

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 22, 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 HR Director
- Bi-weekly meeting with Planning Director
- Monthly meeting with Risk Manager
- Held weekly staff meeting with Directors
- Discussed airport event with Economic Development Director and Airport Manager

Spoke to, attended and/or met with:

- As requested, reviewed agenda individually with Mayor and Commissioner Boehm
- Attended Rotary meeting
- Met with County Manager Jim Dinneen regarding beachfront park
- Attended Operating Budget workshop
- Met with Dwight Durant of Zev Cohen regarding the County Council agenda item for the presentation on the beachfront park
- Met with citizen Janet Cater of Arroyo Parkway regarding her water quality concerns
- Met with Mike Scudiero regarding athletic field lease questions
- Attended lunch meeting with Energizer management staff
- Attended ICMA webinar on navigating and utilizing ICMA Knowledge Network
- Attended County Council meeting with Zev Cohen for presentation on the beachfront park
- Attended Local Government Association Summit in Largo, Florida

City Clerk's Office

In addition to routine City Clerk activities such as agenda preparation for meetings and workshops, updating insurance information for City contracts, updating website, document imaging, proclamations, legal advertisements, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway:

- Attended the Operating Budget Workshop on July 18, 2011.
- Attended the City Commission Meeting on July 19, 2011.
- Prepared and sent Legal Advertisements to the News-Journal for publication.
- Converted the Code of Ordinances to a PDF format for easy access by the City Commission and staff on the iPad.
- Agenda packet preparation for the August 3, 2011, City Commission Meeting.
- Rescheduled on-site demo of Agenda Automation system for Tuesday, July 26, 2011.

Community Development

Planning

- Staff attended the VC Council meeting regarding impact fee to ascertain the status of the City's mobility fees.
- Work has begun to describe the redistricting boundaries of each of the four zones. It is expected that the work will take 3 weeks. The Resolution of Intent must have the boundary descriptions contained within the resolution. Consequently, to meet legal deadlines the Resolution will be placed on the September City Commission agenda for action – not August 16 as reported in the Timeline Schedule.
- Staff met with Kittelson & Associates, the consultants chosen by FDOT to perform the SR 40 PD&E Study. The Project approach and schedule was discussed as well as the project purpose and need. Future traffic volumes and design considerations were also discussed. The City's Comprehensive Plan has SR40 from US1 to western city limits as a 4 lane divided (LD) facility. FDOT has requested that the City amend its Comprehensive Plan for that portion of the SR 40 which is the Strategic Intermodal System (SIS) from Williamson to Breakaway Trails to reflect a 6 LD facility.
- **Building Inspections, Permitting & Licensing**
 - 69 permits issued with a valuation of \$5,01,678.00
 - 170 inspections performed.
 - 9 business tax receipts issued.
 - Effective this week, Building made a few changes to improve efficiency and customer service. The department is doing this on a trial period for one to two weeks before we make an "official" announcement," in case tweaks are needed. Tom Griffith, or any acting Plans Examiner in his absence, will be available for walk in consultations from 2:30 pm to 3:30 pm daily. At any other time, the customer can be given his card to set an appointment with him. There will be an "inspector of the day" available from 2:30 pm to 3:30 pm daily for walk in consultations regarding inspections. At any other time, the customers can be given the card of the specific inspector that they want to speak with, or the Chief Inspector's card (Glen Urquhart). Permits will be issued over the counter while customers wait from 2:30 pm to 3:30 pm for the following permit types: HVAC, re roof, doors, windows, small electrical/plumbing. These permits require a licensed Plans Examiner to review, and are in addition to the permits that we already issue over the counter which do not require a licensed Plan Reviewer: fences, business fire inspection, water heater change out, irrigation/reuse connection (with Public Works approvals), and special events/banners. All permits submitted are required to be up to date with all licensing/registration requirements, and those requirements will not be waived to issue a permit over the counter.

Development Services

- There were no Site Plan Review Committee meetings, initial staff review or SPRC meetings with the applicant held this week.

Economic Development

Ormond Crossings

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

Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in August.

- Staff is working with a business prospect interested in leasing 6 Aviator Way, a 9,000 square foot industrial building that was recently vacated.
- Staff is marketing the vacant lots along West Tower Circle Extension to potential business prospects.

Ormond Beach Chamber and Main Street

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

Prospective Business Attraction/Retention/Expansion

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

Special Economic Development Projects

- Staff is preparing plans for the Strategic Economic Development Plan update for a community workshop in mid-September. A request for quotes was transmitted to several consulting firms to assist in the workshop and preparation of the updated plan.
 - A request for proposals was drafted for the Legislative Services contract. The RFP document is on the August 3 City Commission Agenda for review.
- Airport Operation and Development
 - Installation of surveillance camera systems at the airport continued this week. Crews have completed the work of digging trenches and performing directional bores to install conduit in and around the general aviation ramp area. Technicians continue working at the air traffic control tower to install systems to support three (3) cameras on the roof of the tower.
 - Staff completed work to repair Gate 9 at the main entrance to the airport. Staff utilized internal resources in concert with the gate vendor in order to minimize costs.
 - Staff completed work to repair the PAPIs (Precision Approach Path Indicators) on Runway 17.
 - Staff conducted a meeting between the Economic Development Director, Airport Manager, Air Traffic Control Tower Manager, Police Chief, interim Fire Chief, and other members of the OBFD. The purpose of this meeting was to review the City's response to the aircraft incident that occurred on Sunday, July 10th, wherein an aircraft encountered difficulty while attempting to depart from Runway 26, and was forced down into the wooded area approximately 900 feet from the west end of the runway. Staff will use the

