

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: July 8, 2011

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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 Clerk and Finance Director
- Bi-weekly meetings with Planning Director and Fire Chief

Spoke to, attended and/or met with:

- Attended Independence Day celebration
- Agenda review meeting with Commissioner Boehm
- Individual meetings with Mayor and Commissioners to review John Anderson Drive project
- Attended CIP Continuation workshop
- Was interviewed by high school student for Girls State regarding the role of a City Manager
- Held Walk with the Manager, Utilities Manager was guest walker Legislative Affairs VP Jim Cameron of the Daytona Beach Chamber of Commerce and Joni Hunt Director of Governmental Affairs for Florida Hospital also attended the walk

### **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 July 5, 2011, CIP Continuation Workshop
- Attended July 5, 2011, City Commission Meeting
- Welcomed new City Clerk Joshua Fruecht at reception on July 5, 2011

### **Community Development**

- Planning
  - Since the mailing of the Opportunity Zone flyers prior to the 4<sup>th</sup> of July holiday, staff is fielding a number of calls from interested property owners. Questions varied but most expressed no strong opinion against the designation. From the phone calls, the workshops should be well attended.
  - **Work has begun on preparing a workshop presentation for the City Commission and Planning Board on HB 7207 – Community Planning Act (CPA).** The CPA changes the 1985 Local Government Comprehensive Planning and Land Development Regulation Act and significantly changes Chapter 380, F.S., which regulates Developments of Regional Impact (“DRIs”). The 1985 Act was characterized by “top down planning” while the CPA has been characterized as more “bottom up” by shifting more discretion to local governments.

- The data and analysis phase of the City's US1 corridor plan is in the final stages of completion. This information will assist the consultant hired by the Volusia County Transportation Planning Organization (VTPO) for the US1 Corridor Improvement Study. The draft RPF Scope of Services is undergoing review by the VTPO staff with input from individual Technical Coordinating Committee members.
- Staff's work with implementing the Community Rating System (CRS) activities continues. Flood brochures were mailed to all property owners which resulted in a number of inquiries. Combined with the phone calls from property owners who may be affected by the recent draft FEMA map revisions, the two certified flood managers on staff have been quite busy.
- Building Inspections, Permitting & Licensing
  - 61 permits issued with a valuation of \$224,287.00
  - 175 inspections performed.
  - 6 business tax receipts issued.
  - Business tax receipt renewal season is starting from now through September 30<sup>th</sup>. It is anticipated a heavy volume will be processed through the end of July, then taper off until September 1<sup>st</sup>. It is generally heavy again through September 30<sup>th</sup> (due date) and even into October (late). There are approximately 2,500 renewals, and payments will be received mostly by mail
- Development Services
  - A site plan from the Riverbend Church was received, logged, and circulated to the SPRC members.
  - A Development Order was signed off for a Chase Bank which is to be located at the NE intersection of Nova Road and Shadow Lakes Boulevard

## **Economic Development**

### **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 mid-July.

#### **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. The completed surveys are being received by the CBE and a report will be presented to the City Commission in August.

#### **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 has met with a TVEDC business prospect, who is visiting industrial properties throughout Volusia County and other parts of central Florida.
- Staff continues working closely with 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. Energizer officials are preparing to submit the permit applications next week.
- 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.

#### Airport Operation and Development

- Installation of surveillance camera systems at the airport continued this week. Crews are expected to complete the work of digging trenches and performing directional bores to install conduit, and should soon begin installation of cabling and camera systems. Staff has received approval from FDOT of an extension request for the Joint Participation Agreement between FDOT and the City which provides funding for security upgrades at the airport, which may afford the City an opportunity to utilize surplus grant funds for additional security upgrades. Staff is researching quotes to improve access gates at the airport with surplus funds.
- The PAPIs (Precision Approach Path Indicators) on Runway 17 were noted out of service earlier this week. Staff is working to repair the PAPIs, and expects to return them to service by Friday, July 8th.
- The pilot-controlled lighting system at the airport remains out of service. Staff has contacted the vendor to arrange a service call, which will likely be coordinated with other scheduled services in order to reduce costs.
- Staff met with the Florida Wing Vice-Commander for the Civil Air Patrol (CAP) regarding the ongoing CAP project to establish a new Florida Wing headquarters at OBMA. An executive committee for this project has been appointed by the Florida Wing, and will meet shortly to review the completed site survey and plan the remainder of the project.
- 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 communicated with TowerCom this week, and will schedule a meeting with TowerCom within the next two weeks to discuss the details of the proposed lease.
- Staff worked with the City Attorney to clarify lease language to assist Sunrise Aviation in their efforts to secure financing for additional facilities at the airport.
- Storm water drainage tests were conducted this week as part of the design phase for the Taxiway "A" project.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Staff is preparing the draft of the personnel budget and the operating budget for FY 2011-2012.
- Completed Projects - Weekly
  - Processed 26 Journal Entry Batches (# 3777 – 3845).
  - Approved 14 Purchase Requisitions totaling \$81,944.50.

