

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 26, 2011

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, City Clerk, and Finance Director
- Bi-weekly meeting with Economic Development Director
- Held staff meeting with Directors and Division Managers, conducted dry run of EOC in anticipation of Hurricane Irene
- Took online course of NIMS/FEMA 700 & 800 series
- Met with Assistant City Manager and Planning Director on Volusia County Interlocal Boundary Agreement for Services - US1 Corridor
- Met with Assistant City Manager, and Acting City Engineer on John Anderson Drive redesign.
- Conducted site visit with Assistant City Manager to 1 Winding Way Trail and Vining Court
- Conducted pre-meeting with Assistant City Manager, HR Director and Finance Director to prepare for s Collective Bargaining Session had meeting
- Met with Assistant City Manager, Deputy City Engineer, Deputy City Attorney, CDM representative and Utilities Manager on the waste water treatment plant

Spoke to, attended and/or met with:

- Participated in State Emergency Response Team conference calls for briefings on Hurricane Irene
- Attended Volusia City/County Managers meeting
- Participated in FCCMA conference planning conference call

City Clerk's Office

In addition to routine City Clerk activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- Prepared and sent Legal Advertisements to the News-Journal for publication.
- Agenda packet preparation for the September 6, 2011, City Commission Meeting.
- Attended the Public Works Advisory Board meeting on August 22, 2011
- Began testing Twitter and Facebook integration for the City website, in an effort to better disseminate information to the public.
- Bi-Weekly staff meeting with Lois Towey, Sha Moss, and Stephanie Molohon.

Community Development

Planning

- Staff met with the property owner and their architect and engineer regarding 1001 Old Tomoka Road (Sarah House). As a result of the meeting, revised building plans have been received consistent with the Life Safety Code as it pertains to an assisted living facility. A reduced landscape buffer was offered by staff which provided the property owner the ability to maintain some parking along the property adjacent to residential properties in the Sawtooth Subdivision.
- Staff met with City administration to discuss the draft interlocal boundary agreement prepared by the Planning Department. This agreement has the following major provisions:
 - Provides a land use plan for annexing properties;
 - Upon approval by the state, any annexation with a land use the same or less than the unincorporated Volusia County land use will not require a land use plan amendment;
 - Provides a fiscal impact analysis for properties to determine revenues and expenditures expected to be derived once all the property on US-1 N is annexed;
 - Provides for an alternative annexation procedure to FS171 which requires annexation for service regardless of whether or not the annexation creates an enclave. Annexing after getting site plan approval in Volusia County is no longer permitted.
 - Requires Volusia County to upgrade any county road expected to be taken over by the City if such road has a score lower than 70 on the pavement condition index assessed by the County;
 - All development is expected to comply with enhanced corridor standards that includes the City's nonconforming use upgrades upon occupancy;
 - Establishes a 15 year annexation phase to ensure the City can provide the services based upon the expected derived revenues;
 - Proposes a sharing of the cost related to special events during Bike Week and Biketoberfest; and,
 - Allows for administrative approvals of outdoor events during the two special events each year. All other events subject to the City's special exception review and approval by the City Commission.

These provisions and many more which favor the City represent proposals which will be negotiated between the City and the County.

- Staff met with MainStreet to discuss the arts initiative and the role of the Quality of Life Board as it pertains to cultural enrichment activities in the City. While it was agreed the initiative did not require the Quality of Life board review and recommendation, individual arts projects that may occur in the public realm would require a Quality of Life Board review.
- The Department is hosting a free Community Rating System (CRS) Activity Course #310 Elevation Certificate Training Course on Tuesday, September 27, 2011, from 12:30 to 4:30. The course will be taught in the Training Room. This course is for local governments which have flood plain management programs and need initial or refresher training in making elevation determinations.
- **Building Inspections, Permitting & Licensing**
 - 76 permits issued with a valuation of \$812,661.00
 - 209 inspections performed.
 - 9 business tax receipts issued.
- **Development Services**
 - The SPRC met to discuss the following proposals:

- American Legion Post 267 New Construction on US 1 N.

Economic Development

- Ormond Crossings
 - Tomoka Holdings is preparing the draft design standards, which are expected to be completed with the PMUD documents for a submittal to staff by mid-September.
- Airport Business Park
 - Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in September.
 - Staff is working with a business prospect interested in leasing 6 Aviator Way, a 9,000 square foot industrial building that was recently vacated.
 - Staff is marketing the vacant lots along West Tower Circle Extension to potential business prospects.
- Ormond Beach Chamber and Main Street
 - Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
 - Staff is working with the Chamber Economic Prosperity Committee to revise and update the joint business publication "Doing Business in Ormond Beach." The document is expected to be presented at the Chamber's annual State of the City address on September 29.
 - Staff worked with the Chamber and Center for Business Excellence on the formulation of an Ormond Beach business survey, which was distributed to approximately 3,500 businesses that have licenses in the City. Staff met with the CBE to review the responses and is in the process of preparing a report of the results for a presentation to the City Commission in September.
 - Staff is preparing loan pool marketing material to be reviewed with the local banks to discuss lending options for business development.
- Prospective Business Attraction/Retention/Expansion
 - Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
 - Staff attended the annual conference of International Council of Shopping Centers in Orlando. Many of the cities in Volusia County worked together with Team Volusia to set up a booth and to meet with retailers and developers at the conference.
- Special Economic Development Projects
 - Staff is preparing plans for the Strategic Economic Development Plan update for a community workshop on **Saturday, September 17 from 8:30 am to 2 pm**. A request for quotes was transmitted to several consulting firms to assist in the workshop and preparation of the updated plan. Strategic Planning Group has been selected and staff has met with the company representatives to outline the components of the plan and the public workshop.
 - A request for proposals was drafted for the Legislative Services contract. The RFP document approved by the City Commission on was advertised on August 7. Responses are due on September 7.

