

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 16, 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:

- One on one meetings with City Attorney and HR Director
- Weekly meeting with Directors, web-x presentation was given regarding an online mapping application

Spoke to, attended and/or met with:

- City staff and I met with Dennis Siegert and Justin Newbern, JCI Energy Solution, regarding energy savings
- Spoke at historical landmark memorial tribute at the Emmanuel Church of Living God
- Habitat for Humanity house dedication
- FCCMA board meeting in Orlando
- FLC Conference, Thursday through Saturday, in Orlando
- FLC board meeting on Saturday during FLC conference

Community Development

- Planning
 - The RFP Selection Committee for the citywide enterprise system to include Planning's ProjectDox met to discuss whether a contract should be pursued with Tyler and ProjectDox or proceed to issue a new RFP. It was the general consensus of the committee to ask Legal to prepare a contract for submittal to ProjectDox. If a contract was prepared that was acceptable to Tyler but not ProjectDox, Planning would not consider Tyler acceptable since no electronic plan submittal solution is part of Tyler's system.
 - Staff met with representatives who want to develop a residential/treatment facility at 657 South Atlantic Avenue.
 - Met with Mark Blanford, VP of TD Bank, to discuss development in Ormond Beach.
 - A neighborhood meeting has been scheduled by Dimitri's Bar, Deck & Grill for the purpose of notifying residents about a proposed music sound test. Dimitri's is proposing to file a Special Exception for Outdoor Entertainment involving no more than 2 performers that would accommodate "simplistic sounds" between the times of 4pm-10 pm M-S Staff will be there to witness the meeting, listen to concerns of neighbors if any, and conduct the decibel reading test. This is the second time the Department has done a decibel test for Dimitri's that is related to outdoor music. Planning Board members have been notified.
 - The Department has been informed by FEMA that the Letter of Final Determination for the new FIRM maps will be Monday, August 19, 2013. There will be a 6-month government compliance period before the maps become effective which should be around February 19, 2014.

- A CommunityView/GovClarity WebEx Presentation was given at the City Manager's staff meeting. CommunityView and GovClarity is an online mapping application designed to help local government communicate more effectively with residents. The most obvious benefits that were apparent from the presentation included:
 - The ability for residents to self-service and access information online 24-7.
 - The demonstrated increased community awareness, participation and engagement.
 - The significant savings staff will experience in time and money because of the ease of self service by residents.
 - It is easy for residents to use. Built on the Bing Maps platform.
 - It is a cloud computing model meaning no hardware to install or maintain.
 - The ability to customize the display to match the City's web site and control data updates and publishing.

The cost involves a subscription service only for CommunityView and a licensed chair fee for GovClarity. For the most part, staff was impressed with the presentation.

- The Department received a Certificate of Achievement from the International Code of Congress (ICC) for having one of two building divisions in the state that is fully ICC qualified.
- Building Inspections, Permitting & Licensing
 - 94 permits issued with a valuation of \$3,347,595.00
 - 201 inspections performed.
 - 13 business tax receipts issued.
- Development Services
 - The following SPRC activities occurred this week:
 - Chase Bank, 1272 Ocean Shore Boulevard, coming in for pre-construction meeting, Wednesday at 9am. Volusia County project connecting to City utilities.
 - Lift station for 1550 and 1590 Ocean Shore Boulevard .
 - Lot 3, Ormond Business Center, 150 Business Center Drive.
 - S.R. Perrott, 1280 North US Highway 1
 - River Oaks, utilities update

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. Staff will be monitoring the renovation and job creation initiatives as part of the growth assistance Agreement.

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 met to discuss other funding options which will include sponsorship and advertising. Staff also met with the Chamber membership outreach program and developing strategies to survey the businesses in the City.
- Staff met with the members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district.

Prospective Business Attraction/Retention/Expansion

- 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.
- Healthcare Billing Systems and Edge Physicians continue the redevelopment and reuse of 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 week.
- 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

- Installation of the new airport security lighting system began this week. Crews from Economy Electric were on-site to install new light poles and LED lighting components near the intersection of Taxiways Bravo and Delta.
- The Automated Weather Observation System (AWOS) underwent service this week to address an intermittent data reporting malfunction.
- Staff has been advised by the FAA that new instrument approach procedures for the airport will be available on October 17, 2013.
- The GIS Division continued to work this week to prepare documentation to illustrate certain leasehold boundaries at the airport, for comparison to existing site plans and other related documentation.
- 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.