- notes from this meeting to refine airport response procedures for promulgation internally and to emergency services agencies throughout the area.
- Staff solicited bids from three (3) firms to replace the swing gate located in FBO Area 1 with a compatible slide gate. The existing swing gate poses a hazard to vehicular traffic due to the constricted area where it is currently installed. The swing gate will be retained and installed at the air traffic control tower, and will allow tower staff to park within the secure perimeter fence, thereby opening more parking spaces for patrons of the Sports Complex. Bids were received 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 solicited bids from three (3) firms to perform the FAA-required annual inspection and certification of our air traffic control tower communications and Automated Weather Observation station (AWOS) systems. Bids were received from Vaisala, Inc., Robinson Aviation, Inc., and Wolen, LLC. The most competitive bid was submitted by Wolen, LLC. A purchase order has been forwarded to Wolen, LLC, and it is expected that the inspections will be scheduled and completed by the end of this month.
 - The pilot-controlled lighting system at the airport remains out of service. Staff has contacted the vendor (Wolen, LLC) to arrange a service call, which will likely be coordinated with the annual inspection and certification of our ATC tower communications and AWOS systems in order to reduce costs.
 - Staff plans to publish an RFP for a continuing contract to provide maintenance and inspection services for the air traffic control tower and the automated weather observation station (AWOS) at the airport. Staff continued to work this week to assemble criteria for and further refine the RFP for advertisement.
 - Staff continues to work with a representative of TowerCom regarding the possibility of leasing a portion of airport property for the purpose of erecting a telecommunications tower. Staff recently communicated with TowerCom, and will schedule a meeting with TowerCom within the next few weeks to discuss the details of the proposed lease.
 - Staff continued to work with the City Attorney to clarify lease language to assist Sunrise Aviation in their efforts to secure financing for additional facilities at the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff completed draft of the proposed personnel budget and the operating budget for FY 2011-2012.
- Completed Projects - Weekly
 - Processed 37 Journal Entry Batches (# 3980 – 4067).
 - Approved 11 Purchase Requisitions totaling \$38,729.66.
 - Issued 7 Purchase Orders totaling \$44,215.65.
 - Prepared 65 Payroll checks totaling \$56,226.85 and 313 Direct Deposits totaling \$375,964.38.
 - Transferred IRS 941 payment of \$145,402.31.
 - Processed 3,870 cash receipts totaling \$373,052.44.
 - Processed 1,247 utility bill payments through ACH totaling \$79,791.69.
 - Processed and issued 5,198 utility bills with billed consumption of water of 39,873k.
 - Issued 543 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Residential Structure Fire (7/19)

- Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - ICS 400 Training

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 6
- Hazardous: 3
- EMS: 70
- Motor Vehicle Accidents: 4
- Public Assists: 42

TOTAL CALLS: 125

- Aid provided to other agencies: 12 calls – Volusia County (7), Daytona (3), Holly Hill (2)
- Aid received from other agencies: 2 calls – Volusia County (1), Daytona (1)
- Total staff hours provided to other agencies: 10 hours
- Total staff hours received from other agencies: 2 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- # of overlapping calls: 25

Medical Call Type

- Abdominal Pain: 1
- Allergic Reaction: 1
- Assault: 2
- Bleeding: 1
- Blood Pressure: 2
- Breathing Problem: 5
- Cardiac Arrest: 2
- Chest Pain: 4
- Convulsions: 4
- Diabetic: 1
- DOA: 2
- Fall Victim: 9
- Heat Exposure: 1
- Medical Alarm: 3
- Psychiatric: 1
- Sick Person: 2
- Stroke: 6
- Unconscious: 4
- Unknown Medical: 6

TOTAL EMS PATIENTS TREATED: 57

Training Hours

- EMT Refresher: 2
- Extrication: 29
- Terrorism: 42

- Technical Rescue: 5
 - Ventilation: 13
- TOTAL TRAINING HOURS: 91**

Operations

- Attended Volusia County Fire Chief's multi-jurisdictional training committee meeting.
- Attended Fire Chief candidate reception at The Casements.
- Held farewell brunch/presentation for Fire Chief Irby.
- Held bi-weekly administrative staff meeting.

Station Activities

- Updated 17 pre-fire plans.
- Conducted presentation of fire truck, equipment and gave safety talk at Oceanside Country Club Summer Camp – 15 children in attendance

Human Resources

Staffing Update

- Job Requisitions
 - Finance Department – Account Clerk II changed to Senior Accountant/Budget Analyst
- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator, the Department has requested that the position be re-advertised and remain open until filled.
- Screening/Interviews Scheduled
 - Fire Department - Fire Chief, received approximately eighty (80) applications. Assessment center for five (5) candidates held on 07-13-11 at the Advanced Technology Center.
 - Planning Department – Office Manager position closed 07-01-11. Twenty (20) applications were received and forwarded to the department for review. Five (5) candidates were interviewed on 07-15-11 and 07-18-11.
 - Public Works Department/Fleet Operations – Mechanic II position was advertised in-house only and closed on 07-15-11. One in-house employee applied.
 - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II position was advertised and closed 07-15-11. Thirty-four (34) applications were received and are being logged in and forwarded to department for review.
- Background/Reference Checks
 - Public Works Department/Utilities - Wastewater Part-Time Operator candidate has been selected to begin processing for hire.
 - Police Department – Three (3) conditional offers of employment have been made to the top candidates from the Officer interviews held on 06-15-11 & 06-16-11. Backgrounds, physicals, polygraphs and ability testing will be conducted prior to start of employment.
 - Leisure Services Department/Performing Arts Center – Part Time Box Office Attendant candidate has been selected and will begin processing for hire.
- Job Offers
 - Police Department – Conditional offers have been made to three (3) Police Officer candidates pending successful completion of requirements for employment.
 - Public Works Department/Streets – Maintenance Worker II candidate began pre-employment processing on 07-14-11. Awaiting results prior to setting start date.

- Terminations/Resignations/Retirements
 - FY Attrition – M/E 06-30-11: 3.98% (excluding retirements)
 - Public Works Department/Wastewater Treatment - Plant/Pump Mechanic resigning effective 07-29-11.
- Promotions
 - Police Department – Police Corporal examination has been scheduled for 07-29-11 in order to establish an annual eligibility list. An orientation was conducted on 07-11-11.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program June 2011 monthly report reflects savings of \$44,153 for City residents during the year that the program has been in effect in Ormond Beach. Over 1,015 residents have utilized the program during that time.
- HR Director to meet with Brown & Brown on 07-22-11 to review benefit proposals.

City Events/Employee Relations Update

- A public reception was held at The Casements on 07-13-11 for City residents, the Commission, and staff to meet the five (5) finalists for the Fire Chief position.
- ICMA Deferred Compensation representative met with employees in the HR Training Room on 07-20-11.
- Sam's Club representative will meet with employees in the HR Training Room on 07-22-11.
- Pre-Paid Legal Services, Inc. & The Identity Theft Shield representative will meet with employees on 07-27-11 in the Public Works Training Room from 7:00 a.m. – 8:30 a.m.; Human Resources Training Room from 9:30 a.m. – 11:30 a.m.; and the Police Department Training Room from 1:30 p.m. – 3:30 p.m.

Training & Development Opportunities

- LEAPS Academy is continuing Customer Service Workshops for all full-time employees. This training is required for all full time employees to attend and is being held between May 20 and November 9, 2011. The next sessions are scheduled in the morning and the afternoon on 08-03-11. To date, 28% 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.

