contacting all the affected residents to discuss easement acquisition. Staff is assisting in this process.
- Wilmette Avenue Bypass Pump Station - JD Weber Construction returned executed contracts to the City for execution by the Mayor and City Manager on Wednesday, July 31, 2013.
- CDBG Oleander Bus Stop - Staff is preparing finalizing design plans with FDOT assistance.
- OBSC Roadway Improvements - FAA has received proposed project application and is in review. Work continues on wetland mitigation permitting, final design and consideration of improvements to parking lot area near the playground.
- Fiber Optic Network Expansion - The City Attorney's office is finalizing review and a contract to piggyback the services bid by the City of Palm Coast for Fiber Optic installation and maintenance services to Danella Construction for the Phase 2 Fiber Optic

project. The piggyback contract and work authorization for this project are scheduled to be presented to the City Commission on August 20, 2013.

- Revised FEMA Flood Insurance Rate Maps (FIRM) - Revised, final draft copies of the Flood Insurance Rate Maps for Ormond Beach were received by the City the week of May 13. City review period is complete, and it is anticipated that revised maps will be issued with a letter of final determination during the month of August.
- Cassen Fishing Pier and Guardrails Under Bridge – The construction contract award is scheduled for August 20th City Commission meeting.
- Corrugated Metal Pipe Rehabilitation - Project has been submitted to go to Commission on August 20, 2013 for disposition for notice of intent to release for competitive bidding.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue Improvement project.
- Held monthly progress meeting for the Central Park Lake Interconnect Project.
- Magnolia Wall measurement (Weekly).
- Residential SWMP Permits review and filing (Weekly).
- Street Survey- Staff completed survey of asphalt pavement condition of 36 streets, which will be used in developing the annual roadway resurfacing plans.
- Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (ongoing)
- Researched old plans and provided as-built copies of the N A1A Forcemain plans to Wastewater Div per request.
- Completed the final changes and updates to the sketch and legal descriptions of Chelsea Place Phases 1 thru 3 for the upcoming proposed annexation and forwarded to Planning Div per request.
- Staked out FDOT sight triangle at Old Tomoka Rd / W Granada Intersection per NID request.
- Researched other cities welcome signage for comparisons to the proposed City of Ormond Beach City Welcome Sign construction.
- Prepared & Delivered Notices for the 2" Watermain Replacement Project for residents on Oleander Place.
- Prepared & Delivered Notices for the 2013 Roadway Resurfacing Project for residents on:
 - N. Center St.
 - Bermuda Estates Dr
 - Lake Meadow Way
 - Park Meadow Cir
 - Park Ridge Way
 - Park View Ln
 - Park Crossing Cir
 - Hammock Ln
 - Lake Bridge Dr
 - Nature Trl
 - Arborvue Trl
 - S. Saint Andrews Dr
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Repaired broken sidewalk at Royal Road
 - Pulled barricades and forms at Forest Hills Blvd.
 - Cut sidewalk for removal on Wye Dr.
 - Formed sidewalk on Wye Dr.
 - Formed sidewalk on Coquina Dr.

- Cut and removed broken sidewalk on Benjamin Dr.
- Poured concrete sidewalk on Benjamin Dr.
- Repaired broken sidewalk at Misners Trl and Main Trl.
- Picked up pallet of 5,000 mix concrete

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleaned out debris from various ROW (Right-of-Way) locations
- Removed debris from Wilmette Ave., corner of Hand Ave and Center St., and corner of Yonge St and Kenilworth Ave.
- Removed tree from Airport Business Park
- Removed tree at the corner of Main Trl and Rio Pinar Trl.
- Removed tree on Andrews St.
- Removed tree from 600 block of S. Ridgewood Ave.
- Removed debris from Nova Recreation
- Cleared brush from Ellsworth Ave and N Ridgewood Ave.
- Removed fallen tree from bike path on 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.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Picked up pile of yard waste at Memorial Gardens
- Picked up pile of yard waste at The Casements
- Transported barricades and cones to Nova Recreation for "National Night Out"
- DOT (Department of Transportation) weed control on Nova Rd., and on Granada Blvd.
- Hauled pavers for parks
- Loaded roll-off container with broken concrete

Sign Shop

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

- Various Locations, checked for signs that may need attention or replacing
- Sign Shop, fabricated signs for various jobs
- Sign Shop, entered & printed work orders for daily job assignments
- Straightened speed limit signs on Orchard Ave.
- Straightened sign on Lincoln Ave.
- Installed Stop Signs and speed limit signs City-wide
- Performed road inventory (striping)
- Re-stocked sign inventory in vehicle

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected

- Repaired outfall and ditch at Airport Industrial Park
- Spot-sprayed ditch spots due to recent rains
- Weed-eated various areas on State Road 40 and Tymber Creek Rd.
- Removed trees from ditch at Ormond Sports Complex
- Dug up and repaired sinkhole at Timberline Trl.
- Sprayed and inspected ponds on State Road 40

Vactor

- Assisted Wastewater Collection in pigging lines near Flagler
- Cleaned pipes on Brookwood Cir.