- Staff met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would be mutually selected to determine the land values, which will be the basis for the adjustments to the lease rates. Staff met with representatives of the Airport tenants to discuss the appraisal rates and is in the process of preparing a tentative rate proposal to the tenants.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparing for the Audit Interim
 - Finance is Conducting the Annual Payroll Audit
- Completed Projects - Weekly
 - Processed 44 Journal Entry Batches (# 4543 - 4652).
 - Approved 33 Purchase Requisitions totaling \$4,666,813.21.
 - Issued 31 Purchase Orders totaling \$407,988.05.
 - BID 2013-35, 2013 Traffic Signal Mast Arm Maintenance, Advertised on August 11, 2013 in News Journal and Demandstar.
 - RFP 2013-32, Copier Maintenance Agreement, Intent to Award Mailed on, August 14, 2013.
 - Prepared 123 Accounts Payable checks totaling \$421,009.29 and 33 Accounts Payable EFT payments totaling \$527,256.96.
 - Processed 4,056 cash receipts totaling \$761,044.33.
 - Processed 901 utility bill payments through ACH totaling \$69,870.28.
 - Processed and issued 4,981 utility bills with billed consumption of water of 35,573k.
 - Issued 1,109 past due notices on utility accounts.
 - Auto-called 81 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Students Return to School
 - Foreclosure Prevention Workshop (9/10/13)
 - Florida Licensing on Wheels (8/26/13)
 - REEL in the FUN Fishing Tournament (9/7/13)
 - Unveiled Again "*Faces of Pride, Then and Now*" (8/25/13)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended weekly staff meeting
 - Arranged and attended Foreclosure Prevention Workshop facilitated by Community Legal Services of Mid-Florida
 - Attended ECHO Mandatory Workshop
 - Attended NIAB August meeting
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

- Received notification and submitted acceptance package for Justice Assistance Grant (JAG) Federal Solicitation for the purchase of four in car video cameras for the Police Department.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 6
- Hazardous: 3
- EMS: 63
- Motor Vehicle Accidents: 5
- Public Assists: 49

TOTAL CALLS: 128

- Aid provided to other agencies: 10 calls – Daytona Beach (6), Holly Hill (1), Volusia County (3)
- Total staff hours provided to other agencies: 3
- # of overlapping calls: 26
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 44

Training Hours

- EMS Training: 28
- Fire Behavior: 2
- Fire Officer: 4
- Fire Prevention/Public Education: 2
- Hose Evolutions: 30
- Preplans: 10

TOTAL TRAINING HOURS: 76

Station Activities

- Updated 20 pre-fire plans
- Conducted 4 fire inspections
- Participated in the annual National Night Out event.
- Instructed CPR training to Police Department personnel.
- Spoke on fire safety and gave presentation of equipment and fire truck at Karate for Kids on Nova Road.

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services/Nova Gym – Part Time Recreation Leader.
- 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 was advertised beginning 08-12-13 and will be recruited through 09-03-13 in order to coincide with the Florida Parks and Recreation Association (FRPA) conference.
 - Leisure Services/Parks – Part Time Maintenance Worker II and a Seasonal 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. Twenty-seven (27) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Public Works/Streets – Maintenance Worker II was advertised on 08-07-23 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. Fifteen (15) candidates were interviewed on 08-14-13.
 - 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 scheduled for the week of 07-08-13. A conditional offer was made to a candidate who successfully completed the pre-employment processing and 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 were successfully completed and employment will begin on 08-26-13.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 7-31-13: 5.52% (excluding retirements).

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.
- **Employee Appreciation Day 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 conducted FMLA training for Supervisors and Division Manager on August 14th and 15th.

Risk Management Projects

- Continue project planning for HIPAA.
- Work on final edit of Safety Manual.
- Begin learning about Global Harmonization Schedule for hazardous chemicals in the workplace.
- Attend Claims Committee meeting.
- Attend WC mediation.
- Attend FMLA training.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract is with the Legal Department for review.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 41 New work - 51 completed - 46 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	42,439	Inbound E-Mails Blocked	31,199
Delivered Inbound E-Mails	11,134	Quarantined Messages	106
Percentage Good Email	26.2%	Virus E-Mails Blocked	57

- Notable Events:
 - IT Manager attended the Florida League of Cities Innovative Technologies Symposium in Orlando with the Permit Technician from the Engineering Division. Several presentations were given regarding innovative techniques that Philadelphia and Boston are using to predict and respond to events using streaming information sources such as twitter, facebook, and video feeds. FLGISA members from Altamonte Springs and Deltona talked about how they are innovative at a local level within the constrained local resources.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 0
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0

- Meter GPS locate and ID: 22,502 total, completed 14,671 (65.2%) potable 14,207, Irrigation 464
- Notable Events: None.