Pay & Classification Plan

- HR Advisory Board meeting is scheduled for 07-28-11 to discuss proposed changes to the City's pay and classification plan.

Risk Management Projects

- A Request for Proposals (R.F.P.) was advertised for the City's Property & Casualty insurance coverage.
- Finalizing agreement for drug-free workplace testing services.
- Attended depositions for a liability claim.
- Distributed Heat Stress bulletin to all employees who work outside.
- Finalized Agenda Item to add Service Bond requirement for service-related contracts.

Information Technology (IT)

- **Information Systems (IS)**

- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 51 New work - 46 completed - 56 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,850	Inbound E-Mails Blocked	12,672
Delivered Inbound E-Mails	8,003	Quarantined Messages	175
Percentage Good Email	38.4%	Virus E-Mails Blocked	78

- Notable Events: None.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 3 Changes: 1 Corrections: 0
- Map/Information Requests: 20
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Updated parcel theme; GIS Steering Committee quarterly meeting; Modified Commission Zone Redistricting map Option 8 to produce 4 additional options 8A-8D for discussion.

Leisure Services

- **Administration**

- Public Works staff meeting
- City Manager staff meeting
- City Commission Budget Workshop – CIP & Operating
- Met with Campus Outreach staff daily
- City Commission Meeting
- OBSC Sign meeting
- Airport Event meeting
- Athletic Field rental meeting
- Project ROMP discussion
- Agenda Item Preparation

- **Athletics**

- The Lady Renegades continued practices this week at the Sports Complex.
- Luis Camacho continued his Youth and Adult 6-a-side Soccer League on Monday evening, as well as the Sunday Adult 11 v 11 League. Luis rents the fields each season.
- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
- The Men's Baseball League continued its Summer Season on Monday, Wednesday and Thursday at 7pm at the Wendelstedt Baseball Fields at the Sports Complex. Three teams will continue to compete throughout the rest of the summer.
- The local American Legion Summer Baseball (now under NABF) finished their post-season games this week at the Wendelstedt Fields.
- The Youth Coed Volleyball Summer Session finished this week on Tuesday and Thursday nights at 6:15 to 8pm. Shirts and awards were presented to all participants.
- The YMCA's Men's Summer Basketball League continued with games at the Ormond YMCA on Tuesday, the Nova Gym on Wednesday and the Port Orange YMCA on Thursday. Thirteen teams are currently competing in the league.
- Upcoming Event: Golf Clinic, July 25th through 29th.

- 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 the soccer fields for 6 vs. 6 leagues.
 - Prepared fields and maintained area for men's league and baseball.
 - Continued to fix irrigation problems on many fields at all locations.
 - Worked on aerating all fields, starting at the Airport Sports Complex.
 - Continued top dressing all fields after they had been aerated.
 - Finished painting soccer field #7 for a weekend Rugby tournament.
 - Laid out two practice fields for competitive 3 vs. 3 soccer games.
 - Started cleaning fence lines on all softball fields.
 - Cleaned Optimist Park.
 - Sprayed soccer and baseball fields with herbicide.

- Senior Center
 - A City Commission Budget Workshop was held on Monday at 5:30pm in the Ballroom.
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm in the Ballroom.
 - The Daytona Community Church was held on Thursday from 6:30pm to 8:30pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm in the Ballroom.

- Performing Arts Center
 - Staff prepared for Children's Musical Theatre (CMT) Camp Monday through Friday.
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Hawaiian Dance, Show Club, Kopy Kats, CMT.
 - Tuesday: Theatre Workshop, Theatre Workshop Dance, Webb Jazz & Tap, CMT Dance, Horan Judo, CMT Jazz & Tap.
 - Wednesday: Show Club Skits, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, and CMT.
 - Thursday: Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, and CMT Dance.
 - Friday: Theatre Workshop, Green Dance, and CMT.
 - The Performing Arts Center is preparing to host the following event:
 - CMT Theatre Camp, Monday, July 11th through Friday, July 29th.

- 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.
 - Summer Camp Connection continued Monday through Friday, from 8am to 5:30pm.
 - Pavilions were rented on Saturday and Sunday.

- Adult basketball was played on Sunday and Monday.
- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended a weekly staff meeting.
 - Attended a Senior Games meeting.
 - Assisted with various Campus Outreach projects.
 - Staff coordinated the set up, execution and strike of the Commission Budget Workshop on Monday.
 - Staff coordinated the set up, execution and strike of the Summer Sounds Concert Series on Friday.
 - Attended Caribbean Night meeting.
- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday/Wednesday, 1:30pm to 2:30pm.
 - Pre-School: Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Monday/Wednesday, 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 5, 6, 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 and 4:30pm to 6pm.
 - 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.
 - Camp T. Rec began its second week of session two with the special needs participants. The campers enjoyed games, sports, movies, arts and crafts, swimming at the YMCA and the splash pad at South Ormond Neighborhood Center. The campers enjoyed a field trip to Whispering Meadows Horse Ranch on Wednesday and were treated to a special guest, the facilitator from Instrument Zoo on Friday.
 - Nova Community Center's Summer Connection Day Camp continued on Monday through Friday. The children who attended the camp's third week of the second session enjoyed the games, sports, arts and crafts, movies and fun that the counselors provided. Miss Kate visited the camp on Friday for music and entertainment.
 - Youth Summer Volleyball League was on Tuesday and Thursday evenings through the Athletics Division.
 - The Men's Basketball League played on Wednesday evening at the Nova gymnasium.