- Airport Operation and Development
 - A pre-bid meeting for the Taxiway Alpha Relocation and General Airfield Improvements Project (Bid 2011-25) was conducted this week in the HR Training Room at 2:00 p.m. on August 23, 2011. The meeting also included a tour of the airport areas addressed in the bid advertisement. The bid opening for this project has been scheduled for 2:00 p.m. on September 6, 2011.
 - Staff requested and received from FDOT a Joint Participation Agreement (JPA) to provide funding for important obstacle clearing work at the airport. Staff will forward the JPA for approval by the City Commission at the September 20, 2011, commission meeting.
 - Installation of surveillance camera systems at the airport continued this week. Technicians continued work to install components in the general aviation ramp area and near the vehicle access gates.
 - Staff conducted a meeting this week with representatives from the air traffic control tower, the public works department, and Servello & Sons, Inc. to address operational and safety issues with mowing and trimming the grass areas on the airport. Servello & Sons, Inc. has agreed to paint their tractor in a color scheme that will make it more visible to the control tower, and to attach a flag to the tractor for additional visibility.
 - Staff received final approval from FDOT to conduct work to replace the swing gate located in FBO Area 1 with a compatible slide gate. The swing gate will be retained and installed at the air traffic control tower, allowing tower staff to park within the secure perimeter fence. Staff received bids from AAA Fence Company of Daytona Beach, Inc., Certified Electronic Systems, Inc., and Riva Fence, Inc. The most competitive bid was submitted by Riva Fence, Inc. The cost of this project will be 100% funded under the existing FDOT airport security grant.
 - Staff continues to solicit bids to upgrade the pedestrian gate located next to the main vehicle gate at the airport. The new gate will feature an automatic closing mechanism and an electronic key pad for more effective controlled access to the airfield. The cost of this project will be 100% funded under the existing FDOT airport security grant.
 - The Florida Wing of the Civil Air Patrol has formed an executive committee to oversee the project to construct a new headquarters facility at the airport. Staff has been advised that a meeting of the committee will be scheduled in the near future to discuss advertising for bids for design and construction of this new facility.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of interim and year-end audit.
- Completed Projects - Weekly
 - Processed 33 Journal Entry Batches (# 4506 – 4580).
 - Approved 18 Purchase Requisitions totaling \$41,801.36.
 - Issued 11 Purchase Orders totaling \$31,916.95.
 - Held opening for RFP No. 2011-22, Property, Liability and Workers' Compensation Insurance, on 08/19/2011. One (1) proposal was received.
 - Held pre-bid meeting for Bid No. 2011-25, Taxiway Alpha Relocation and General Airfield Improvements Project, on 08/23/2011.
 - Held opening for RFP No. 2011-20, 2-Year Contract(s) for Towing Related Services, on 08/24/2011. Four (4) proposals were received.
 - Issued Addendum No. 1 for Bid No. 2011-25, Taxiway Alpha Relocation and General Airfield Improvements Project, on 08/25/2011.
 - Issued Addendum No. 2 for RFP No. 2011-23, Vehicles and Equipment Mobile Repair and Preventative Maintenance Services, on 08/25/2011.

- Mailed "Letter of Intent to Award" for RFP No. 2011-21, Employee Group Health & Welfare Insurance Benefits, to the seventeen (17) companies that submitted proposals on 08/25/2011.
 - Prepared 141 Accounts Payable checks totaling \$785,172.58 and 34 Accounts Payable EFT payments totaling \$223,254.89.
 - Processed 3,515 cash receipts totaling \$874,899.41.
 - Processed 644 utility bill payments through ACH totaling \$47,499.64.
 - Processed and issued 5,450 utility bills with billed consumption of water of 44,593k.
 - Issued 394 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Florida Power and Light Tree Trimming – September 2011
 - James Stables, Fire Chief
 - NLC Prescription Card Program
 - Ed Sullivan Tribute (9/9)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 2
- Hazardous: 2
- EMS: 70
- Motor Vehicle Accidents: 4
- Public Assists: 37

TOTAL CALLS: 115

- Aid provided to other agencies: 11 calls – Volusia County (8), Daytona (3)
- Aid received from other agencies: 4 calls – Volusia County (3), Flagler County (1)
- Total staff hours provided to other agencies: 9 hours
- Total staff hours received from other agencies: 3 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- # of overlapping calls: 23

Medical Call Type

- Abdominal Pain: 2
- Allergic Reaction: 2
- Animal Bite: 1
- Assault: 1
- Bleeding: 1
- Blood Pressure: 1
- Breathing Problem: 5
- Cardiac Arrest: 1
- Chest Pain: 3

- Convulsions: 3
- Diabetic: 3
- DOA: 1
- Eye Problem: 1
- Fall Victim: 6
- Heart Problem: 1
- Medical Alarm: 1
- Stroke: 1
- Traffic Accident: 3
- Traumatic Injury: 4
- Unconscious: 7
- Unknown Medical: 10

TOTAL EMS PATIENTS TREATED: 59

Training Hours

- Building Constructions: 3
- Hose and Equipment: 8
- Policy Review: 3
- Preplanning: 13
- Terrorism: 7
- Ventilation: 5
- Wildland Fire Behavior: 8

TOTAL TRAINING HOURS: 47

Station Activities

- Updated 30 pre-fire plans.
- Conducted 4 fire inspections.

Operations

- Communicated with Richard Moore of Volusia County Emergency Management (VCEM) regarding NIMSCAST. We are preparing to submit the compliance report by September 15th. The submittal is an online format which VCEM has offered assistance to us in completing. We obtained the NIMS training requirements and applied them to our City employee roster.
- Met with the dispatch user group regarding the upcoming operational changes on Oct 1st, discussed common records management system offered by Volusia County and the required radio profile re-banding (OBFD was rescheduled from 8/30 to 9/8).
- Held bi-weekly administrative staff meeting.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator. Department has requested to re-advertise position open until filled.
 - Finance Department – Senior Accountant/Budget Analyst position advertised as open until filled.
 - Police Department – Office Manager position closed on 08-19-11 with (3) three employees applying.
 - Leisure Services/Casements – Part Time Special Events Technician position advertised open until filled.
 - Public Works/Utilities – Plant/Pump Mechanic advertised on 08-23-11 in-house, City Web-site, Florida Rural Water Association web site and the Florida Water & Pollution Control Operators web site to close on 09-09-11.