Leisure Services

- **Administration**

Meetings attended/hosted:

- City Manager weekly meeting
- General Discussion – Assistant City Manager
- OB Sports Complex fields visit
- Supervisors staff meeting
- Park visits
- Multipurpose fields preconstruction meeting
- FL Government Coalition discussion meeting
- Athletic field maintenance staff meeting
- One on One meeting with coordinators
- Andy Romano Beachfront Park visits
- Leisure Services Advisory Board meeting
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen
- Met with janitorial contractor
- Met with landscape contractors for weekly updates

- **Athletics**

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Mon, Wed, and Friday at the Sports Complex. Play is at 1pm daily.
- The City's Summer Youth Volleyball Clinic this week ran Monday - Thursday from 9am to 12 noon. Twenty Five (25) participants spent the week working on their skills and fundamentals.
- The Ormond Beach Golden Spikes have been training for their upcoming fall season on Tues and Thurs nights at the Sports Complex.
- The Ormond Beach Soccer Club's Competitive Teams have been training for their upcoming Fall Season and Tournament in late August.

- **Athletic Field Maintenance**

- Mowed South Ormond Rec 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.
- Continued mowing of baseball fields, 3 times a week.
- Continued mowing of the soccer fields, 2 times a week.
- Continued mowing of the softball fields, 2 times a week.
- Continued mowing, edging and trimming the T-Ball fields.
- Replaced 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.

- Removed excess clay from Baseball Fields at OBSC, for Laser Grade work.
- Finished painting 3 fields at OBMS for Pop Warner football practices.
- Re-sprayed baseball field at the OBSC for sod web worms.
- Trying to find bad irrigation valve on the football field at the OBSC.
- Prepping fields for OBGS baseball clinics and All-Star practices.
- Moved Soccer Goals to #9 and #10 for soccer program.

- 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
 - There are no shows this weekend. The theater is in maintenance mode this month.

- South Ormond Neighborhood Center
 - Splash Pad (OPEN DAILY @ 10:00AM)
 - Activity room rental (Saturday 11am until closed)
 - Pavilion rental (Sunday 2pm until 5pm)
 - Youth football practice Wednesday (Ormond Pride) 6:00pm-8:00pm
 - Fitness room open(center hours)
 - Open gym (center hours only)
 - Roof repair should be completed by end of week
 - Summer camp clean-up

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended Senior Games Committee meeting and assisting with sponsorships and marketing
 - Distribution of Senior Games flyer
 - Distribution of kids' fishing tournament flyer scheduled for Saturday, September 7, 2013
 - Clean up of supplies and equipment maintenance from National Night Out

- Gymnastics
 - August/September classes are in session.

- Nova Community Center and Special Populations
 - Summer camp clean-up
 - 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.
 - Summer Recreational Activities for children ages 7-17 years are being offered from 12:00-4:30pm Monday through Friday.
 - 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 volleyball clinic was held Monday through Thursday from 9:00am-noon this week.
- 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.
 - Two weddings were held at Ormond Memorial Gardens on Saturday afternoon.
 - A wedding was held in Fortunato Park on Saturday afternoon.
 - The Historic Society Riverside tour was held in Bailey Riverbridge on Saturday morning.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A wedding was held in Ormond Memorial Gardens on Sunday evening.
 - The Guild crafters met in Room 203 Thursday afternoon.
 - Updating & organizing rental files
 - Organizing camp supplies
 - Preparing for the 4th anniversary of Movies on the Halifax
 - Evaluating 2013 Enviro Camp program
- Parks Maintenance
 - Relocated picnic tables and benches at Romano park for handicap access
 - Pressure cleaned raised boardwalk between Division and Hand avenues
 - Repaired broken deck board at the magic forest
 - Relocated materials from Bldg. Maint. to Leisure Svcs. storage pod
 - Installed Knox box for Fire Dept. access at Romano park
 - Installed pavers around grills at Romano park
 - Pressure cleaned breezeway at Romano park
 - Dug out trench by the pier at Cassen park for water run off
 - Repaired clogged toilet at Central Park 1
 - Removed graffiti from picnic table at B.P.O.S. Park
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call out - clear toilet in ladies room at Nova Recreation outside restrooms
- Building Maintenance
 - Weekly inspection of airfield lighting and directional signage
 - Assisted contractor with main water valve replacement PW Streets
 - Performed safety operations of all electronic gates city wide
 - Unloaded truck carrying door for City Hall conference room project
 - Assisted contractor with water heater change out @ Public Works complex
 - Received large air filter order, distributed city wide
 - Got 403 back from Fleet after repair.
 - Unloaded truck carrying two pallets of street lamp heads PW complex
 - Changed 16 filters in 1 city facility
 - Removed forms from Airport Pedestal Keypad Gate10
 - Troubleshoot bay door in PW Utilities, called contractor
 - Installed door lock in supervisor's office Airport Sports Maintenance
 - Took trailer to City Hall for moving items to Fleet-auction
 - Cut keys for new door lock, Buttlemann Press Box and Ames Summer House
 - Replaced toilet seat men's outside restroom at Nova
 - Replaced flapper and strap toilet tank men's outside restroom at Nova
 - Repaired sink faucet men's room at Sanchez Park
 - Repaired concessions sink drain at Andy Romano
 - Repaired door jamb at the Ames Cottage