- The Casements
 - Tours of The Casements continued from 10am to 4pm, Monday through Friday.
 - On display in the Gallery is the Ormond Beach PAL exhibit featuring works of art by the children's camp. The theme represents Leisure Services in recognition of "National Parks & Recreation Month" in July. The colorful artwork is available to view throughout the month of July.
 - Enviro Camp continued this week. Students learned all about recycling and made several projects including a shoe garden, tie dyed tee shirts, worm farms and participated in a "Can Can Carnival" at the end of the week.
 - "Art Explosion" summer art camp returned this week and the morning workshops focused on watercolors and giving paintings texture. The instructor for the camp is Pat Spano.
 - Tiny Tots Yoga class continued this Wednesday afternoon at 3pm, with Instructor Sharon Vandevender.
 - Zumba class was held on Wednesday evening from 6pm to 7pm.
 - Tai Chi class was held on Wednesday evening from 7pm to 9pm.
 - Yoga classes were held on Tuesday from 10:30am to noon and Thursday from 6:30pm to 8pm.
 - Pilates classes were held on Tuesday and Thursday afternoons from 3:30pm to 4:30pm, as well as Wednesday and Friday mornings 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.
 - The Casements Coordinator was a guest on the "Real Money" radio show on Wednesday morning from 9am to 10am. The topic of discussion was all about what Leisure Services has to offer the community.
 - Staff worked on Caribbean Night scheduled for Saturday, August 6th with marketing the event, securing island marketers and working on Caribbean inspired decorations.
 - Staff prepared for the final week of Enviro Camp next week which included "Fishing Day" with Dan Smith and the Kayaking day.
- Parks and Irrigation
 - Replaced two rotors on W. Granada Blvd. median #11.
 - Turned on all water to irrigation streetscape on the beachside after the paving work was complete.
 - Inspected splice boxes with a contractor at the Ormond Beach Municipal Airport.
 - At Nova Rec. Park, dug up rotors and tried to locate a plugged up zone line and rotor heads. Ran all zones, repaired a zone line, flushed debris from the system, installed 4 new rotors, installed a new battery in the timer, and adjusted rotors.
 - Replaced two broken spray heads on South US 1 medians.
 - Lowered all rotors on W. Granada Blvd. median #7.
 - Flushed debris from a zone line and head at Birthplace of Speed Park.
 - Reset the run timers at Riviera Park.
 - At the Performing Arts Center, replaced a broken spray head, installed a new nozzle and filter.
- Building Maintenance
 - Began conducting quarterly systems checks of City air conditioners.
 - Ordered and delivered replacement filters for A/C systems.
 - Repaired the A/C system (expansion valve) in the Streets Dept. training room.
 - Replaced a thermostat in The Casements Hungarian Room, unit #13.
 - Replaced the AHU blower motor and capacitor at the Gymnastics Center.
 - Repaired the west exit gate at the Police station.
 - Adjusted the loop at the east exit gate at the Police Dept. (for new motorcycles).
 - Patched holes in walls at the S.O.N.C.
 - Repaired the Arroyo Park fountain pump.

- Repaired baseboards at the S.O.N.C.
- Repaired the men's room sink at Fortunato Park.
- Repaired gymnasium lights at Nova Rec. Center.
- Repaired decorative street lights on S. Ridgewood Av.
- Removed graffiti from the women's room at Nova Rec. Center.
- Repaired lights in cell #10 at the Police Dept.
- Formed slabs for new trash receptacles at Central Park I.
- Conducted weekly inspections of the Ormond Beach Municipal Airport.
- Repaired a gate at the Ormond Beach Municipal Airport.

Police Department

- Administrative Services
 - Attended City Budget Workshop
 - Attended Police Department and City Staff meeting
 - Attended Airport Emergency Response meeting
 - Attended City Commission Meeting
 - Attended abilities testing process for police officer applicants
- Community Outreach
 - The PAL summer tutoring program continued. Currently 24 youths are participating.
 - Youths painted the summer mural project at the South Ormond Neighborhood Center. The mural is targeted for completion by August 10th.
 - Three YDC members assisted with the summer mural project.
 - Golf Tournament brochures were printed through an in-kind donation from V.I.P. Printing.
 - Calendars for the fall PAL programs were reviewed.
- Community Services & Animal Control
 - Animal calls responded to : 49
 - Animal reports: 7
 - Animal Bites: 2 (Owner Victim)
 - Animals to Flagler Humane Society 7
 - Kittens: 5
 - Dogs: 2
 - Assisted with Radar Re Certifications
- Criminal Investigations
 - Cases Assigned: 18
 - Cases Cleared by Arrest/Complaint Affidavit: 2
 - Cases Exceptionally Cleared: 5
 - Inactive: 15
 - Fraud: 3
 - Burglary Business: 0
 - Burglary Residential: 2
 - Larceny Car break: 4
 - Grand Theft: 4
 - Auto Theft: 2
 - Offense Against Family/DCF Reports: 1
 - Death: 1
 - Suspicious Person: 1

Comments:

- Suspicious Person: A subject was reported as suspicious at the Wal-Mart store after he was observed copying pictures of young children in their photo copier. The subject was

identified and found to be listed as a sex offender out of Pierson, FL. The photos were found to be not criminal in nature. The Sheriff's Department was notified and their sex crimes unit will be contacting him regarding the incident. Copies of photos were retained in evidence.

- Records

- Walk - Ins / Window 112
- Phone Calls 156
- Arrest / NTA'S 14
- Citations Issued 88
- Citations Entered 156
- Reports Generated 98
- Reports Entered 117
- Mail / Faxes / Request 48

- Patrol

- Total Calls 1,122
- Total Traffic Stops 150

- Operations

- 7/14/11 - Identity theft investigation initiated in the PD lobby
- 7/14/11 - Car burglary, Ormond Towne Square; window broken, I-Pod taken.
- 7/14/11 - Suicide - Mainsail, 39 year old male
- 7/14/11 - Fraud, 34 Carriage Creek Way; credit card used out of state.
- 7/14/11 - Disturbance - Bryant St.; several subjects involved in a physical altercation. All involved parties given the opportunity to sign cross complaints.
- 7/14/11 Warrant arrest - 600 block on N Nova; adult male arrested.
- 7/15/11 - Theft - Royal Floridian Resort; camera and I-Pod and computer stolen out of the office
- 7/15/11 - Car Burglary, Houligan's; Apple computer taken out of the front seat of an unlocked vehicle
- 7/15/11 - Vehicle Accident; patrol vehicle was rear ended at Fisherman's Landing and SR 40. No injuries and minor damage to vehicles.
- 7/15/11 - Baker Act, Park Place; adult female.
- 7/16/11 - Assault, Glen Arbor/Lakebridge; victim was beat up by two males around 6:30PM after harassing a female friend of theirs at the Willow Pond pool. Victim was intoxicated and refused to cooperate and stated that his severely broken nose was a pre-existing injury.
- 7/16/11 - Warrant arrest in the same area as the assault Glen Arbor/Lakebridge
- 7/16/11 - Suspended license/tag unassigned at Granada Plaza parking lot; adult male from Georgia arrested. Subject also had an expired Florida driver license.
- 7/16/11 - Shoplifting, Bealls Outlet - 1458 W. Granada Blvd.; adult female arrested for theft of \$110.99 worth of merchandise.
- 7/17/11 - Domestic Violence - Battery/Strangulation Mayfield Terrace; adult male arrested.
- 7/17/11 - Traffic stop, US1/West St; adult female arrested on open warrant.
- 7/18/11 - Civil Complaint - 650 N Nova Rd.; argument between neighbors.
- 7/18/11 - Baker Act - John Anderson Dr.; adult male.
- 7/18/11 - Disorderly Intoxication, Birthplace of Speed Park; adult male transient arrested for disorderly intoxication and threatening to kill citizens.
- 7/18/11 - Vandalism, S. Ridgewood Ave.; mailbox vandalized by ex son-in-law.
- 7/18/11 - Baker Act, Travel Lodge, S Atlantic Avenue; adult female cut her wrist with a piece of a broken glass ashtray.