Mowing

- Reachout Mowing – North US 1 Hwy., Arroyo Pkwy ditch, Santa Fe Ave ditch.
- Bush Hog & Slope Mowing – State Road 40
- Slope Mower – State Road 40

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week
26,961

PM Services completed for the week:

Emergency—Vehicles and Equipment
11

Non-Emergency Vehicles and Equipment
13

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 8,315 gallons of unleaded and 4,536 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,917 gallons of unleaded and 855 gallons of diesel.
- Fleet completed 38 work orders this week.

- Utilities

- Annual Chemical Bid & Procurement – Bid tabulation was received from Palm Coast and bid proposals are under review. Staff received notice regarding potential for non-responsiveness of competing vendor proposal.
- Concentrate Monitoring and Disinfection Upgrades – Awaiting FDEP acceptance of Project Certificate of Completion. Construction is completed and punch list items have been addressed.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) is revising plans and specifications to include staff comments. Application forms for a Minor Revision to a Wastewater Facility or Activity Permit were processed and a check for the permit applications was sent to the Consultant for submittal to FDEP. A determination was received from FDEP that an Environmental Resource Permit is not required.
- Division Avenue Well Field Raw Water Piping – The City Commission approved the work authorization for design services proposal from McKim & Creed to include alternate for water and sewer main extensions for proposed Environmental Learning Center. Project kick off meeting to be scheduled.

- Fire Hydrant Replacement Program 2014 – List of hydrants to be replaced will be incorporated into bid documents.
- Cross Connection Control (CCC) Program Management Services - Draft Specifications were reviewed.
- Dual Check Valve Assembly Installation and Procurement Services – Specifications are being prepared for backflow assembly purchase and installation in reuse service areas. Bids to be solicited next fiscal year.
- Airport Road Force Main/ Reuse Main Project – A pressure gauge will be installed on the suction side of the Breakaway Trails booster pump to determine the pressure spike on the force main when the motor operated valve closes. Pressure relief valve device selection and installation location determination underway.
- Laboratory Testing Services Contract – The City Commission authorized award of the annual contract for lab testing services to ALS Group USA, Jacksonville, FL on July 30.
- Mainland, North & South Peninsula area 2-inch Water Main Replacement Projects are underway. Utilities Staff support is provided for scheduled shutdowns and meter installation activities.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. Contractor continues to encourage Siemens performance of the installation in addition to supplying the replacement component.
- Ormond Beach Wastewater Treatment Plant Expansion – Warranty Assistance Requests are being administered by staff and contractor per contract conditions. Contractor to perform additional storm pond grading this weekend.
- John Anderson Drive Roadway Improvements – Utilities Relocations – The City Commission authorized contract award to contractor on July 30.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power 2 additional wells. A work authorization was prepared for John Searcy & Associates for a total fee proposal of \$18,430. Instrumentation and Controls design activities will be included. Consultant design activities underway.
- Saddler's Run Lift Station Rehabilitation – Work Authorization authorized for design services by QLH & Assoc.
- Sanitary Sewer Pipeline Repair – Measurement and Payment items for grouting and restoring service connections were prepared.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – Awaiting construction commencement by FDOT Contractor.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Shop drawings were received for review. The pump manufacturer's factory will be closed for two weeks and parts delivery is an additional 10 weeks. Due to the length of time needed to procure the pump station equipment, the notice to proceed will be issued on September 30, 2013.
- Tymber Creek Road Phase 1 Utility Relocation Project – Contractor is performing roadway and stormwater improvements north of the Little Tomoka River. Utilities staff supporting contractor activities as necessary.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC – Demolition of Sunoco at Granada & US 1 underway and construction underway at 460 S Atlantic.
- Water Distribution
 - Exchanged 5 residential/commercial water meters
 - Responded to and/or repaired 14 water service leaks
 - Replaced 8 water services due to age of piping and low pressure
 - Repaired/replaced 13 meter boxes
 - Disconnected 2 residential water services due to demolition permits
 - Responded to 5 low water pressure complaints

- Performed meter accuracy testing on 6 each - 2" commercial water meters. Scheduled 4 commercial meters for testing.
- Performed maintenance on 32 City owned fire hydrants within Mainland base map B1 grid area.
- Disconnected 3 water services due to building demolition.
- Performed testing on 9 and repaired 1 city owned backflow preventers.
- Assisted 2 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
- Performed valve maintenance and exercising on 26 valves in the south peninsula A2 grid area. Installed 2 valve box risers.
- Initiate logger installation for leak detection in water base map A6 grid area.
- Repaired a 2" water main break on Warwick Ave
- Disconnected and removed the 4" water meter at the Ormond Hospital site
- Utility locate service for Water/wastewater/reuse: received notice of 95 regular and 3 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave Utility/road project, Tymber Creek Rd widening. Continued 2" water main replacement project locates in the North & South Peninsula, and mainland areas.
- Continued 4.5 mile locates assistance with a directional boring company installing fiber optic conduit along US1.