- Repaired garage door at PW Utilities
- Replaced flapper and strap toilet tank men's restroom at Cassen
- Repaired leaking shower valves at Andy Romano
- Oversaw installation of new water line and drain for conference room at City Hall
- Oversaw installation of new carpet for conference room at City Hall
- Installed door trim for conference room at City Hall
- Moved all file cabinets from the new conference room to Fire Admin
- Replaced 2 taxiway lights at the airport
- Repaired atrium lights at City Hall
- Assisted contractor with fire sprinkler inspection
- Repaired ball field lights at SONC
- Repaired lights on S Ridgewood
- Assisted with continued rewiring of conference room at city hall
- Repaired lights at Nova gym
- Assisted with the relocation of cat 5 wire in conference room at City Hall
- 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
- Prepared maintenance invoices and receipts for City facilities

Police Department

Administrative Services

- Staff convened a selection panel and conducted interviews with police officer applicants.
- Staff members attended FMLA training sponsored by Human Resources.
- Staff attended weekly Police Department and City Manager/Department Head staff meetings.

Community Outreach

- The OBPAL Summer program partnership with the Department of Leisure Services at the South Ormond Neighborhood Center concluded Thursday, August 8th with a field trip to Daytona Lagoon. 75 youths and 7 YDC members enjoyed a fun day at the water park.
- PAL staff worked on the upcoming PAL golf tournament, *Golfing for Youth*. The tournament will be held at River Bend Golf Course.
- PAL educational programs concluded for the summer season and will resume in October with the Tutors R Us program at the South Ormond Neighborhood Center and Science on Patrol at Ormond Beach Elementary School.

Community Services & Animal Control

- Animal Calls: 58
- Animal Bites: 0
- Animal Reports: 7
- Animal Traps: 3
- Animals to HHS: 14
- Cats:9 Kittens: 5
- Injured Wildlife: 1
- CSO's doing well being checks on animals kept outside in heat.

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 7
- Inactive: 14
- Fraud: 5

- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 9
- Grand Theft: 3
- Auto Theft: 2
- Offense Against Family/DCF Reports: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0

Comments:

- Stolen Gun recovered: Daytona police found a stolen gun from a car burglary that occurred in our city approximately a month ago. The gun was found inside a residence with numerous occupants who all denied knowledge of the weapon. Investigation continues and the gun has been recovered.
- Burglary Investigation: Approximately \$10,000.00 in jewelry was stolen during a residential burglary on Collins Street. Investigators tracked down some of the stolen jewelry that was sold for scrap. The subject that sold the jewelry has been identified and charges are pending.

Records

- Walk - Ins / Window 107
- Phone Calls 140
- Arrest / NTA'S 23
- Citations Issued 96
- Citations Entered 98
- Reports Generated 127
- Reports Entered 127
- Mail / Faxes / Request 21

Patrol

- Total Calls 1,548
- Total Traffic Stops 171

Operations

Crime Opportunity Report Forms: 71

- 8/07/2013
 - Battery on Law Enforcement Officer arrest, 330 South Atlantic Avenue, suspect tried to push past police officer to assault her boyfriend whom she was having an argument with.
 - DUI arrest, 298 South Nova Road, witness observed a vehicle in the parking lot with the driver asleep behind the wheel/in physical control of the vehicle and the keys in the ignition.
 - Disorderly Conduct arrest, 1070 Southern Parkway, the resident at this location lost his trailer to a fire. He continued to interfere with OBFD and the Fire Marshal. He was arrested for disorderly intoxication.
 - Carbreak, 345 Clyde Morris Boulevard (Tomoka Eye Associates), window broken and eye exam equipment taken.
 - Burglary (Residence), 85 Chrysanthemum Drive, entry gained by rear window. Jewelry and a tablet taken.
 - Warrant arrest, 3 Reflections Village Drive, suspect arrested
- 8/08/2013
 - Carbreak, 205 East Granada Boulevard (Walgreens) unlocked vehicle.