- 7/18/11 – Assault, TGIF Granada Plaza; girlfriend /boyfriend civil dispute.
- 7/18/11 - Bicycle Violation atop US1 and Nova Rd.; adult male arrested for resisting without violence and providing false name/information.
- 7/18/11 - Narcotics Arrest, Central Park Fleming; Notice to Appear issued for possession of a controlled substance under 20g and possession of drug paraphernalia.
- 7/18/11 - Police Information, Byron Ellinor; former girlfriend of victim vandalized the residence upon moving out.
- 7/19/11 - Car Burglary, Mirror Lake; victim's vehicle was broken into while at a doctor's appointment
- 7/19/11 - Stolen Vehicle, Best Western, 205 S Atlantic Avenue; victim had their red Peace Sport scooter stolen overnight.
- 7/19/11 - Car Burglary, 2085 W Granada Blvd., Coquina Presbyterian Church; purse stolen from front seat of unlocked vehicle.
- 7/19/11 – Fraud, Domicilio Ave; victim's social security check was deposited into a different bank account.
- 7/19/11 - Grand Theft; A/C unit and old oil tank stolen from side of vacant home.
- 7/19/11 - Auto Theft - Suzuki GSXR 750 motorcycle stolen from Forest Hills.
- 7/19/11 - Baker Act, Laurel Oaks; adult male.
- 7/19/11 - Aggravated Battery, Econo Lodge N US1
- 7/19/11 - Theft of purse - Billy's Tap Room

- Traffic Unit
 - 11-07-00364, Crash / Road Blockage, 600 BLK Ocean Shore Boulevard: One vehicle rear ended another and caused a chain reaction involving a total of five vehicles. No injuries were reported, but Ocean Shore Boulevard was shut down and diverted for about an hour due to cleanup.
 - 11-07-00371, Crash w/Injury, Nova Road and Arroyo Parkway: Bicyclist tried to cut across all lanes of traffic on Nova Road and was struck by a vehicle making a turn from Arroyo Parkway. He was hospitalized for treatment of multiple injuries. He was found at fault and issued a citation.
 - VCSO Assist, Burglary/ Hit and Run, SR 40 / John Anderson Drive: Motor units responded to assist VCSO in reference to multiple hit and run crashes that were caused after a subject burglarized a home in the unincorporated beachside area. VCSO stopped the vehicle and arrested the driver.
 - Officer Sanders is coordinating agency-wide radar re-certifications.
 - Traffic Citations 63
 - Parking Citations 1
 - Crash - No Inj. 13
 - Crash - Injury 2
 - Crash - Fatal 0
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 1200 BLK N. US 1
 - S. Yonge Street
 - SR A1A
 - 1500 BLK N. Beach Street

 - Enforced Complaints:
 - Clyde Morris Blvd.
 - SR 40 / US 1
 - Ormond Lakes

- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones

- Zone 1: 11 Cases Initiated
- Zone 2: 9 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 4 Cases initiated
- 21 tree removal permit requests
- 19 signs either removed or sign cases created.
- Administrative staff assisted with one walk-in and eighty-eight (88) telephonic inquiries.

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

New case items are placed first under each zone and are in black bold font. "There has been no change in the status of this case" is noted in bold at the beginning of each report for those cases that are in pending status. Updated information will also be provided at the end of the prior weeks' report also in black bold font.

Zone 1

1303 Parkside Drive – Received a complaint regarding the condition of this property. The lawn is not maintained and the yard is essentially dirt (sand). When it rains the dirt from the yard seeps into the gutter of the roadway to the front of the complainant's property. Bill Friel went to the site and took several photos of the accumulation of dirt in front of Mrs. O'Donnell's property. His investigation led him to believe that the dirt could not travel the distance and in the manner suspected by Mrs. O'Donnell. Bill met with Larry Haigh, Stormwater, at the site as well. Some of the dirt appeared to come from very nearby as a result of a broken sprinkler head that was funneling dirt onto the gutter in the roadway. Mrs. O'Donnell was not satisfied with staff's findings. The street sweeper has been assigned to clean the streets this week. Both Bill and Larry will go to the site again during the next rain to try to determine where the dirt is coming from before any contact is made with the neighbors. Mrs. O'Donnell was advised of staff's plan and seemed satisfied.

14 Edgewood Way – Refer to the information contained in the report provided for 1303 Parkside Drive.

Zone 4

61 Magnolia Avenue – Received a complaint regarding overgrowth in the back yard, swimming pool not being cleaned and water infested with mosquito larvae. NID will investigate regarding the lack of site maintenance. The city has no regulations concerning pool maintenance but NID will contact Volusia County Mosquito control regarding mosquito larvae. **NID visited the site. The owner was there at the time of the inspection. He has shocked the pool and the water was circulating. He mowed the yard this week. No further action is required. The complainant is aware of staff's actions concerning this case.**

50 Magnolia Avenue – Received a complaint about the condition of the back yard and inoperable vehicles. **NID conducted an inspection and observed the yard overgrown and inoperable vehicles in the driveway. Notices have been issued for both violations. The owner will have ten days from receipt of each notice to correct the violations. The complainant is aware of staff's actions concerning this case.**

Lot from Midway, Magnolia West – Received a complaint about the condition of this property. NID will determine the location of the property and investigate the site conditions. **This is an extension of Magnolia Avenue that has never been built as a street. The property is City owned. Servello mows 12 feet from the edge of the road on an eleven time per year cycle.**

Servello went and mowed the site this week. No further action is required. The complainant is aware of staff's actions concerning this case.

317 Chardon Road – **There has been no change in the status of this case.** NID received a complaint about the condition of this property. This is a repeat violation. A citation of \$100 was issued to Jane McCollum dated June 24, 2011. This case will be placed on the agenda for presentation to the Special Master on July 25, 2011.