- Issued 6 Purchase Orders totaling \$17,758.03.
- Mailed "Letter of Intent to Award" for Bid No. 2011-08, Selden Avenue Improvements, to the six (6) firms that submitted bids on 7/7/2011.
- Prepared 125 Accounts Payable checks totaling \$302,126.72 and 30 Accounts Payable EFT payments totaling \$188,354.89.
- Prepared 65 Payroll checks totaling \$66,192.22 and 311 Direct Deposits totaling \$368,323.79.
- Transferred IRS 941 payment of \$147,568.43.
- Processed 4,230 cash receipts totaling \$496,803.06.
- Processed 1,040 utility bill payments through ACH totaling \$72,020.59.
- Processed and issued 3,603 utility bills with billed consumption of water of 15,541k.
- Issued 565 past due notices on utility accounts.
  
- Public Information
  - Press Releases
    - Ormond Beach Celebrates Independence Day
  
  - 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: 1
- Fire Alarms: 6
- EMS: 70
- Motor Vehicle Accidents: 9
- Public Assists: 37

**TOTAL CALLS: 123**

- Aid provided to other agencies: 12 calls – Volusia County (8), Daytona (3), Flagler (1)
- Aid received from other agencies: 2 calls – Volusia County (2)
- Total staff hours provided to other agencies: 10 hours
- Total staff hours received from other agencies: 3 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- # of overlapping calls: 23

#### **Medical Call Type**

- Abdominal Pain: 2
- Allergic Reaction: 1
- Assault: 2
- Bleeding Non-Traumatic: 1
- Breathing Problem: 10
- Cardiac Arrest: 1
- Chest Pain: 7
- Convulsions: 3
- Diabetic: 4
- DOA: 1

- Fall Victim: 13
- Overdose: 2
- Pedestrian Accident: 1
- Pregnancy/Childbirth: 2
- Psychiatric: 2
- Stroke: 2
- Traffic Accident: 7
- Traumatic Injury: 1
- Unconscious: 7
- Unknown Medical: 6

**TOTAL EMS PATIENTS TREATED: 58**

#### Training Hours

- Aerial Operations: 2
- EMT Refresher: 3
- Ladder Operations: 2
- Terrorism: 33
- Tactics: 19
- Technical Rescue: 13
- Ventilation: 6

**TOTAL TRAINING HOURS: 78**

#### Operations

- Provide basic first aid training to summer camp counselors at The Casements.
- Provided a crew to standby at Cassen Park while fireworks vendor loaded the barge from the east side of the south pier.

#### Station Activities

- Reviewed 19 pre-fire plans.
- Conducted 3 fire inspections.
- Conducted public education at Daytona College. Performed Blood Pressure checks and provided various health pamphlets.

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Public Works Department/Fleet Operations – Mechanic III changed to Mechanic II
  - Finance Department – Account Clerk II
- Approved/Active Recruitment
  - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II position advertised and closes 07-15-11.
- Screening/Interviews Scheduled
  - Police Department - Police Officer advertised on the City web site and closed on 04-15-11. Fifty-seven (57) applicants applied and were reviewed by the Department. Fifteen (15) candidates were interviewed on 06-15-11 and 06-16-11. Interviews with the Chief scheduled for top six were conducted on 06-30-11. Three (3) approved staffing requisitions to fill vacancies.
  - Fire Department - Fire Chief recruitment received seventy-nine (79) applications. Phone interviews were conducted on 07-06-11 and 07-07-11. Assessment center scheduled for 07-13-11 at the Advanced Technology Center (ATC).