- Burglary (Residence), 16 Misners Trail, bicycle stolen from back porch.
- Carbreak, 4 Palmetto Dunes Court, vehicle left unlocked and an iPhone was stolen.
- Warrant arrest, Fisherman's Landing #5, suspect arrested.
- Shoplifting, Wal-Mart (1521 West Granada Boulevard), suspect took almost \$500 in groceries. She was arrested.
- Warrant arrest, 55 North Nova Road, suspect arrested.
- 8/09/2013
 - Battery-Domestic Violence, 144 South Ridgewood Avenue, suspect tried to strangle his girlfriend and she was able to break free and go to neighbor's house. Suspect arrested.
 - Fraud arrest, Wal-Mart (1521 West Granada Boulevard), an employee stole another employee's debit card and used it to make a purchase over \$80. He was arrested.
- 8/10/2013
 - Warrant Arrest, Rockefeller Drive and South Atlantic Avenue, vehicle stop led to the arrest of the driver.
- 8/11/2013
 - Battery-Domestic Violence; 30 Baywater Court, suspect arrested
- 8/12/2013
 - Stolen Vehicle, 18 Minnow Drive, vehicle stolen from driveway. Keys left in vehicle.
 - Grand Theft, 339 Bent Creek Lane. Jewelry taken.
 - Shoplifting arrest, Wal-Mart (1521 West Granada Boulevard) suspect went out of the store without paying for items. Left the area and was arrested shortly thereafter.
 - Civil Writ arrest, 1567 North U.S.1 (Econo Inn), suspect arrested on civil writ.
 - Trespassing Arrest, Cassen Park, transient arrested after warning.
 - Battery-Domestic Violence, 11 Arbor Lake Park, suspect arrested.
 - Carbreak, 869 South Atlantic Avenue, surfboard stolen from a Jeep.
 - Carbreak, 65 South Saint Andrews Terrace, a carbreak was witnessed and suspects fled. DBPD K9 assisted by police officer tracked and located three (3) juvenile suspects hiding in the woods near the Tomoka Oaks clubhouse. Suspects were arrested and charged with burglary of a conveyance and loitering and prowling.
 - Battery-Domestic Violence, 955 South Nova Road, suspect arrested.
- 8/13/2013
 - Carbreak, 170 North Center Street, unlocked vehicle.
 - DUI arrest, 650 South Atlantic Avenue, call from the Mobil station regarding the driver being possibly intoxicated. Motor unit located vehicle on West Granada and stopped it. Suspect arrested.
 - Carbreak, 52 North Yonge St (Advance Auto Parts), purse taken from unlocked vehicle.
 - Battery arrest, 454 North Ridgewood Avenue, suspect arrested for battery after disturbance.

Traffic Unit

- 13-08-00112, Fire - Dwelling, 1070 Southern Parkway. Assisted with traffic control for Fire Department.
- 13-08-00121, Crash w/Injury, 500 block of N US 1. Rollover crash in median. Single occupant.
- 13-08-00128, Crash w/Injury, SR 40 and FEC Railway. A total of four eastbound vehicles involved in a rear end crash. Minor injuries.
- 13-08-00154, Crash w/ Injury, SR 40 / US 1. A transient alleged that he was hit by a work vehicle, however, there were no visible injuries and the incident seems very suspicious. Investigation to continue.
- 13-07-00198, Crash w/ Injury, 155 S Nova Road (Auto Zone). Bicyclist stuck by a truck exiting the driveway.
- 13-07-00222, Motorcycle Crash w/ Injury, 600 block of N US 1. Pickup truck rear ended a motorcycle.

- Traffic Citations 64
- Parking Citations 0
- Crash - No Inj. 8
- 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
 - Hand Avenue Detour
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases Initiated
- Zone 2: 8 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 6 Cases initiated
- 16 signs have either been removed or sign cases created.
- 22 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and fifty-seven (57) 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. There has been no change in the following reports. All cases are 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. Re-inspections will be conducted during the week of August 12th to confirm that compliance has been achieved.

Public Works

- Engineering

Construction Projects:

- Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – Prepared design for a pressure relieve valve system on the reclaimed watermain inflow line to the Breakaway Trails storage tank site. The flow capacity of the new reclaimed line has been excellent, without the need to run the pressure boosting system located on Airport Road. The reclaimed flow has been sufficient to meet the irrigation needs of Breakaway Trails and maintain proper tank levels for fire protection. The reclaimed system does experience pressure spikes when the automatic valve at the storage tank site closes when the tanks are full. Currently, the system overpressure is being managed by maintaining a partially opened bypass valve, but this creates a gradual overflow of the tanks, until system

demand is increased during the night for irrigation. The pressure relieve valve system will eliminate this problem and allow the system to be run fully automated.