Public Works **Engineering**

Construction Projects

- US1 Forcemain Extension Phase II – Contractor has filed suit against the surety and therefore is not completing the punchlist items remaining on the project, which will be addressed by other contractual services that will be procured through quotes.
- Hull Rd. & US1- Sent final invoice and close out documents to FDOT.
- Rima Ridge Wells 54, 55 & 56 – Well clearance is in progress and is expected to be placed into service by the end of the month.
- North-South Halifax Drive Pipe Lining- The 8-inch sanitary sewer line north of SR40 and the 15-inch stormdrain south of SR40 were discovered to have cracked pipe. Quotes were obtained for cured in place PVC liner and purchase order is in progress.
- Halifax Sidewalk – Processed final invoice – work completed.
- SR40 A1A to Beach St (FDOT) - Final friction course applied – working on loops for traffic signals.
- US1 & SR40 Intersection Improvements (FDOT) - Final friction course applied – working on loops for traffic signals.
- Alcazar-Buena Vista Drainage Area Improvements - Investigated two areas requested by residents for drainage concerns and discussed with residents the improvements included with the project. Notice to Proceed was issued for July 25, 2011.
- Selden Avenue Road and Utility Improvements – Commission approved bid award on July 19.
- Downtown Parking (Vining Court) - The contractor continued pouring the new concrete curbing and pedestrian sidewalks and driveway aprons. All the electrical conduits have been installed and inspected by the Building Division for the proposed lighting system. The irrigation contractor has completed the installation of all sleeving under the proposed sidewalk, curbs and existing roadway. City staff has installed all three water meters and the irrigation system is being installed.
- South 40 Medians – The contractor began installing the irrigation system in the six medians as scheduled.
- 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.
- Coolidge Avenue Roadway and Drainage Improvements - Construction is substantially complete. Contractor has installed all utilities and final paving was completed. The contractor has been directed to provide for additional drainage at the new baffle box to address an erosion issue. Once this has been installed final restoration of this area will be completed.

Design Projects

- Andy Romano Beachfront Park – The first phase of public engagement process "Imagine" has been completed. This phase consisted of two public meetings, a meeting with the City's Quality of Life board and Leisure Services board, and was followed by a presentation to the City commission summarizing the results of the public meetings.

- Staff's consultants are now working on Phase 2 of the public engagement process "Choose" which includes the development of conceptual site plans that was delivered back to the public on July 12th at The Casements. The public had the opportunity to critique the site plans. The concept plans were discussed with the joint advisory boards on July 14th. The consultant also presented the park concepts to the County Council on July 21st. This will be reviewed with the City Commission on August 3rd.
- Central Park Paving – Negotiating scope of work with consultant to design and permit drainage plans through SJRWMD.
 - SR40 Sidewalk/Trail Phase III- Processed a new LAP agreement with increased monies.
 - CC Surveillance - Underground conduits, pull boxes and bores are complete. Installing fiber optic cable in Tower.
 - SR40 Traffic Signal Interconnect - Nova Rd to A1A - Process work authorization for CEI assistance.
 - Cassen Park Fishing Piers- Field Measure existing pier. Began on design of piers based on sections and work to be done to meet ADA requirements.
 - Riviera & Ames Park Seawalls - Met with contractor who provided the lowest bid on materials and method of installation and prepared City Commission memo to award contract for August 16th meeting.
 - Transfer Station Pump Station - Preliminary design plans for system improvements are being prepared.
 - Tymer Creek Phase I & II - County has completed remaining property acquisition for right-of-way.
 - Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Staff will meet on July 28 to discuss qualifications of the contractors for bidding.
 - City Hall Landscape Renovation – Staff has made some minor revisions to the planting plan to include the installation of perennial peanut and Asiatic jasmine within the parking islands as a result of the recent landscape workshop so they can closely monitor each material on a daily basis. Staff will solicit quotations for this renovation work.
 - Cardinal Beach Approach – The proposed design is 60% completed.
 - Downtown Paver Renovation – Staff is working on a plan to repair the pavers west of the railroad crossing to Thompson Creek road.
 - Downtown Way Finding Signage - Staff has scheduled the approval of a Construction Management/General Contracting Services agreement with Hall Construction for the August 3rd Commission meeting.
 - Wooden Pedestrian Walkway Lighting Replacement - Staff has temporarily placed this work on hold as the handrail and decking replacement must be completed first. The project materials are currently being stored at the PW facility.
 - Stormwater Study – Staff is waiting on FEMA to approve the Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
 - John Anderson Drive – Held meeting with the City Commission. The City Commission approved removal of the sidewalk and construction of road with drainage improvements, 10 foot lanes and high back curb.
 - 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. An amendment to the existing agreement was approved by the City Commission for approval. Staff has requested an extension of time due to the delay for the incorporation of the additional work to the grant. The SJRWMD has indicated they intend to issue the permit for the interconnection of the lakes between Hand Avenue. Engineer can now proceed to finalize plans for bidding.

Department Activities

Administration

- Water Treatment Plant - Drafted memo for consideration of closure to the environmental obligations to the minor petroleum plume located on the old Public Works Site. Further discussion with the Volusia County Environmental Management group will be needed to determine the best approach for obtaining a no further action required directive.
- Ormond Beach Airport - Runways, Taxiway and fuel farm were inspected for conditional status. Reviewed plans for taxiway Alpha relocation and taxiway Charlie rehabilitation.
- Natural Resource Management - Attended presentation on water conservation methods and services.
- Responded to concerns that sidewalk on Granada was not safe or ADA.
- Responded to Risk Manager regarding traffic counts on SR 40.
- Contacted FPL on their Halifax River crossing coordinates in Ormond.
- Prepared and sent to VTPO the scope of work for FDOT requirements on the Forest Hill connector.
- Contacted FDOT on parking space on SR 40 by Halifax and missing sprinklers on US 1.
- Prepared project invoices/pay requests totaling \$207,834
- Prepared work authorizations totaling \$24,392
- Prepared Requisitions/PO's totaling \$4,400
- Grant Administration
 - Submitted ECHO Annual reports for the Central Park/Boardwalk and The Casements/Rockefeller Gardens projects.
- Reviewed and created Wetland Protection Permits for 2686 & 3024 John Anderson Drive.
- Researched and located old construction design documents of the Cassen Park Fishing Pier for the proposed handicap railing access adjustment.
- Located construction documents and as-built documents for the Softball Quad at the request of the Risk Manager.
- Created exhibit drawing to accompany the City Commission Memo for the Selden Avenue improvements.

Customer Service

- Responded to Karen Bishop with Tomoka United Methodist Church after school program about a crosswalk.
- Staked out property corners at Magnolia and Midway avenues for the Neighborhood Improvement Division regarding a street maintenance issue.
- Trees and debris pile locates at old Seaside Hotel site for Streets Division.
- Tree locates at 206 Sharon Terr for Streets Division.
- Tree locates at 715 Fleming Ave for Streets Division.