- Public Works Department/Wastewater Plant – Treatment Plant Operator interviews are still ongoing.
- Leisure Services Department/Performing Arts Center – PT Box Office Attendant position. Department requested position be re-advertised. Re-advertised 06-09-11 and closed 06-24-11. Fifteen (15) applications have been received and forwarded to department for review.
- Planning Department – Office Manager position closed 07-01-11. Twenty (20) applications have been received and forwarded to department for review.
- Background/Reference Checks
  - Leisure Services Department – Twenty-one (21) summer camp counselors were processed. Ten (10) counselors began day camp at Nova and SONC on 06-06-11, seven (7) counselors started at Camp T-Rec on 06-20-11 and three (3) counselors began Enviro Camp at the Casements on 06-27-11. One (1) counselor has not started working with the children because they have not been cleared by DCF yet.
  - Public Works Department/Streets – Maintenance Worker II candidate has been selected to begin processing from previous recruitment/interviews held end of May.
  - Public Works Department/Utilities - Wastewater Treatment Plant Operator (Part Time) has been selected to begin processing.
- Job Offers
  - Public Works Department/Wastewater – Maintenance Worker II candidate has been cleared and will begin employment on 07-11-11.
- Terminations/Resignations/Retirements
  - Fiscal Year Attrition Rate as of 05-31-11: 3.68% (excluding retirements)
  - Fire Department – Fire Chief resigning effective 07-15-11.
- Public Records Requests
  - Request by the Volusia County Justice Center to review personnel file of former Police Officer.

#### 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. Next sessions are scheduled for 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 Division, Human Resources, Legal, Leisure Services and Police Departments.

#### Risk Management Projects

- Preparing RFP for Property & Casualty insurance coverage.
- Preparing agreement for drug-free workplace testing services.
- Attended Drug Free Workplace Law webinar.
- Sent reminder emails to employees: stay hydrated, recognize signs of heat stress, and what to do about heat stress.

### **Information Technology (IT)**

- Information Systems (IS)

- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 59 New work - 59 completed - 48 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,413	Inbound E-Mails Blocked	15,100
Delivered Inbound E-Mails	9,140	Quarantined Messages	173
Percentage Good Email	37.4%	Virus E-Mails Blocked	24

- Notable Events: None.

- Geographical Information Systems (GIS)

- Addressing Additions: 18 Changes: 60 Corrections: 0
- Map/Information Requests: 7
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

### **Leisure Services**

- Administration

- Movies on the Halifax
- Independence Day Celebration
- City Manager staff meeting
- Agenda Items Preparation
- Goals & Accomplishments for Budget
- Met with Campus Outreach Staff daily
- OB Middle School discussion
- CIP Budget Workshop
- City Commission Meeting
- Airport Event Meeting

- Athletics

- The Lady Renegades continued practices this week at the Sports Complex.
- Luis Camacho is once again having his Youth and Adult 6-a-side Soccer League on Monday evenings, 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 this Wednesday and Thursday at 7pm at the Wendelstedt Baseball Fields at the Sports Complex. Games will be held every Monday and Thursday night throughout the summer, excluding July 4<sup>th</sup>. Four teams are competing nightly.
- The local American Legion Summer Baseball (now under NABF) has their final regular season games this Thursday at the Wendelstedt Fields. Games start at 4 and 6pm. Their playoffs start July 21<sup>st</sup>.
- The Youth Coed Volleyball Summer Session continued this week on Tuesday and Thursday nights from 6:15 to 8pm. The program will run through the month of July. Currently, 45 participants are registered.

- The YMCA's Men's Summer Basketball League continued this week with games at the Ormond YMCA on Tuesday, Nova Gym on Wednesday and Port Orange YMCA on Thursday. Twelve (12) teams are currently signed up to compete.
- Upcoming Events:
  - Baseball Clinic, July 11 through 14
  - Golf Clinic, July 25 through 29.
- Athletic Field Maintenance
  - Mowed South Ormond outfield, prepped infield
  - Cleaned SONC tennis and basketball courts
  - At Osceola Elementary School, tended to the infields, tennis and handball courts
  - At Nova Park, mowed infields and outfields, cleaned Skateboard Park, tennis and handball courts
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance building
  - Mowed the baseball fields 3 times this week
  - Continued mowing of the soccer fields
  - Continued mowing of the softball fields
  - 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
  - Prepared 2 fields for Lady Renegades weekend tournament at Nova Park
  - Prepared 5 fields for Lady Renegade's softball at the Airport complex
  - Continued cutting out worn-out turf on the soccer fields, prepared for sod replacement; 11,500 sq. feet has been completed so far
  - Spread limestone on the fields to help the PH levels of the soil
  - Worked on aerating all fields, starting at the Airport complex
  - Started top dressing all fields after they have been aerated
  - Sprayed fence lines and parking lots for weeds
  - Cut back crape myrtles from safety netting on field #1 at Nova
- Senior Center
  - Granada Squares Dance, Tuesday
  - Daytona Community Church, Thursday
  - Big Band America, Thursday
  - Tomoka Duplicate Bridge, Saturday
- Performing Arts Center
  - Staff prepared for Tarragona Way Concert (Friday) and Big Band America Concert (Saturday).
  - 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, CMT
    - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
    - Friday –Theatre Workshop, Green Dance, CMT
  - The Performing Arts Center is preparing to host the following event:
    - Miss Florida High School Pageant, July 17<sup>th</sup>, 2pm