- Tymber Creek Phase I – Reviewed JPA invoicing from County for City utility relocations performed by the contractor. Approximately 50% of the utility relocation work has been completed.
- John Anderson Drive – The contractor has executed and returned the contracts for final execution by the City. A Preconstruction meeting will be scheduled to discuss commencement of construction.
- 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.
- 2-inch Water Main Replacement – Mainland – Approximately 1,300 linear feet of new 8-inch watermain and 2 new fire hydrants were installed along Andalusia Ave. The line is being pressurized and chlorinated for BACT sampling. The clearance application for the new watermain on Old Barn Trail was prepared for submittal to the VCHD.
- 2-Inch Waterline Replacement – North Peninsula - The third progress meeting for this project was held August 7, 2013. ThadCon began work on the cul-de-sacs off of Aqua Vista during the week of August 5, 2013. Clearance paper work has been submitted to McKim and Creed to prepare the paperwork for partial clearance of the line installed on Essex.
- 2-inch Water Main Replacement - South Peninsula – The contractor has started work on Ivanhoe Drive and is preparing the permit clearance for Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue in order to allow final service connections to be made to the new main. A proposed schedule has been posted on the City's website and will be updated monthly.
- Central Park Lake Interconnects – With receipt of the clearance from the Health Department, the contractor was able to make the connection between the new relocated raw water main and existing raw water main. The contractor also assembled the aluminum arch culvert and will plan to install it next week. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.
- South Ormond Neighborhood Center- Approximately 90% 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 is currently finishing their project schedule and anticipates its completion, coordinated with all utilities, by August 14, 2013. Carter has submitted pre-construction video of the downtown as recorded Wednesday, July 31, 2013 and Thursday, August 1, 2013. The contractor has prepared the lot at 70 West Granada (corner of Granada and Lewis St.) for the storage of materials, a temporary office has been placed, and an initial delivery of conduit from FPL was received on 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 will begin on August 15th 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.
- Downtown Median Landscaping – The contracts are currently being executed and construction is tentatively scheduled to start on September 1st.

Design Projects:

- 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.
- 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. The City and contractor are coordinating a time for pre-construction meeting and commencement of the project.
- 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 the 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).
- Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (ongoing).

- Created sketch of Mirror Lake Easement as a cross check with the newly created Chelsea Place Annexation sketch and Description to ensure proper alignment of both descriptions.
- Researched the property line discrepancy at 5 Whippoorwill regarding the vacation of a right-of-way adjacent to the homeowner's property and supplies documents to homeowner.
- Researched and supplied documentation to the homeowner at 25 Woodgrove regarding easement locations and the vacation of existing drainage easement in rear of property.
- Project Dox electronic plan submission meeting to discuss future drawing formats required by combined Building, Engineering and Planning Divs. for permit submittals.
- Created Detail (Plan view and elevation view) for the Breakaway Trails Reuse Storage Tanks Pressure Relief Valve construction.
- Completed tree locates at 562 N Ridgewood and 5 Aaron Cir per NID request.
- Researched, located and supplied copies of the Husdon Tool and Die forcemain and lift station plans to Wastewater Div request.
- Located and supplied copies of the N US1 forcemain and watermain plans to Wastewater Div per request.
- Researched and completed Tree locates at Fernery Trail entrance per Streets Div request.
- Researched Breakaway Trails and Saddlers Run for Vegetation Buffers.
- Took Pictures of Downtown Area for progress photos of Downtown Improvements.
- Prepared and delivered notices for the 2013 Roadway Resurfacing Project to residents on Saint Andrews Dr.
- Prepared & Delivered Notices for the 2" Watermain Replacement Project for residents on:
 - Buena Vista Ave
 - Cordova Ave
 - Plaza Grande
 - S. Beach St
- FDOT Projects in Ormond- Met with FDOT staff to discuss upcoming projects in the City. A milling and resurfacing project for north bound US1 between Woodland Ave and Nova Road, has been bid, with construction expected to begin in September, 2013. The project to mill and resurface SR40/Granada Blvd from Perrot Street to Tymber Creek Road, including rebuilding of traffic signals from Williamson Blvd to Old Tomoka Road, is expected to be released for competitive bidding in late August, 2013.
- Fire Station 92- Assisted Fire Department in improving the signalization on Nova Road in front of the fire station, which currently has limited preemption time of 40 seconds. Discussion with Volusia County who maintains the traffic light, agreed to increase the preemption to 60 seconds. The effectiveness of this increase in time will be observed for several weeks for evaluation of improving the fire truck turn out onto Nova Road under various traffic patterns. Other methods of improving the signal control was discussed with the Fire Department, which will be considered, should the preemption lengthening not yield desired results.
- Infrastructure Inspection- Investigated the roadway and stormdrain conditions for Chelsea Place which is being considered for annexation. Currently the roadways and stormdrain system within Chelsea Place are private and not being considered for annexation; however, the infrastructure evaluation is necessary, should that status change.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured concrete sidewalks on Coquina Dr., and on Wye Dr.
 - Pulled forms, backfilled and stress cuts on Wye Dr. and on Coquina Dr.
 - Dug out and formed for a memorial bench at the Birthplace of Speed Park

- Pulled forms at the Birthplace of Speed Park
- Asphalt patch for the Water Dept. at 302 Riverbluff Dr.
- Asphalt repair for the Stormwater Dept. at N. Yonge & Sanchez
- Sidewalk repair at SR40 & Main Trl.