- Public Works Department/Fleet Operations – Mechanic II position advertised in-house only and closed on 07-15-11. One in house employee applied and department has requested that recruitment be conducted outside to obtain a larger pool of applicants. Advertised in the Sunday edition of the News Journal on 08-28-11, N.J. on-line, Monster.com, in-house and the City website to close on 09-09-11.
- Job Offers
 - Police Department – Three (3) Police Officer candidates successfully completed pre-employment processing and began employment 08-22-11.
 - Planning Department – Office Manager closed 07-01-11. Selected candidate successfully completed pre-employment processing and began employment on 08-22-11.
 - Fire Department – Firefighter/EMT candidate successfully completed pre-employment processing and began employment on 08-22-11. Fire Chief candidate has been selected and will begin pre-employment processing with an anticipated start date of 10-03-11
 - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II. Interviews have been conducted, selected applicant will begin pre-employment processing on 08-30-11.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 07-31-11: 4.6% (excluding retirements)
 - Leisure Services/Nova Gym – Recreation Center Coordinator has requested retirement to be effective 09-30-11.
- Public Records Requests
 - Subpoena Duces Tecum without Deposition has been received for current employee.
 - State Attorney's Office requested to review file for Police Officer.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program July 2011 monthly report reflects savings of \$47,077 for City residents during the thirteen months that the program has been in effect in Ormond Beach. Over 1,096 residents have utilized the program during that time.
- Open Enrollment for all insurance and voluntary benefits will be held the week of September 12th.
- Planning has begun for the 2011 Employee Health Fair, "Highway to Health," which will be held at the Nova Community Center on October 7, 2011 from 10:30 a.m. - 1 p.m.

City Events/Employee Relations Update

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

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20 and November 9, 2011. Training sessions scheduled for 08-25-11 have been cancelled and rescheduled to 10-06-11 due to weather concerns. Next training sessions will be held on 09-08-11. To date, 54% of full time employees have completed the customer service training.

HR Process/Systems Issues/Improvements

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

Risk Management Projects

- Attended safety committee meeting with Public Works [including Leisure Services].
- Submitted agenda item to purchase property, liability and workers' compensation insurance.
- Updated property schedule/list of City facilities for use in post-event damage assessment.
- Prepared notice to select vendors regarding the requirement for a service bond at the time their contract renews.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Email system upgrade (cloud based) – researching options
 - City Clerk – Agenda Preparation application – Reviewing vendor products with Clerk
 - City Clerk – Document Management and Retention – Reviewing vendor products with Clerk
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - All servers current with Microsoft patches.
 - Networking System: - Bad switch in data center (HDC) replaced
 - Work Orders: - 63 New work - 60 completed - 40 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,424	Inbound E-Mails Blocked	13,795
Delivered Inbound E-Mails	9,468	Quarantined Messages	161
Percentage Good Email	40.4%	Virus E-Mails Blocked	259

- Notable Events: Setup EOC with computers for storm preparedness.
- Geographical Information Systems (GIS)
 - Addressing Additions: 14 Changes: 3 Corrections: 1
 - Map/Information Requests: 8
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory staff meeting
 - FRDAP Sole Purpose Meeting
 - Public Works Staff Meeting
 - City Manager Staff Meeting
 - Rotor-Fest Meeting
 - Birthplace of Speed Park Site Visit
 - Preparation for FRPA Conference next week
 - Registration for Baseball, Softball continued
 - Registration for Flag Football ended Friday
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
 - The YMCA Men's Summer Basketball League continued with games at the Ormond YMCA on Tuesday, the Nova Gym on Wednesday and the Port Orange YMCA on Thursday. Thirteen teams are currently competing in the league.

- The OBYBSA Lady Renegades continued their fall practices this week on Monday through Thursday nights.
- Pop Warner Football is scheduled to play their Opening Day games at the Sports Complex, Championship Field #7, on Saturday at 9am.
- The City's Youth Flag Football Program is scheduled to have their skill evaluations (tryouts) on Saturday at the Dale Buttleman Softball Quad. Times are 9am, 11am and 1pm for the different age groups.
- The Ormond Beach Golden Spikes is scheduled to hold tryouts on Sunday at both the Nova Fields as well as the Wendelstedt Fields at the Sports Complex at 3pm.
- The City's Coed Softball League has started with 12 teams competing weekly, Monday through Thursday. Games are at 6:20pm, 7:30pm, and 8:40pm. Each team will play a minimum of 16 games, followed by playoffs.
- Ormond Beach Pride, the newest youth tackle football program, opened their season by hosting their pre-season Jamboree at the Sports Complex, Championship Field #7 this past Saturday.
- Upcoming Events: Men's Fall Softball.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center (SONC) outfield and prepped the infield.
 - Cleaned the SONC tennis and basketball courts.
 - At Osceola Elementary School, tended to the infields, tennis and handball courts.
 - At Nova Park, mowed the infields and outfields, and cleaned the Skateboard Park, tennis and handball courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned the restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times during the week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Cleaned Limitless Park daily.
 - Repainted 3 full size fields for competitive soccer and prepared for weekend games.
 - Began laying out 5 more soccer fields.
 - Prepared fields for the men's baseball league championship games.
 - Continue to fix irrigation problems on many fields at all locations.
 - Laid out, painted and prepared the football field to host the new Pride football team over the weekend.

- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - Daytona Community Church was held on Thursday from 6:30pm to 8:30pm.
 - Big Band America met on Thursday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church met on Saturday from 5pm to 11pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Hawaiian Dance, Show Club, Kopy Kats, CMT.
 - Tuesday: Theatre Workshop, Theatre Workshop Dance, Webb Jazz & Tap, CMT Dance, Horan Judo, CMT Jazz & Tap.
 - Wednesday: Show Club Skits, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, and CMT.

- Thursday: Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, and CMT Dance.
- Friday: Theatre Workshop, Green Dance, and CMT.
- The Performing Arts Center is preparing to host the following event:
 - CWC Ministries presents, "Ormond Beach Sundays Best Talent Show" on August 27th, 4pm to 7pm, \$7.50.

- South Ormond Neighborhood Center
 - The splash pad was open daily from 10am until dusk.
 - The weight room was available during summer hours.
 - The Neighborhood Park was open daily from sunrise until 11pm.
 - Open play basketball was held from 6pm to 9pm.
 - Adult basketball was played on Sunday and Monday.
 - Pavilions were rented during the weekend.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended a weekly staff meeting.
 - Attended a Senior Games meeting.
 - Continued with several specialty projects and research.
 - Updated inventory of equipment and supplies.
 - Continued planning for the City Employee Health Fair.
 - Continued Senior Games event planning.
 - Attended an update meeting for Rotor Fest event.
 - Attended Police accreditation meeting.

- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday, 1:30pm to 2:30pm.
 - Pre-School: Monday/Wednesday and Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Tuesday/Thursday, 4:30pm to 5:30pm.
 - Level 2 girls: Tuesday/Thursday, 5:30pm to 6:30pm.
 - Level 3 girls: Tuesday/Thursday, 6:30pm to 7:30pm.
 - Level 4 girls: Monday/Wednesday, 5:30pm to 7:30pm.
 - Levels 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
 - Boys 1: Friday, 3:30pm to 4:30pm and Monday, 4:30pm to 5:30pm.
 - Boys 2: Friday, 4:30pm to 5:30pm.
 - Friday Rec. Gymnastics: Friday, 3:30pm to 5pm.
 - Teen Gymnastics girls: Friday, 4:30pm to 6pm.
 - Power Tumbling: Monday, 7pm to 8pm.
 - Cheer Class: Wednesday/Friday, 6pm to 8pm.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
 - The Men's Basketball League met on Wednesday evening at Nova's gymnasium.

- Re-organization of supplies and equipment used for both the Nova Community Center Summer Connection Day Camp and Camp T. Rec were finalized. The Camp T. Rec video and slide show was completed and mailed to all participants.
- Preparations for fall programs and events for both Nova Community Center and the Special Populations Division continued.

- The Casements
 - Tours of The Casements continued from 10am to 4pm, Monday through Friday.
 - On display in the Gallery is the artwork of Elizabeth D'Angelo. Her colorful artwork is available to view throughout the month of August.
 - Yoga Classes resumed this week on Tuesday mornings from 10:30am to 11:30am and Thursday evenings from 6:30pm to 8pm.
 - Zumba class was held on Wednesday evening from 6pm to 7pm.
 - Tai Chi class was held on Wednesday evening from 7pm to 9pm.
 - Pilates classes were held on Tuesday and Thursday from 3:30pm to 4:30pm, and Friday from 8:30am to 9:30am.
 - Staff assisted with the weekly Farmers' Market on Thursday, with set up beginning at 7am and strike at 1pm.
 - Staff assisted Guild members with window treatments for the upcoming Gala event.
 - On Friday, staff set up for a private rental in the Gallery for Saturday.
 - Staff worked to finalize the "Movies on the Halifax" schedule for the upcoming year.
 - Staff began preparations for the "Rockefeller Revisited" program scheduled for late October.

- Parks and Irrigation
 - At the Airport Business Park, installed a jumper wire to doubler on timer, ran all zones, and inspected grounds.
 - Repaired blow-off valve at the Airport Sports Complex.
 - Sprayed weed killer around all valve boxes at Fortunato Park.
 - Ran zones at the S. Beach St. approach.
 - Ran zones at Fortunato Park, dug up rotors, cleaned snails and debris from filters, and replaced three I-25 rotors.
 - Replaced one 12" rotor which was hit by a car on W. Granada Blvd. median #8.
 - At Bailey Riverbridge Gardens, ran zones, replaced 2 damaged rotor heads, flushed zone 3, and installed new filters.
 - Reset timer at Ormond Beach Middle School.
 - Ran zones at City Hall (rear and courtyard), replaced 6 spray heads, flushed out snails, and re-nozzled heads.
 - Replaced damaged spray head at Milton Pepper Park.

- Building Maintenance
 - Replaced U.S. flag at Police Dept.
 - Trimmed branches on trails at Riverbed Nature Park.
 - Repaired pilot control lighting at Ormond Beach Municipal Airport.
 - Replaced flag light at fire station #92.
 - Repaired five decorative streetlights on Oleander Pl. and Tomoka Av.
 - Repaired hose bib at Fortunato Park.
 - Repaired broken chain adjuster at the main entrance of Ormond Beach Municipal Airport.
 - Lubricated mechanical door parts and exterior doors at City Hall.
 - Repaired sign light at Ormond Beach Municipal Airport.
 - Continued renovations on 2nd floor ladies room at Performing Arts Center.
 - Installed two new sinks in men's room at Performing Arts Center.

- Performed generator test at Public Works compound.
- Repaired kitchen door at Police Dept.
- Repaired ladies' room toilet at Tennis Center.
- Repaired ladies' room lavatory faucet at Nova Rec. Center.
- Conducted weekly inspections of Ormond Beach Municipal Airport.
- Responded to complaint of restroom doors locked at Riverbend Nature Park.

Police Department

- Administrative Services
 - Chief Osterkamp on vacation this week.
 - Lt. Hayes conducted a PD staff meeting early Tuesday morning and discussed readiness and staffing in preparation for a possible effects of Hurricane Irene.
 - Lt. Hayes attended the weekly staff meeting and Hurricane Irene briefing in the PD EOC on behalf of the Chief.
 - Lt. Godfrey assisted Deland PD this week as an assessor for their Sergeant's promotional process.
- Community Outreach
 - OBPAL received a \$2,000 TARGET community grant to support components of the READ program which will be held in partnership with Ormond Beach Elementary School beginning in January 2012.
 - PAL staff contacted potential sponsors for the PAL Golf Tournament scheduled for October 29, 2011, at River Bend Golf Club.
 - The schedule for Tutors R Us and Science on Patrol were reviewed. OBPAL fall educational programs will begin the fall season in October.
 - Officer Stokes and Officer Cornelius were assigned to assist with traffic control at the schools all this week.
- Community Services & Animal Control
 - Animal calls responded to: 38
 - Animal Reports: 6
 - Animal Bites: 2
 - Animals to FHS: 8, 3 cats and 5 kittens
 - 1 Special Master Animal Case Presented
 - 1 Injured Bird transported to Ponce Inlet Rehab
 - CSO Stephens & Soard attended training at Daytona Beach Police Department for Officer Survival of Aggressive Dogs
 - CSO Soard & Owen assisted with School Traffic Detail
 - LCSO Owen advised /Educated residents in the area of the Trails, concerning the wandering bear.
- Criminal Investigations
 - Cases Assigned: 30
 - Cases Cleared by Arrest/Complaint Affidavit: 7
 - Cases Exceptionally Cleared: 6
 - Inactive: 8
 - Fraud: 4
 - Burglary Business: 1
 - Larceny Car break: 19
 - Grand Theft: 3
 - Auto Theft: 1
 - Offense Against Family/DCF Reports: 2

- Comments:
 - We've experienced a large rash of car burglaries on the eastside of the city. Four people have been arrested and charged with several of the burglaries. The subjects are believed to be responsible for 14 of the burglaries and charges are being filed at this time.
 - A CNA at Signature Health Care (previously Ormond in the Pines) has been charged with grand theft and exploitation of the elderly after removing jewelry from patients while they were bedridden and asleep. The CNA is believed responsible for several other thefts as well from the facility. Some of the stolen items were pawned and later recovered by investigators. A warrant has been obtained for the employee's arrest. She was picked up on 8-25-11.
 - Two subjects have been identified as being involved in stealing handguns (one from a vehicle and one from a residence). Investigators are trying to track down the stolen guns that have been traded for drugs. Charges are being filed regarding the thefts.