- South Ormond Neighborhood Center
  - Splash Pad open daily, 10am until dusk
  - Open weight room, summer hours
  - Neighborhood Park open daily from sunrise until 11pm
  - Open play basketball, 6pm to 9pm
  - Youth basketball practice Tuesday and Thursday, 6 to 8pm
  - Summer Camp Connection Monday through Friday, 8am to 5:30pm
  
- Community Events
  - Weekly administrative tasks and office work
  - Attended staff meeting
  - Attended Senior Games meeting
  - Pre planning activities for upcoming Summer Sounds Concert Series
  - Independence Day Celebration: set up, execution and strike
  - Cleaned up supplies and equipment from July 4<sup>th</sup> celebration
  - Assisted with Campus Outreach projects
  - Assisted with reception for new City Clerk, Tuesday, July 5<sup>th</sup>
  - Assisted with Senior Games Rummage Sale Fundraiser
  - Walk with the Manager, Friday, July 8<sup>th</sup>
  
- Gymnastics
  - Boy's competitive team attended National meet in Orlando
  - Prepared for upcoming summer clinics
  - Weekly classes:
    - Tumbling Tots: Tuesday, Wednesday, 1:30-2:30pm
    - Pre-School: Tuesday/Thursday, 2:30-3:30pm
    - Developmental: Monday/Wednesday, Tuesday/Thursday, 3:30-4:30pm
    - Level 1 girls: Monday / Wednesday 4:30-5:30pm
    - Level 2 girls: Tuesday / Thursday 5:30-6:30pm
    - Level 3 girls: Tuesday / Thursday 6:30-7:30pm
    - Level 4 girls: Monday / Wednesday 5:30-7:30pm
    - Levels 5,6,7 girls: Tuesday, Thursday 4:30-7:00pm and Friday 5:30-7:30pm
    - Boys 1: Friday 3:30-4:30pm, Monday 4:30-5:30pm
    - Boys 2: Friday 4:30-5:30pm
    - Friday Rec. Gymnastics: Friday 3:30-5:00pm or 4:30-6:00pm
    - Teen Gymnastics girls: Friday 4:30-6pm
    - Power Tumbling: Monday 7-8pm
    - Cheer Class: Wednesday / Friday 6-8pm
  
- 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 third week 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 were treated to a visit by Diamond Jim and Snickerdoodle as their guests on Friday.