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
- Trimmed trees at 139 Grove St., 58 S. Orchard, on Oceanshore, between Sandcastle & Ellicott, 498 Andrews St., 1209, 1311, 1325, 1423, 1427, 1501, 1515, 1519, 1529 & 1601 Oak Forest Dr., 783 Knollview, 293 S. Washington, corner of Sanchez & N. Ridgewood, and at corner of Live Oak & S. Ridgewood
- Removed trees at Malaga & Jeannette, on Bramblewood, and across from 510 S. Center
- Removed stumps at various citywide locations

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted the concrete crew on Wye Dr.
- DOT (Department of Transportation) weed control on Granada medians and Granada Bridge
- Trimmed ROW (Right-of-Way) locations on US1, east side of Granada Bridge and other various citywide locations
- Trimmed encroaching bushes on the sidewalk at 553 S. A1A

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, worked on quotes for upcoming road striping project
- Park Pl., checked rumble strips that have been installed
- Various citywide locations, installed stop & speed limit signs
- Sign Shop, met with (2) contractors for road striping estimates
- Hand Ave., installed street names
- Fleming Ave., installed "Road Ends 500 ft. Ahead" sign
- Old Kings R. & Hammock Ln., installed street names

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Emergency sinkhole repair – Sanchez Ave. & N. Yonge St.

- Removed asphalt w/Gradall - Jamestown & Peninsula
- Sprayed weeds – Ormond Sports Complex
- Cleared tree line - Sunrise Ave.
- Assisted Wastewater w/Gradall – moved the Thompson 12-inch pump & pipe at the Wastewater Plant

Vactor

- Line & Basin Cleaning – Jamestown & Peninsula, Ann Rustin, and Margarita Circle

Mowing

- Reachout Mowing – SR40, west
- Slope Mowing – Margarita Circle, Bennett Lane, and Mainsail
- Bush Hog – SR40

Street Sweeping/Streetsweeper

- 135.5 miles of road cleaned (This is for 5 days)
- 30.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
26,818

PM Services completed for the week:

Emergency—Vehicles and Equipment

11

Non-Emergency Vehicles and Equipment

12

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 14,591 gallons of unleaded and 9,751 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,097 gallons of unleaded and 856 gallons of diesel.
- Fleet completed 38 work orders this week.

- Utilities

- Annual Chemical Bid & Procurement – A revised bid tabulation was received from Palm Coast and bid proposals are under review. Staff reviewing letter from bidder regarding potential non-responsiveness of competing vendor proposal.
- Concentrate Monitoring and Disinfection Upgrades – Awaiting FDEP acceptance of Project Certificate of Completion.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) is revising plans and specifications to include staff comments. Application for a Minor Revision to a Wastewater Facility or Activity was sent to the FDEP to include computations for an air gap between the concentrate line discharge and the water level in the storage tank.
- Division Avenue Well Field Raw Water Piping – The City Commission approved a 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 – Pressure relief valve device selection and installation configuration prepared for soliciting quotations from interested contractors.
 - 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 under Resolution Number 2013-125. Contracts were sent to ALS Laboratories for execution. Awaiting receipt of certificate of insurance.
 - 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.
 - North Peninsula Force Main Extension – Information on lift stations connecting to the A-1-A force main was requested by the design engineer.
 - 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. Pump #1 motor was repaired but the VFD is inoperable. The contractor was notified but did not respond. A default letter is being prepared against the contractor.
 - Ormond Beach Wastewater Treatment Plant Expansion – Warranty Assistance Requests are being administered by staff and contractor per contract conditions. Contractor performed additional storm pond grading activities last 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 & Controls scope of work included with consultant design activities.
 - Root Control Services – Work is being scheduled in September.
 - Saddler's Run Lift Station Rehabilitation – Work Authorization approved for design services by QLH & Assoc.
 - Sanitary Sewer Pipeline Repair – Disposition memo scheduled for the August 20th City Commission meeting.
 - SR40 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 comments from the electrical engineering consultant were received. 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 – Preconstruction meeting held with Sunrise Cove subdivision. Met with contractor to discuss removal of the 3-inch meter serving Tomoka Elementary School. Remaining buildings are being connected to piping and meter installed previous year. Received construction plans for Chase Bank at 1204 Ocean Shore Blvd. Received revised CVS concept plans located at the Nova - Granada intersection. Received plans for a proposed lot split at 393 John Anderson Drive for review. Received Ormond Crossings streetscape roadway sections for review. River Oaks Subdivision was permitted in 2007. Permits are expiring. Revised plans were submitted for review.
- Water Distribution
 - Exchanged 9 residential/commercial broken or unreadable water meters