Meetings

- Attended Halifax Area Utility Coordination with FDOT and franchise utility providers to discuss current and future projects.
- Met with In-rhythm vendors on proposed project for traffic signals traffic adaptive system.
- Met with Foundation Services regarding Ames and Riviera seawall.
- Met with the consultant working on the PD&E Study for SR40 widening from Williamson Blvd. to Breakaway Trails.

Other

- 31 projects were inspected.
- Onsite visit to Ocean Village Villas to determine the ownership and maintenance responsibilities of the drainage structures within the subdivision.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Repaired concrete basin at Winding Woods
- Pulled forms at 115 Ocean Terrace, 193 S. Washington and 44 Aaron Circle
- Put down lime rock on New Britain by US1
- Asphalted a patch for the Water Department at 1184 Oceanshore Blvd.
- Asphalted a patch on Wilmette & US1

- 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
- Tree removal at Nova Recreation, at the Performing Arts Center and on Tomoka
- Tree trimming on Bosarvey at Coquina, on Orchard and on Wilmette

- Maintenance Crew

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

- Sign Shop

- Repaired or replaced signs at the following locations:
 - Senior Center, installed nuts & bolts in "No Parking" sign
 - Whippoorwill Ln. & Knollwood Estates Dr., replaced HIP street names
 - Bramble Ln. & Whippoorwill Ln., replaced HIP street names
 - Raintree Ln. & Hidden Hills Dr., replaced HIP street names
 - Old Tomoka Rd. & Hidden Hills Dr., replaced HIP street names
 - Bluebird Ln. & Old Tomoka Rd., replaced HIP street names
 - Arrowhead Dr. & Old Tomoka Rd., replaced HIP street names
 - Tidewater Dr. & Hidden Hills Dr., replaced HIP street names
 - Sanchez Ave. & Ridgewood Ave., replaced 25 mph sign & post from damage
 - Airport Entrance, replaced post from knocked over stop sign
 - Knollwood Estates Dr. & Hidden Hills Dr., replaced HIP street names
 - Bramblewood Ln. & Hidden Hills Dr., replaced HIP street names
 - Timberlake Ln. & Hidden Hills Dr., replaced HIP street names
 - Heritage Dr. & Hidden Hills Dr., replaced HIP street names
 - Golden Oak Ln. & Hidden Hills Dr., replaced HIP street names
- Continued fabrication of High Intensity Prismatic (HIP) street names for various intersections
- Mainland, South side, checked for signs that need to be replaced or cleaned

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Rebuilt wall at 1211 Oak Forest Drive outfall
- Chemical Sprayed – Water pipe crossovers, Jeannette Drive and 511 Sandy Oaks Blvd.
- System Inspection for Engineering Department – South Arbor Drive
- Reachout Mowing – N. US1
- Brush Hog mowing – SR40
- Completed outfall cleaning on N. & S. Beach Street
- Basins Cleaned – All zones
- Completed service, set up and ran both motors and compressor on sandbagger machine

Street Sweeping/Streetsweeper

- 115.0 miles of road cleaned
- 32.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
47,466

PM Services completed for the week
Emergency—Vehicles and Equipment
21

Non-Emergency Vehicles and Equipment
11

Road Calls for the week
2

Accidents for the week
#040-departement 8513
#006-department 2005

Quick Fleet Facts:

- Fleet has 13,352 gallons of unleaded fuel 4,224 gallons of diesel fuel on hand.
- Fleet completed 78 work orders this week.

- Utilities

Projects Summary

- Received acceptance for City request for time extension to SJRWMD for responding to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff continues pursuit of current 5 year report with preparation of responses to RAI #2.
- Water Plant 4 Log Virus Inactivation - A draft permit was issued from Volusia County Health Department (VCHD). Prepared a written request to the Health Dept to reduce the minimum free chlorine residual requirement for lime softening and reverse osmosis treatment. The request is being reviewed prior to submittal to VCHD.
- Chemical Bids – A commission memo and copies of the specifications were included in the July 19th City Commission meeting agenda. Questions concerning tote deliveries and quantities were answered. The response will be part of the addendum to be issued next week.
- Concentrate Disposal Study – Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of concentrate that can be