- Nova Community Center's Summer Connection Day Camp continued on Tuesday through Friday. The children who attended the camp's first week of the second session enjoyed the games, sports, arts and crafts, movies and fun that the counselors provided. The guest from the Daytona Beach Environmental Learning Center visited the camp on Friday.
- Youth Summer Volleyball League was on Tuesday and Thursday evenings through Athletics.
- The Men's Basketball League met on Wednesday evening for their second practice of the season at Nova's gymnasium.
- Nova Community Center's staff and counselors assisted with the Independence Day Celebration festivities on Monday.
- The Casements
  - Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
  - Set up Ormond Beach PAL Gallery exhibit featuring works of art by the children's camp. The theme represents Leisure Services and is in recognition of "National Parks & Recreation Month" in July. The colorful artwork will be available to view throughout the month of July.
  - Enviro Camp began this week! Students learned about turtles, sharks and native reptiles. Several projects and tasty creations were made, as well as a performance of "Jungle Rock" to end a fun filled week.
  - "Art Explosion" summer art camp took a break this week and next due to the July 4<sup>th</sup> holiday. Classes will resume on July 11<sup>th</sup> from 9:00am to noon, with instructor Pat Spano.
  - A new "Tiny Tots Yoga" class began this Wednesday afternoon at 3:00pm, with instructor Sharon Vandevender.
  - Zumba class was held Wednesday evening from 6:00pm to 7:00pm.
  - Tai Chi class was held Wednesday evening from 7:00pm to 9:00pm.
  - Yoga classes continued on Tuesday from 10:30am to noon and Thursday from 6:30pm to 8pm.
  - Pilates Classes continued Tuesday and Thursday afternoons from 3:30pm to 4:30pm, and Wednesday and Friday mornings from 8:30am to 9:30am.
  - Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 8:00am to 1:00pm.
  - A private bridal luncheon rental was held on Friday afternoon in the dance room.
  - Enviro Campers delighted parents and visitors of The Casements with their production of "Jungle Rock" on Friday afternoon. A small reception and meet and greet was held after the show.
- Parks and Irrigation
  - Ran zones, replaced 13 damaged heads at Police Dept. parking lot
  - Ran zones on S. US1 median, Granada Blvd. to Central Av, flagged damaged heads, repaired heads and broken swing line
  - Turned off all timers on streetscape from Granada Bridge to A1A for paving company
  - Ran zone on S. US1 median, checked for irrigation damage; new reuse valve installed for Dollar General contractor
  - Marked irrigation lines and wires for contractor at fire station #94
  - Installed TBOS timer on valve at Sanchez Park, tested system
  - The following required immediate attention:
    - Replaced two rotors on W. Granada Blvd. medians (due to car accident)
    - Installed new DC timer at Capri Circle and tested
    - Inspected damage to irrigation system at airport by contractor
    - Checked bridge approach for broken zone line, ran both zones; no problems were found

- Building Maintenance
  - Completed new shell paths at Central Park I
  - Assembled and launched in river barricades for July 4<sup>th</sup> fireworks display
  - Repaired loose handrail at B.P.O.S. Park
  - Installed new water heater in ladies' room at the P.A.C.
  - Repaired broken decorative light at Fire Station # 94
  - Repaired lightning damaged runway lighting at the Municipal Airport
  - Repaired broken ladies' room toilet at S.O.N.C.
  - Repaired broken vandalized men's room toilet at Cassen Park
  - Replaced three dimmable ballasts in the training room at the Police Dept.
  - Repaired east entrance door at the Police Dept.
  - Replaced motion sensors for lighting in the restrooms at the soccer complex
  - Repaired two sign lights at the Municipal Airport
  - Repaired broken water hose bibs at Nova Rec.
  - Repaired loose pier railing at Fortunato Park
  - Repaired lightning damaged contactors at the Municipal Airport
  - Conducted weekly inspections of the Ormond Beach Municipal Airport
  - Completed safety check electronic gates
  - Repaired A/C at The Casements
  - Assisted in construction and launching of fireworks barricades
  - Re-established communications of computer and chiller at Police Station
  - Installed several bulletin boards at N.I.D.
  - Installed monitor, hooked up cable at N.I.D.
  - Assisted in quarterly fire sprinkler inspections
  - Displayed bunting in City Hall plaza
  - Assisted in displaying Independence Day Celebration sponsor banners
  - Re-positioned fireworks barricades
  - Cleared blocked condensate line at Airport tower
  - Assisted in removing the bench at City Hall (for stage installation)

### Police Department

- Administrative Services
  - Held retirement ceremony for Officer Larry Lanier.
  - Worked City Independence Day Celebration event.
  - Attended CIP workshop.
  - Attended reception for new City Clerk.
  - Attended Commission Meeting.
- Community Outreach
  - The PAL summer tutoring program continued. Currently 24 youths are participating.
  - 24 youths in the PAL summer art program created sketches of animals for the interior wall mural in the art room.
  - Fifty Seven art works created by youths in the PAL summer art program were set up for exhibition at The Casements. The exhibition will continue through the end of July.
  - On July 1<sup>st</sup>, youths in the PAL summer Program partnership participated in a field trip at Daytona Lagoon.
- Community Services & Animal Control
  - Animal calls responded to : 49
  - Animal Bites: 2
  - Animal Reports: 13
  - Traps issued: 2
  - Animals to FHS: 8
  - Cats: 3 Dogs: 5

- Reclaimed animals :1
- Investigation of dog breeding in Forest Hills
- CSO's are assisting patrol with speedometer calibrations

- Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 1
- Inactive: 5
- Fraud: 4
- Burglary Residential: 5
- Larceny Car break: 5
- Grand Theft: 4
- Auto Theft: 1
- Deaths: 1

Narcotics:

- Five Buy Walks
- Two search Warrants

Comments:

- Subject identified as being responsible for the theft of approximately \$10,000.00 worth of jewelry from an Ormond Beach residence. A large amount of the jewelry has been recovered and the subject has been arrested for grand theft.
- Death investigation of a 47 year-old male has been determined to be a natural death by the medical examiner's office.
- Two subjects have been identified in pawning property from two separate residential burglaries. Charges have been filed.
- Dr. Yanamadula was arrested for attempting to obtain a controlled substance by fraud, fraudulent use of personal identification and fraudulent insurance claims (\$100.00 bond).
- Evidence submitted for DNA testing has indentified the subject responsible for a business burglary in the city. Charges are being prepared by investigators.

Crime Trends:

- Several recent auto thefts: Young black male juveniles from Daytona Beach have been targeting vehicles in Ormond Beach. The subjects look for automobiles where the owners have left doors unlocked and ignition keys in the vehicle.

- Records

- Walk - Ins / Window 98
- Phone Calls 122
- Arrest / NTA'S 24
- Citations Issued 183
- Citations Entered 59
- Reports Generated 162
- Reports Entered 127
- Mail / Faxes / Request 41

- Patrol

- Total Calls 1,334
- Total Traffic Stops 172

- Operations

- 6/30/11 – Fraud, 914 Willow Run; victim reported someone used his credit card out of state.
- 6/30/11 - Narcotics Arrest, Sanchez Park; juvenile female found in park after hours. Arrested for possession of cannabis under 20 grams and paraphernalia.
- 6/30/11 – Theft from residence, Division Ave; roommate stole jewelry and cash.
- 6/30/2011 - Car Burglary, Lucerne Circle; iPod taken out of unlocked vehicle.
- 6/30/11 - Fraud, 400 W Granada Blvd.; female attempted to cash a stolen check utilizing stolen identification.
- 6/30/11 Warrant Arrest, 725 W. Granada Blvd.; doctor arrested for prescription and insurance fraud.
- 6/30/11 – Burglary - residence, 143 N Ridgewood Avenue; known suspect came inside home and took several items.
- 6/30/11 - DUI Crash with Injury; 300 block of Ocean Shore Blvd; adult male arrested for DUI.
- 6/30/11 – Disturbance, Florida Hospital Oceanside, 264 S Atlantic Ave.
- 7/1/11 – Theft - gas can, N. Ridgewood Avenue; subject provided license plate number of suspect vehicle. The vehicle was reported stolen out of Port Orange. 7/1/11 Meyer's Act, Trails Shopping Center; adult male.
- 7/1/11 - Hit and Run Crash; crash occurred on the Granada Bridge. Driver of one vehicle fled the scene and crashed a second time, hitting a crosswalk sign at Lincoln and Orchard. Driver charged with leaving the scene of an accident with property damage.
- 7/1/11 – Hit and run crash; male subject driving without a driver license rear-ended another vehicle on the bridge and fled the scene, After investigation, officers determined that the same vehicle struck a pontoon boat at Silver Star Auto while making a left turn onto Lincoln from US1 and a City crosswalk sign at the intersection of N Orchard St and Lincoln Ave.
- 7/1/11 - Crash; Kentucky Fried Chicken, W Granada Blvd; U-Haul struck drive-thru speaker and drive-thru overhang.
- 7/1/11 - Narcotics Arrest, Airport Rd and N US Hwy 1; Notice To Appear issued for possession of cannabis under 20 grams and drug paraphernalia.
- 7/1/11 - Domestic Violence – Battery, Timucuan Dr; subjects involved provided conflicting stories. Cross complaint affidavits were filed and The Department of Children and Families notified.
- 7/1/11 - Car Burglary, Granada Beach Approach; purse taken from an unlocked vehicle.
- 7/2/11 - Car Burglary, Olive Garden, S Atlantic Av; window broken out and purse and prescription medications taken.
- 7/2/11 – Burglary, Quality Inn, S. Atlantic Av; motel room door was left open while room was unoccupied. Bag with several medications taken off of the bed.
- 7/2/11 - Possession of Alcohol under age 21, W. Granada Blvd.; officer observed a vehicle with several young adults pull up to the gas station convenience store. One passenger went inside and purchased beer. All subjects within the vehicle were under age 21. The subject that purchased the beer was issued a Notice to Appear.
- 7/2/11 - Civil Complaint, Idlewood Dr; adult male claimed his former girlfriend came to his residence and took his vehicle without his permission. Investigation ultimately revealed that the "suspect" was actually his current wife and not a former girlfriend.
- 7/2/11 - Motorcycle Crash w/Injuries, South Halifax Dr and Seminole Ave; the operator of a motorcycle struck an SUV and became trapped underneath. Once extricated refused medical treatment or transport to a hospital.
- 7/2/11 –Vandalism, Ormond Pkwy; vehicle window broken out. Several teenage females, all riding bicycles, were seen in the immediate area at the time of the incident.