- Wastewater Collection – Reuse
 - Crews responded to six trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Total rainfall for Breakaway Trails (1.20") and Hunters Ridge was (1.25") from 08/01/13 to 08/07/13.
 - Cleaned three, televised fifteen and root controlled eight sewer laterals.
 - Replaced pep tank at 7 Silver Lake Way.
 - Installed 4" sewer lateral at 3 Granada Blvd.
 - Ten inch force main at 1085 Ocean Shore Blvd. pressure is at 9 psi and 10 psi at Spanish Waters, 12" main @ 8 psi Ormond Mall and @ 7 psi at Ormond Mall lift station on 08/07/13.
 - Six inch force main at 1800 N. US-1 @ 5 psi.
 - Low pressure sewer psi reading Westland Run 24/20 psi, Foxhunters Flat 21/19 psi and 4" on Shadow Creek Blvd. 9/8 psi.
 - Ongoing flushing of reuse on beach side.
 - Cleaned bermad filter at Tomoka Oaks golf course. (weekly)

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 32.00 Million Gallons.
 - Produced 29.39 Million Gallons of Reuse.
 - Produced 11.61 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.57 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 131.36 (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
Wastewater Plant – Lift Stations
 - A1A Force Main – assist Collections Division as needed for monitoring of main and lift station operation pressures
 - Carrousel Blower #2 – Operations noted Motor Fault – found no problem with machine – reset at SCADA – all OK
 - Performed the following plant PMs: Grit Snails, Poly Blends, Digester Blowers, Clarifiers, Swing Zone Blowers, and Bar Screens
 - Influent Room – deragged pumps as per Lead Operator

- Fermentation Submersible Mixer #10 – pulled down from catwalk and cleaned for delivery to vendor
- Fleet – delivered trailer mounted generators #381 and #382 to Fleet for repairs – both have dead batteries – both were plugged in to chargers – both chargers working fine – both A/C power supplies for chargers working fine
- Clarifier #3 – electrical repair – conduit repairs – assisted electrician
- Poly Blend #1 – Operations noted water flow issues – checked supply and valves – cleaned flow meter – possible sensor read problem – will turn over to electrician for follow up testing
- Chlorine Pump #2 – Operations noted not working – found pump vapor locked – bled off air in lines – all OK
- Transfer Station – Follow Up From Call Out - pulled pump #1 – high amp draw – repaired as needed
- Poly Blend #1 – Operation note controls not operating properly – turned over to electrician for testing of meters
- Bisulfite Pumps – Operations noted not working in Automatic – turned over to electrician – assist as needed
- Collections Division – generated pump hour trending report for 8P lift station as per request from Collections Supervisor
- PM on RAS/WAS. Pumps
- Generator Check at 2 station
- 81 work orders completed and closed for this section for this week

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Waste Water Treatment Facility Permit: Engineer's Certification of Completion of Construction for 8 MGD Expansion submitted by consultant to FDEP. Received FDEP acknowledgment of receipt and modified Discharge Monitoring Report Sheets for expansion capacities.
 - Reclaimed Water Educational Program: Printer has provided second draft of the reuse customer brochure. Staff is reviewing the draft for acceptability and if satisfactory will approve printing.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report (CCR): Staff is preparing the Certificate of Delivery acknowledgement to the Volusia County Health Department. The form and packet certifies the City has fulfilled its delivery requirements of the CCR to customers. The 2012 annual water quality report is contained on the City's website and notice was posted in the News-Journal regarding the availability of same to customers in addition to statements contained on customer billing statements throughout the month of June.
 - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program (see below).
 - Florida Department of Health Inspection: Staff received the written report of findings from the FDOH Water Treatment Plant inspection performed on Friday June 14, 2013. Staff preparing response to single deficiency noted in regards to the compliance rate of the backflow prevention device testing certifications on the City's commercial water accounts.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing

research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the August 7, 2013, City Commission Meeting
- Staff attended and provided support for the August 9, 2013, Pension Boards Meeting
- Agenda packet preparation and creation for the August 15, 2013 Neighborhood Improvement Advisory Board
- Agenda packet preparation and creation for the August 20, 2013 City Commission Meeting

Status of Department Projects

- Audience Polling System
 - Project Status: Currently reviewing written quotes.

- Records Management System Upgrade
 - Project Status:
 - Identifying potential issues with system upgrade to relay to vendor.
 - Setting permissions and security settings for system users.
 - Awaiting scheduling of architectural admin training