mixed with the reclaimed water produced at the wastewater plant without exceeding conductivity limits established by FDEP. A work authorization request was prepared for the proposal received from Quentin L. Hampton (QLH) to revise the monitoring location for conductivity from the plant to the reuse storage tank to offer more operational flexibility for reuse production realized at the wastewater plant and add chemical addition to the reuse main to control snail growth. The work authorization is being reviewed. A second 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. Contractor qualifications were received by the Utility Division for review to establish eligibility to bid on the project. A meeting is scheduled for July 28th to discuss qualifications received. Easements forthcoming for CC consideration for a portion of the project corridor.
- Fire Hydrant Replacement Program – Construction has begun. Hydrants were replaced at 7 Pebble Beach Dr and Bostrom Lane.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities. All pumps were retrofitted with a 2 vane impeller configuration and the station is presently in service. Typical operation results in a small amount of rags wedged between the impeller and wear ring upon inspection after 24 hour operation period. The manufacturer suggested that the clearance between the impeller and wear ring be reduced to reduce rag accumulation. Another alternative is a grit shield. The consultant prepared a letter to the contractor concerning this option and also requested a schedule for completing programming modifications to more readily enable low flow pump operations that prevent excessive cycling from occurring. A schedule for performing vibration testing was also requested. Punch list items were prepared by the consultant and sent to the contractor. Bypass pumping is no longer needed so the invoices incurred from Thompson Pump for pump rental are being tallied prior to sending the contractor a request for reimbursement.
- Ormond Beach Wastewater Treatment Plant Expansion – Sheeting is being installed near the splitter box to protect the structure during the pipe installation to Clarifier 4. The bypass channel to the chlorine contact tanks is being removed.
- Lift Station Repair and Replacement Project - Pay Application 20 was received for review. Construction drawings and Operation and Maintenance Manuals for Lift Station OM were requested prior to paying the invoice. These items have not been received.
- Rima Ridge Wells – Wells remain to be cleared for service by Volusia County Health Department. Most other punch list items have been completed by the Contractor.
- Tiffany Circle Water Main Replacement –Bacteriological testing was performed and results indicated that coliforms were absent. CADD files were sent to the contractor's surveyor to prepare the as-built drawings. Abandonment of the existing water main and connection of new services remain for completion once clearance for the system is received from Volusia County Health Department.
- Town Square and Lift Station 4M1 Rehabilitation – Draft plans for Lift Station 4M1 were received from the Engineering Division for review. Draft plans for Towne Square Lift Station were sent to the Engineering Division for drafting. Pump testing was conducted at Towne Square Lift Station to verify existing pump capacity.
- Water Plant Aerator Rehabilitation – A City Commission packet is being reviewed for inclusion on future agenda for a sole source award to 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: Tomoka Construction Services prepared a shop drawing submittal for the materials proposed to be used for the water meter installation to the Energizer facility. The shop drawings were reviewed and a notice to proceed was issued.
- Public Works Utilities staff collaborating with Engineering for repair methods and proposals for sewer and storm piping cracking discovered at SR40 and Halifax Ave. A work authorization was approved to perform the work. Work is anticipated to begin by next week.
- Attended presentation on proposed State Road 40 widening alternatives from Breakaway Trails to Interstate 95.
- A customer on Arroyo Parkway visited the office about the water quality at her residence. The distribution system in this area contains galvanized steel pipes that are corroded and scheduled to be replaced in the pipe replacement program. Staff was sent to flush the mains in that area which normally corrects customer concerns regarding color and odor. Later correspondence indicated that the flushing activity did not significantly improve the situation. Staff will perform additional flushing activity and replace the iron filter at the residence. The 1" flushing device will be checked to be certain that it properly functions. A temporary automatic flushing device will be connected to the fire hydrant on the corner of Arroyo Parkway and Alcazar to increase the flushing frequency in that area. The customer will be kept apprised of the efforts being made to improve the level of service.
- Water Distribution
 - Exchanged 9 water meters, installed 2 new water services, replaced 5 water services, and 14 meter boxes/lids and disconnected 1 water service
 - Responded to and/or repaired 11 water service leaks
 - Flushed mains to correct 5 cloudy water complaints, and located 3 meters
 - Flushed Essex Dr, Pebble Beach Dr, Bostrom Lane
 - Responded to 8 low pressure complaints
 - Tested 2-4" and 2- 2" water meters on the high user list, scheduled 4 meters for testing, rebuilt the 4" meter serving Tomoka State Park
 - Repaired a 6" water main break on Surfside Dr due to tree roots growing around the water main and water services. Removed the tree, replaced the water services, ground the stump, and replaced the sod.
 - Performed inspections and maintenance on 5 fire hydrants. Coordinated construction, water main shut downs and customer notification for the 2011 fire hydrant replacement program.
 - Valve Maintenance: located and exercised valves on Surfside Dr, Imperial Heights Dr, Sunny Beach Dr, Anchor Dr, N. St. Andrews Dr, Bay Hill Dr, Pebble Beach Dr. Located valves on SR40 Between Seminole Dr and 1200 W. Granada Blvd
 - Tapped the water main and Installed 2-2" and a 1" irrigation water services on Vining Court to serve the city beautification project.
 - Cleaned and organized all storage areas
- Water Treatment
 - Delivered to the City 37.646 million gallons for the week ending July 17, 2011 (5.378 MGD)
 - Backwashed 11 filters for a total of 428,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load test for routine PM.
 - Continued scheduled WQ flushing on north beachside.
 - Sampled and cleared for rescinding one Precautionary Boil Water notice.

- Waste Water Collection - Reuse
 - Crews responded to three trouble calls out west Breakaway/Hunter's Ridge area.
 - Checked irrigation system at Breakaway Trails and Hunter's Ridge.
 - Replaced J-Box, ½" conduit ,wire and breaker at 17 Foxford Chase
 - Replaced 12" riser at 20 Black water Way
 - Televised twelve sewer laterals.
 - Cleaned two sewer laterals.
 - Removed roots from four sewer laterals to eliminate back ups.
 - Raised cleanouts at 270 Capen Cir and 65 Banyan Dr. to prevent inflow during storm events.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Crews continued cleaning and televising sewer lines on John Anderson Dr
 - Cleaned all building and fueled all equipment for the weekend.
 - Checked irrigation system at Breakaway and Hunter's Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.78 Million Gallons.
 - Influent flows averaged 3.97 MGD for the week
 - Produced 13.96 Million Gallons of Reuse.
 - Produced 13.83 Million Gallons of Surface Water Discharge.
 - Hauled tons of sludge 112.12 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
 - Continued assessment of the operating trends and rag removal activities at the Influent Pump Station for Pumps 1, 2 & 3.
 - Hired a part time operator

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Repaired a bad contact on the 100 amp disconnect at Well 37R Also, ordered 4 new motor controllers with disconnects for Rima Ridge wells 35, 36, 37, and 38R. The existing controllers are obsolete and spare parts are no longer available. Replacing the controllers allows standardization with other systems, thereby reducing spare parts needed in inventory.
 - Removed 12' of ¾" poly piping from drawdown test sample port at Well 12D and re-plumbed the vent line. Afterwards, the flow rate of the well was tested. Flow testing indicated 215GPM.
 - Performed preventative maintenance (PM) at Rima, Division, SR 40 and Hudson Well fields.
 - Reset RTU at State Park Booster station and replaced bad batteries.
 - Performed Booster Station PM.
 - Bled air from the pressure transmitter at Claricone #1 in the water plant.
 - Reset High Service Pump #3 and adjusted shut down timer for air valve.
 - Performed PM's to LPRO and Lime Softening Plant equipment.
 - Cleaned shop and put away spare parts.
 - Attended Weekly staff meeting.

- Wastewater Plant – Lift Stations – Reuse System
 - The pump controller and RTU was struck by lightning at Liftstation 8M1 Replaced the controller and used digital input cards from spare parts inventory for the RTU repairs. Downloaded the computer program and placed the system back into service.
 - Replaced water distribution pressure transmitter at CP liftstation.
 - Replaced RTU fuse at Pine Trail Liftstation.

- Replaced RTU Batteries at Liftstation 11M.
- Repaired SCADA at 6 liftstations
- Monthly PM to 19 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 2 stations(Pull pumps, etc)
- Traced out flow chart wiring for operations, signal good.
- Adjusted reuse pressure transmitter at Breakaway Trails.
- Cleaned 7.5 HP submersible aerator in the re-aeration tank at the wastewater plant and sent it to a shop for evaluation and repair.
- Rebuilt used sump pumps and placed them back into inventory.
- Assisted with deragging activities at Influent pumping station.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Performed Reuse pump station PM and repairs.
- Utilities Division completed 77 work orders as reported in MP2 computerized maintenance management system, of which 67 were PM work requests and 10 were repair work orders.