- 7/2/11 – Vandalism, Welcome Center on S. Atlantic Av; patrol officers discovered new graffiti spray painted on the rear of the business.
- 7/3/11 - Car Burglary, Tomoka State Park; several items taken from pickup truck.
- 7/3/11 - Suspicious Incident, Driftwood Motel, S. Atlantic; intoxicated adult male accused of battering a juvenile. A complaint affidavit was filed for simple battery. Subject was evicted and trespassed from the motel property
- 7/3/11 – Death – undetermined cause, Woodgate Ct.; 47 year old male. No signs of foul play or suspicious circumstances.
- 7/3/11 – Shoplifting, Wal-Mart; two separate shoplifting arrests. One subject was issued a Notice to Appear and the second subject was arrested and transported to the Volusia County Jail.
- 7/3/11 – Disturbance, Bermuda Estates; complaint affidavit for simple battery completed on adult male.
- 7/3/11 – Crash, Hand and Wellington Station; pedestrian stepped off sidewalk and into the side of a passing vehicle. Subject was transported to Florida Hospital for treatment.
- 7/4/11 - Accident with injuries at N. US1 and Business Center Drive; driver of northbound vehicle loss control and crashed. The driver was ejected and a passenger was entrapped in vehicle after it rolled several times. Both subjects were transported to hospital for treatment. Alcohol appears to have been a factor in the crash. Investigation is ongoing.
- 7/4/11 - Civil complaint, Caroline Cove; verbal argument between boyfriend and girlfriend.
- 7/4/11 - Disorderly Intoxication, S. Beach St and SR 40; intoxicated adult male subject arrested for creating a disturbance following the fireworks event.
- 7/4/11 - Domestic Violence, John Anderson Dr.; female subject arrested for hitting her live-in boyfriend.
- 7/4/11 - Warrant Arrest, John Anderson Dr.; male half of domestic violence situation arrested on several open warrants for Failure to Appear. Following his arrest he complained of chest pain and was transported to Florida Hospital.
- 7/4/11 – Burglary, residence, Buena Vista Ave.; resident woke to find her front door open and her purse and laptop missing.
- 7/4/11 - Missing Juvenile; father reported his 17 yoa son missing after he met friends at Houligans to go watch the fireworks and never returned home. His vehicle was located in the parking lot of Houligans. Son returned home later that night.
- 7/4/11 – DUI, SR 40 and N. Beach St.; female driver hit several parked cars on East Granada Blvd. and was stopped by patrol units on the bridge. Subject was arrested for DUI.
- 7/5/11 - Stolen Vehicle, Creek Forest; contractor was working on the roof of the house when he observed a black male subject enter his vehicle and drive off with same. Keys had been left in the ignition. The vehicle was last seen in the area of Tomoka Farms Rd and I-4.
- 7/4/11 - Car Burglary, Magic Forest Playground, N. Nova Rd.; victim left her purse on the front seat in plain view. The drivers window was broken out and the purse and contents stolen.
- 7/4/11 Aggravated Assault with a firearm, US 1/Hand Ave; road rage incident that started in Holly Hill near the Publix on US1 and ended at the Handy-Way at US1 and Hand Ave. Driver of one vehicle pulled a .38 snub nose revolver and pointed it at a passenger in the other vehicle. Subject was arrested and the handgun recovered.
- 7/4/11 – Car Burglary, Riverside Dr; vehicle broken into and a laptop stolen.
- 7/4/11 - Domestic Violence, S. A1A; husband arrested for striking and grabbing his wife several times. Wife was very uncooperative and did not want her husband charged.
- 7/4/11 Warrant Arrest, Tomoka Ave.
- 7/4/11 - Traffic arrest; adult male charged with felony offense of driving while license was suspended (habitual offender).