- Records
 - Walk - Ins / Window 144
 - Phone Calls 232
 - Arrest / NTA'S 21
 - Citations Issued 80
 - Citations Entered 109
 - Reports Generated 188
 - Reports Entered 140
 - Mail / Faxes / Request 60

- Patrol
 - Total Calls 1,236
 - Total Traffic Stops 163

- Operations
 - 8/18/11 - Car Burglary at Sundance Trl. Unlocked vehicle entered overnight and an iPod and loose change were taken.
 - 8/19/11 - Animal Complaint at Fortunato Park 4 kittens found.
 - 8/19/11 - Vandalism - Vehicles egged over night in the S. St. Andrews.
 - 8/19/11 - Car Burglary - Atwood Drive, happened overnight unlocked vehicle, cash and cigarettes stolen
 - 8/19/11 - Stolen vehicle from driveway on Rocky Bluff; 2000 Honda, blue in color; no signs of forced entry
 - 8/19/11 - Warrant Arrest - Violation of Probation out of Osceola County. Adult male arrested at Cassen Park
 - 8/19/11 - Burglary - business - Kick Start Saloon; about \$1,060 taken
 - 8/19/11 - Hit & Run Crash; S Halifax Dr & Fluhart Dr; No injuries
 - 8/19/11 - Suspicious Incident; Kenilworth Ave; Female initially wanted to report her vehicle stolen, but she keeps the keys in the vehicle and lets friends from Daytona use it when they want. The vehicle was involved in multiple incidents in Daytona today including a Hit & Run crash.
 - 8/19/11 - Domestic Violence - Battery; - S Atlantic Ave; siblings in a physical altercation; Adult female arrested for DV battery. While in custody the female started banging her face on the cage glass and the steel bars on the window of the patrol car.
 - 8/20/11 - Suspicious Incident- a couple saw a van sinking into the lake at the Division pits. Two Officers went into the lake to check for passengers but were unable to determine if anyone was in there. VSCO Dive team responded and checked the vehicle and found no one in there and a rock on the accelerator. Vehicle was pulled out of the

water and it was registered to an address on Jessamine in Daytona. DBPD did a well-being check and it appeared that the place was burglarized. The owner was contacted and he stated he was out of town.

- 8/20/11 - Car Burglary at Flamingo Drive - occurred overnight
- 8/20/11 - Dating Violence; Shadow Lakes Apartments (500 Shadow Lakes Blvd); boyfriend & girlfriend, due to conflicting stories from the two of them and a witness, a complaint affidavit was completed in lieu of arrest.
- 8/20/11 - Trespass Warnings Issued; Adult male and his mother were issued trespass warnings from Tire Kingdom & the BP Station.
- 8/20/11 - Loitering & Prowling at Atwood Ln; Resident spotted 2 subjects trying door handles in his driveway; a sheriff's deputy stopped them at Bosarvey & S. Halifax Dr.; adult w/m and juvenile w/m admitted to doing car burglaries in the area.
- 8/21/11 - Car Burglary at Seminole Dr., open vehicle door, purse taken.
- 8/21/11 - Death - natural - 46 year old female found in apartment by a friend.
- 8/21/11 - Car Burglary - Ormond Parkway.
- 8/21/11 - Warrant Arrest - Brookwood Drive.
- 8/21/11 - Animal Complaint - Pinion Circle at 2332 HRS - Resident called police for assistance getting from his vehicle in his driveway to front door of house, as a approximate 500 lb. black bear was lying on his sidewalk blocking his path. Officers responded and observed the bear limp off into the woods. Wildlife authorities contacted
- 8/22/11 - Car Burglary at the Royal Floridian and Ormond Heritage. Security guard observed two juvenile white males attempting to gain entry to a vehicle. Both subjects wearing dark clothing and fled southbound on foot. A perimeter was set up in the area. Units observed two males hiding behind bushes next to the Outrigger Beach Resort. Males were in possession of a dark back pack with several items including a firearm. They were arrested, investigation ongoing.
- 8/23/11- Car Burglary - Idlewood, unlocked vehicle, iPod and tools stolen/recovered
- 8/23/11 - Car Burglary - Oak Dr., unlocked vehicle, inside ransacked.
- 8/23/11 - Car Burglary - W Granada Blvd., Tomoka Christian Church, right rear driver side window smashed out, iPhone stolen.
- 8/23/11 - Car Burglary - Pinecrest Dr.
- 8/23/11 - Car Burglary, Riverwood Dr.,
- 8/23/11 - Car Burglary, Driftwood Ave.
- 8/23/11 - Disorderly Intoxication - adult male at S Nova Rd. was very intoxicated, needed to go to the hospital because he passed out.
- 8/24/11 - Fraud - Thomas St. someone used victim's credit card number.
- 8/24/11 - Bear sighting - Soco Trl. Resident appeared to have left garbage outside.
- Traffic Unit:
 - IyeTek crash report software training in progress. 16 officers in class this week.
 - First week of school. The Traffic Unit, Outreach Unit, and CSO's are providing traffic assistance for the elementary and middle school zones all week. No major problems to report as a result of parent drop-off / pick-up.
 - Officer Pavelka is working toward an in-service motorcycle training to take place in September with other agencies using the Kawasaki police model.
 - Traffic Citations 50
 - Parking Citations 3
 - Crash - No Inj. 11
 - Crash - Injury 1
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:

- Central Park area
- 700 BLK Fleming Avenue
- 600 BLK Division Avenue
- 300 BLK S. Old Kings Road.
- 1200 BLK N. US 1
- S. Yonge Street
- SR A1A
- 1500 BLK N. Beach Street

- Enforced Complaints:
 - Clyde Morris Blvd.
 - SR 40 / US 1
 - South Kings Road
 - Breakaway Trails

- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases Initiated
 - Zone 2: 7 Cases initiated
 - Zone 3: 1 Cases initiated
 - Zone 4: 4 Cases initiated
 - 9 tree removal permit requests
 - 19 signs either removed or sign cases created.
 - Administrative staff assisted with one hundred and three (103) 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. Case number one is a new case.