- Responded to and/or repaired 6 water service leaks
- Installed 7 new water services and meters
- Replaced 6 water services due to age of piping and low pressure
- Repaired/replaced 9 meter boxes
- Responded to 5 low water pressure and 1 cloudy water complaints
- Performed meter accuracy testing on 2 each 4" and 3" commercial water meters. Scheduled 7 commercial meters for testing.
- Performed maintenance on 38 City owned fire hydrants in the mainland base map B3 grid area.
- Performed testing on 7 and repaired 1 city owned backflow preventers.
- Repaired a 6" water main break and reattached a broken fire hydrant on Peninsula Drive
- Installed 15 leak noise detection logging devices in water base map area A4 to complete leak detection of area.
- Initiated the location and cleaning of 60 valves for upcoming placement of noise detection logging devices in water base map grid area A5.
- Flushed water mains - Ivanhoe Dr, Peninsula Dr, Jamestown Dr, Marvin Dr
- Performed a raw water main shutdown to facilitate the connection of the deflected water main on Hammock Lane for future storm drain improvements.
- Rescinded boil water alert on Peninsula Drive due to the water main break
- Utility locate service for Water/wastewater/reuse: received notice of 147 regular and 4 emergency utility locates for the previous week. Continued ongoing locating for Hand Avenue and Tymber Creek Rd projects. Continued 2" water main replacement project locates in the north peninsula, south peninsula, and mainland areas.
- Continued locate assistance with a directional boring company installing fiber optic conduit along US1.

- Water Treatment
 - Delivered to the City 36.400 million gallons for the week ending Aug. 11, 2013 (5.2 MGD)
 - Backwashed 10 filters for a total of 391,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Sampled, tested and cleared one precautionary boil water notice.

- Wastewater Collection – Reuse
 - Crews responded to ten (10) trouble calls Breakaway/Hunters Ridge PEP System service area and three (3) in town.
 - Total rainfall for Breakaway Trails and Hunters Ridge was (1.0") from 08/08/13 to 08/14/13.
 - Contractor installing new water main @ Parque Drive damaged two 4" diameter sewer laterals – repairs coordinated & performed by contractor.
 - Installed replacement E-One sanitary sewer pump at Nova Ball Fields.
 - Cleaned ten, televised eight sewer laterals.
 - Cleaned 6" sewer line at Fire Station # 93.
 - Replace broken PEP tank at 5 Lone Tree Look.
 - Replaced PEP System power wires at 24 Indian Springs Dr.
 - Located and exercised five each 16 inch sewer force main valves for confirming reliability of valves for alternate river crossing main bypass.
 - Ten inch force main at 1085 Ocean Shore Blvd. pressure at 7 psi and 10 psi at Spanish Waters Lift Station. 12" force main pressure & Ormond Mall Lift Station at 8 psi on 08/07/13. Main operating normally since cleaned.
 - Low pressure sewer @ Westland Run 20/18 psi, Foxhunters Flat 18/16 psi and 4" on Shadow Creek Blvd. 4/4 psi.
 - Ongoing flushing of reuse on beach side.
 - Staff completed bypass pump and piping set up at WWTP.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 34.11 Million Gallons.
 - Produced 21.92 Million Gallons of Reuse.
 - Produced 12.19 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.87 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 67.00 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
 - Water Plant - Well Fields - Booster Stations
 - Pulled new wire at BAT lift station
 - Reset overloads on well 36R
 - Ran portable generator at well 23H for PM
 - Reamed the injection port on Claricones and greased tube pumps.
 - Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway Trails.
 - Performed PM's to Rima, Division, SR40 and Hudson Wellfields according to MP2 Schedule.
 - Checked wells at BAT & Shadow Crossing
 - Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
 - Performed Booster Station PM's.

 - Wastewater Plant – Lift Stations
 - 8P – follow up from call out – deragged both check valves - pulled pump #2 – installed fitting saver at base elbow
 - Influent Room - Follow Up from Call Out – locate specialty fuses from nationwide back order – shipped motor to vendor for repairs
 - Influent Motor #1 – set up safe storage and connected motor heaters for moisture prevention
 - Reaeration Blower #3 – Operations noted high temp – cleared air lines of water blockage – all OK
 - Performed the following plant PMs: Grit Snails, Poly Blends, Digester Blowers, Clarifiers, Swing Zone Blowers, and Bar Screens
 - PM at 22 stations
 - 6P – generator test – tested transfer switch gear and generator to be used for upcoming scheduled repair of power lines – tested successful – all OK
 - Influent Room – deragged pumps as per Lead Operator
 - 72 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 edits prior to approval for printing.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report (CCR): Staff forwarded 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 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 Rural Water Association Conference: Seven members of Utility staff attended the conference in Daytona Beach. The conference provides regulatory updates, operator continuing education for certification, and new practices within the industry.

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 15, 2013, Neighborhood Improvement Advisory Board
- Agenda packet preparation and creation for the August 20, 2013, City Commission Meeting
- Agenda packet preparation and creation for the August 22, 2013, Public Works Advisory Board
- Agenda packet preparation and creation for the August 23, 2013, Police Pension Board 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