Zone 1

(1) 1306 Overbrook Drive – Received a complaint that the owner brings home a trailer every evening and on weekends. The complainant believes the occupant is conducting a lawn maintenance business from his home and the trailer is associated with the business. There was no record of a home occupation authorized at this address. The investigation revealed that the owner of this residence had a home occupational license at a different address. The license was not changed to the new address. Building was notified and the owner now has transferred his license. An inspection was conducted and the commercial vehicle observed in violation of the conditions of the home occupation license approval. A notice of violation has been issued providing 10 days from receipt to correct the violation.

Zone 2

(2) 106 Magnolia Drive – Received a complaint about this house being rented out on a short term basis. An inspection was conducted on August 23, 2011. A Jeep w/Tennessee tag (957-WQQ) was in the driveway. No one answered door. The property owner Jim Anderson was contacted and informed of the concerns. He advised he would need to call back. Staff has yet to hear back from him.

Public Works

- Engineering
Construction Projects
 - US1 Forcemain Extension Phase II – Work is in progress to complete final project items and close-out.

- Rima Ridge Wells 54, 55 & 56 – Wells are in operation. Some minor punchlist items are being addressed, including SCADA communication problem at Well 56, which is being worked on.
- Alcazar-Buena Vista Drainage Area Improvements - Watermain was installed along Buena Vista. Pressure tested Arroyo to Cordova to Seville.
- Selden Avenue Road and Utility Improvements – Road surface has been milled in advance of utility work.
- Downtown Parking (Vining Court) - The contractor completed all the concrete curbing, pedestrian sidewalks, driveway aprons and asphalt parking stalls. The landscape contractor installed an additional 8 medjool palms (19 of 25) and worked to complete the new irrigation system and repair private system impacted during construction. The curbs were painted yellow to indicate no parking zones and traffic markings center lines were marked for the permanent thermo-plastic.
- Downtown Way Finding Signage- The final plans were delivered for staff review so the structural drawings could be prepared by the sign fabricator.
- CCTV Surveillance- Requested Internet protocol numbers for the devices in these 3 projects. Nova Center ran inside wiring. Reviewed installation at airport for device installations.
- City Hall Landscape Renovation – The work is scheduled to begin the week of September 5th.
- Wastewater Treatment Plant Expansion and Rehabilitation –Contractor is working on Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping, main electrical building, Sodium Hypochlorite/Bisulfite feed area, Alum/Polymer building modifications. The new generator was delivered to the site and Electrical MCC's were installed in various buildings.
- Coolidge Avenue Roadway and Drainage Improvements - Construction is complete. Final punch list items have been addressed. A final change order will be presented to the City Commission on September 6th associated with adjustment of final quantities and additional authorized work.

Design Projects

- Andy Romano Beachfront Park – The second phase of the public engagement process "Choose" has been completed. This phase consisted of one public meeting, a meeting with the City's Quality of Life Advisory Board and Leisure Services Advisory Board, and was followed by a presentation to the City Commission in which 2 design concepts were presented. Based on the input received from the City Commission, the consultant is proceeding with finalizing the conceptual site plan. The Consultant intends to return on September 6th to present the revised concept plan for final approval by the City Commission.
- SR40 Sidewalk / Trail Phase III - Compiling FDOT submittal requirements. Prepared disposition Item and scheduling for bidding.
- Central Park Paving – Preliminary design for the stormwater management plan is underway.
- Tomoka State Park - Prepared a discussion item for City Commission meeting.
- Ormond Scenic Loop - Rescheduled meetings for Main Street and City Commission.
- Granada Utilities Underground - Contacted Utilities for update on plans and estimates.
- Nova Rd. Audible Pedestrian Signals - Prepared the RFQ and inserted all Federal requirements with FDOT studies. FDOT accepted with recommended changes. Prepared disposition item and scheduling for bidding.
- SR40 A1A to Nova Interconnect - Sent contract for execution by contractor. Responded to questions.

- OBSC Pop Warner Football Field – Staff is in the process of soliciting a cost to design the project and looking into alternative locations other than the existing overflow parking area.
- Transfer Station Pump Station - Pump station rehabilitation plans have been developed to 30% completion.
- Tymer Creek Phase I & II – County has completed remaining property acquisition for the right-of-way.
- Airport Rd. Forcemain Ext./Reclaimed Water Ext - Selection of bidders from the submitted statement of qualifications was submitted to Commission as disposition item.
- Cardinal Beach Approach – The proposed design was reviewed by the County without comment. Staff will acquire the necessary County ROW permit.
- Nova Road Tree Relocation - Staff is working up a plan to solicit written quotations.
- Side Street Lighting Conversion – Staff is testing a sample fixture that has been installed on Tomoka Avenue by the library entrance.
- Wooden Pedestrian Walkway Lighting Replacement - Staff has temporarily placed this work on hold as the handrail and decking replacement must be completed first. The project materials are currently being stored at the PW facility.
- Stormwater Study – FEMA has approved the inclusion of the Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – The City Commission directed staff to delete the sidewalk, design 10 foot lanes, and include high back Type F curbing. Staff is working with the consultant on the revised scope of work and additional costs to the contract for the design alternative review that occurred.
- Hand Avenue – Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. Received the permit from SJRWMD which includes the modification to add the interconnect of the Central park lakes. The consultant engineer is now finalizing plans for bidding.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May storm event. Sent final plans to FEMA for approval.

Department Activities

Administration

- Contacted Volusia County to switch GPS from Cardinal and A1A to SR 40 and Nova Rd.
- Responded to FDOT for FHWA audit on SR 40 sidewalk Phase 1.
- Prepared project invoices/pay requests totaling \$883,674
- Prepared requisitions/PO's totaling \$26,319

Customer Service

- Tree locates at 481 and 483 Lakebridge Dr for Neighborhood Improvement Division request.

Meetings

- Attended meeting with FDOT at US1 and SR40 punchlist.
- Meeting at Airport Tower for camera locations and interconnections.

Other

- Updated the City Hall Landscaping drawings.

- Began researching and creating drawings for the Shockney Dr proposed watermain, forcemain and gravity sewer project.
 - Created legal descriptions for the four new commission zones.
 - Created aerial map of Williamson Blvd. to indicate location of irrigation main break.
 - 25 projects were inspected.
- Environmental Management
 - Street Maintenance
 - Asphalt / Concrete
 - Concreted a driveway for the Water Department at Arroyo & Seville
 - Concreted a sidewalk for Water Department at 9 Greenfern
 - Asphalted a sinkhole in the road on Military Blvd. in Forest Hills
 - Formed a sidewalk at Fire Station #94
 - Tree Crew
 - Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
 - Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
 - Trimmed at various bus stop benches
 - Maintenance and tree inspection citywide
 - Hauled debris Nova/Transfer Station
 - Saw and Equipment Maintenance at Public Works
 - Stump removal at citywide locations
 - Trimmed trees at Performing Arts Center, Grove Street, Nova Recreation, Main Trail and Greenwood
 - Maintenance Crew
 - Rotated Special Event Bridge signs
 - Debris cleanup on Granada Bridge and Memorial Gardens
 - Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
 - Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
 - Daily maintenance of various vehicles in Public Works yard
 - Printed daily work orders and distributed for job assignments
 - ROW trimming at Lorillard and other various locations
 - Assisted pressure washing The Trails bridge
 - Assisted concrete crew at Fire Station #94
 - Spread 15 yards of shell at Sanchez Boat Ramp
 - Removed graffiti from (6) poles on the Granada Bridge
 - Removed banners from the Granada Bridge for impending storm
 - Sign Shop
 - Repaired or replaced signs at the following locations:
 - Oak Brook Dr. & Hand Ave., installed HIP street names
 - Park Pl. & Hand Ave., installed HIP street names
 - W. Victoria Cir. (s/end) & Laurel Dr., installed HIP street names
 - E. Victoria Cir. (n/end) & Laurel Dr., installed HIP street names
 - Bryant St. & Fleming Ave., installed HIP street names
 - Bryant St. & Burns St., installed HIP street names
 - Laurel Dr. & Fleming Ave., installed HIP street names
 - Collins St. & Fleming Ave., installed HIP street names
 - Collins St. & Hand Ave., installed HIP street names
 - Collins St. & Division Ave., installed HIP street names

- Stratford Pl. & Hand Ave., installed HIP street names
- Laurel Dr. & Hand Ave., installed HIP street names
- Woodgate Ct. & Hand Ave., installed HIP street names
- Completed fabrication of High Intensity Prismatic (HIP) street names for various locations citywide (13)
- Checked signs beachside north of Granada Blvd. for repair or replacement
- Contacted Volusia County Sign Shop concerning one of their signs down in the median on S. Beach St. in front of the Library

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Pumped down – Bennett Lane and all ponds, lakes and south end of Ormond for the last (3) days
- Installed fountain at North Nova Road pond
- Chemical Spraying – sprayed ditches on FEC Railroad, Arroyo Parkway, Fleming Avenue and outfalls before storm
- Inlet Cleaning – Zones 1 & 2 and any hot spots
- Vacon – Scottsdale Dr. & Forest Hills, assisted with pipe repair; Rosewood Ave. & N. Yonge St., (4) barriers – 806' line; 703 Buena Vista Dr., 40' line; 270 N. Yonge St, (1) basin, 290' line; and 91 Ford St., (2) basins, 292' line
- Made over 2,000 sandbags for storm (pictures)

Street Sweeping/Streetsweeper

- 138.6 miles of road cleaned
- 25.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
31,021

PM Services completed for the week:
Emergency—Vehicles and Equipment
14

Non-Emergency Vehicles and Equipment
22

Road Calls for the week:
2

Accidents for the week:
0

Quick Fleet Facts:

- Fleet has 14,134 gallons of unleaded fuel 11,648 gallons of diesel fuel on hand.
- Fleet completed 70 work orders this week.

- Utilities
Projects Summary

- Received acceptance for City request for time extension to SJRWMD for responding to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff continues pursuit of current 5 year report with preparation of responses to RAI #2

- Chemical Bids – A Commission Memo and supporting information was sent to the Legal Department for award to successful chemical suppliers for scheduling on the September 20th City Commission meeting.
- Concentrate Disposal Study – Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of reclaimed water available at the wastewater plant for mixing without exceeding conductivity limits established by FDEP. Discharge Monitoring Report (DMR) data and conductivity water quality test results are being obtained for the consultant, Quentin L. Hampton (QLH) by staff. A meeting will be scheduled with the consultant next week to review the data.
- A proposal from McKim and Creed is under consideration for optimizing configuration of the Division Avenue well field raw water piping so it is effectively routed to the low pressure reverse osmosis process at the water plant and properly metered. The estimated cost for this proposal is \$29,690.
- Cross Connection Control (CCC) Program Management Services: Developing final CCC plan, ordinance and manual updates to meet current state regulations. Adjustments proposed to Operations Budget for next phase of program funding.
- Airport Road Force Main Extension– Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunter's Ridge areas. Contractors were selected that are qualified to bid the project. Upon completion of final plans and specifications, documents will be distributed to pre-qualified contractors for solicitation of bids.
- Fire Hydrant Replacement Program – Construction is underway by contractor. Hydrants are scheduled to be replaced on Fred Gamble Way, Riverview Drive and Domicilio Avenue. Appropriate outage notices and precautionary boil water notices and rescissions are prepared and performed by water distribution staff.
- Hand Avenue – Utility plans are being reviewed by staff.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pumps are now being operated for a week prior to being off line for performance review and rag removal from between the impeller and wear ring. The manufacturer has adjusted the clearance between the impeller and wear rings on the pumps. Rags are more difficult to remove after the adjustments and have contributed to restarting problems. A bypass pump was connected to the manhole to divert flow as a standby system and will remain in place until the hurricane threat diminishes and reliable pump operations are attained. VFD #3 requires repairs that are not covered by the warranty. Measurements were taken to install vibration dampeners on the pumps. Shop drawings are being prepared. Punch list items were sent to the contractor for completion. Invoices incurred from Thompson Pump for pump rental for pump station were tallied and a request for reimbursement sent to the contractor. The total amount of money requested by the consultant, Brasfield and Gorrie and the bypass pumping exceeds the retainage withheld from the contractor. Legal is working determine how this additional expense will be processed.
- Ormond Beach Wastewater Treatment Plant Expansion–Existing sodium bisulfite tanks were removed. Tanks in good condition will be sent to the water plant. Work is continuing on replacing the chlorine contact tank bypass channel and the electrical building
- Lift Station Repair and Replacement Project - A few punchlist items for Lift Station OM remain for completion. FDEP Request for Clearance forms were sent to the consultant for processing. Record drawings are being prepared.
- Rima Ridge Wells –Communication SCADA issues between the water plant and Well 41R were resolved. Most all punch list items have been completed by the Contractor.
- Tiffany Circle Water Main Replacement –Clearance was received from Volusia County Health Department. As-built drawings, sent to the Contractor to incorporate comments

- received from the GIS Division. The existing water main was abandoned and services connected to the new main.
- Town Square and Lift Station 4M1 Rehabilitation –Specifications are being prepared. A field visit by ITT Water & Wastewater was performed to field check the pump selection. Pumps for Lift Station 4M1 were selected. Further computations are needed to select pumps for Towne Square Lift Station.
 - Water Plant Aerator Rehabilitation – The City Commission packet was returned from the Legal Department until a decision is made as to whether a sole source award will be recommended for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
 - Water Plant SCADA – A City Commission meeting memorandum recommending that McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations was prepared. The memo is being reviewed prior to submittal to the Legal Department.
 - SPRC: The water main connection was constructed and the meter installed. The valve vault top remains to be installed. Met to review comment responses for Village Business Centre and discussed conceptual plans for the American Legion.
 - Transfer Station Lift Station Upgrades – The design is being performed by QLH.
 - Attended Public Works Advisory Board Meeting.
 - Final edits of Water Conservation Ordinance underway with Legal for eventual CC consideration.
- Water Distribution
 - Completed connection of 7 residents to the new water main on Tiffany Cir. Shut old 2" water main off, and flushed new main and services.
 - Exchanged 5 water meters, installed 2 residential water service, and a 3" meter serving Energizer
 - Responded to and/or repaired 7 water service leaks
 - Flushed 2 cloudy water complaints, 6 low pressure complaints
 - Replaced 3 residential water services, a 2" service for 1185 W. Granada Blvd and 11 meter boxes/lids
 - Assisted 2 customers with misc. water issues, located 1 water meter for the meter readers
 - Tested a 3", 4", and an 8" meter for accuracy, completed a customer request for a residential meter test due to a billing discrepancy, scheduled 4 meters for testing
 - Tested 5 city owned backflow preventers
 - Completed the notification, shutdown, and replacement of the fire hydrants at 515 Fred Gamble Way, 59 Riverview Dr, and 94 Domicilio Dr. Performed maintenance on 3 City owned fire hydrants
 - Valve Maintenance: located and exercised valves N. Ridgewood Ave, Hand Ave, Bostrom Ave, Flormond Ave, S. Ridgewood Ave, Riverview Dr, Domicilio Dr. Continued locating and marking valves on SR 40 (BAT- Tymber Creek Rd)
 - Backfill and sod excavation sites on Mill Run Court, River Bluff Dr, Choctaw Trail
 - Flushed Ormond Lakes phase III, N. Ridgewood Ave, Hand Ave, Fred Gamble Way, Riverview Dr, Domicilio Dr
 - Leak Detection: Patrolled 79 leak noise loggers in water base map A4, 3 loggers show possible leaks, correlation of areas needed to find potential leaks
 - Rescinded boil water alert for N. Ridgewood Ave, S. Ridgewood Ave, Fred Gamble Way
 - 3 employees attended and passed the Method of Transportation recertification training class

- Water Treatment
 - Delivered to the City 37.800 million gallons for the week ending Aug. 21, 2011 (5.400 MGD)
 - Backwashed 10 filters for a total of 423,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled and cleared for rescinding four Precautionary Boil Water notice.

- Waste Water Collection - Reuse
 - Crews responded to five trouble calls out west Breakaway/Hunters Ridge area and none in town.
 - Televised three sewer laterals.
 - Cleaned four sewer laterals.
 - Replaced wire and conduit at 33 Circle Creek.
 - Checked all pumps and equipment for up coming storm.
 - Rehabbed two pep tanks.3 Beagles Rest and 19 Forest View Way.
 - Training at Thompson pump on new 12" by-pass pump.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunters Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 28.09 Million Gallons.
 - Produced 19.66 Million Gallons of Reuse.
 - Produced 8.43 Million Gallons of Surface Water Discharge.
 - Influent flows average for the week is 4.01 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 115.0 (14%-18% Solids).
 - Submitted DMR to FDEP
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
 - Drafting revisions to City's Sewer Use Ordinance and verifying portions of current Plan of Study for Pollutants of Concern due to concerns presented by an Industrial Pretreatment Permit Holder with regards to allowable nickel concentrations in the revised local limits.

Water Plant - Well Fields - Booster Stations

- Checked Status of Gensets at Rima Ridge wells after weekend power outage to area.
- Repaired Leak on Sodium Hypochlorite pump #4.
- Tapped 16" pipe and installed pressure transmitter at Melrose reuse river crossing. Tied back into available port on SCADA so we can read High service reuse pressure on liftstation SCADA computers.
- Reset overloads on Well 21SR.
- Installed rebuilt flow meters at Shadow Crossings.
- Installed 2 new sump pits and pumps for above meters to prevent flooding in valve vault.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.
- Attended Weekly staff meeting.

Wastewater Plant – Lift Stations – Reuse System

- Assisted Collections Division with PEP tank rehab at #2 Creek View Way.
- Replaced motor on Post anoxic mixer.

- Installed new transducer on Reuse High service tank #1.
- Replaced 7.5 HP inboard submersible aerator.
- Grit Snail – weekly PM – dumpsters both filled with water and not draining – set up external pump to pump out water into recirculation drains
- Set up bypass pump at Influent gravity line
- Influent Building – repaired wash down hose plumbing & secure to wall
- Performed draw down tests to 4M1 and Towne Square liftstation to support rehabilitation activities.
- Installed VFD on Carrousel
- SCADA Repair to 12 liftstations.
- Assisted twice at influent pumping station with deragging activities.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Attended weekly staff meeting
- Performed PM service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 13 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 2 stations(Pull pumps, etc)
- Utilities Division completed 87 work orders as reported in MP2 computerized maintenance management system, of which 57 were PM work requests and 30 were repair work orders.