- 7/6/11 – Theft, Regal Cinemas, Williamson Blvd.; a female subject set her phone down while she played video games. A male was seen walking out of the cinemas carrying a phone matching the description of the female's stolen phone. A witness obtained a tag number to the vehicle the suspect was seen entering. Investigation is ongoing.
- 7/6/11 – Assault, Magnolia Ave; female subject came to the police station to report that her ex-boyfriend had assaulted her the day prior.
- 7/6/11 - Assisted Outside Agency, N. US1; officer patrolling the business complex observed a dark SUV pulled alongside the building. When the officer turned his vehicle around to investigate, the SUV had disappeared. Officer then noticed the front door smashed out of the tattoo business. A VCSO deputy spotted an SUV on N. Nova Rd. When officers attempted to stop the SUV it fled and was able to elude officers. The SUV was later located in Daytona with stolen property from the tattoo business still inside.
- 7/6/11 - Stolen vehicle, Northshore Dr; two juvenile males jumped into a Chevy SUV, gold in color. Victim's purse and keys were in the vehicle. The subjects drove the vehicle west bound over the bridge where it was stopped after being disabled by On-Star. Both males jumped out of the vehicle at SR-40 and Nova Rd in the Walgreen's parking lot. A short foot pursuit ensued into the Reflections Village subdivision. Both juvenile suspects were detained/arrested.
- 7/6/11 – DUI; adult female arrested.
- 7/6/11 - Trespass Warning, CVS Pharmacy, E Granada Blvd.; transient trespassed from store after causing a disturbance.
- 7/6/11 - Traffic stop, 100 block of N. US-1; illegal drugs discovered during a routine traffic stop. Adult female driver was arrested and her vehicle seized for forfeiture proceedings.
- 7/6/11 Baker Act; Williamson Blvd; transient subject.
- Traffic Unit
  - 11-07-00077: DUI Crash / Hit and Run / Arrest, SR 40 / SR A1A.: After the IDC was finished and the traffic egress pattern was initiated, a 62 year old driver sideswiped two other vehicles and fled westbound toward the bridge. She sideswiped another vehicle at Halifax Drive and continued to flee while SR40 was bumper-to-bumper with event traffic. Officer Kasper spotted the vehicle and radioed units working the traffic signals to lock down the bridge. Motor units located the suspect at the crest of the bridge and stopped her. Driver was clearly intoxicated. The subsequent delay in the egress traffic pattern lasted about 20-30 minutes.
  - iyeTek crash reporting software has been approved.
  - Officer Sanders is coordinating agency-wide speedometer calibrations.
  - New Kawasaki motorcycle on order is expected to arrive any day now.
  - Traffic Citations 85
  - Parking Citations 17
  - Crash - No Inj. 18
  - Crash - Injury 4
  - 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.
      - Kings Road

- Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 2 Cases initiated
- 14 tree removal permit requests
- 25 signs either removed or sign cases created.
- Administrative staff assisted with fifty-eight (58) 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 4**

**12 Hamlet Circle** – Received a call regarding the tenant who lives at 12 Hamlet Circle doing car repairs at his residence and parking cars on the lawn. NID conducted a couple of inspections and spoke with the resident. No violations were observed. The complainant is anonymous so NID cannot make contact and explain the outcome of our investigation. No further action is required.

**317 Chardon Road** - NID received a complaint about the condition of this property. This is a repeat violation. A citation of \$100 was issued to Jane McCollum dated June 24, 2011. This case will be placed on the agenda for presentation to the Special Master on July 25, 2011.

**City Wide**

**Sign Complaint** – An anonymous letter raised the issue of ugly signs popping up around the city and temporary signs appearing to become permanent. Specifically mentioned were signs at Tuscany Shoppes and at the strip center across from Office Depot.

NID staff removes illegal signs from the city rights-of-way on a daily basis during the course of their travels. Sign sweeps are also conducted on Fridays and Mondays. Signs on private property cannot be removed by NID. NID must determine if a permit has been issued for the signs. If no permit has been issued contact is made with the business owner. When compliance cannot be achieved voluntarily, NID must pursue enforcement through the special master process.

There are two current special event permits at Tuscany Shoppes, one for Elite Eyewear and the other for AT&T. The permits are to expire on July 9<sup>th</sup> and the 7<sup>th</sup> respectively. The strip center across from Office Depot had two special event permits that have expired and the signs have been removed. No other signs are being displayed at this time.

**Public Works**

- Engineering

Construction Projects

- US1 Forcemain Extension Phase II - Staff is working with the contractor and the Surety to complete final site work and project close out.
- Rima Ridge Wells 54, 55 & 56 – The site landscaping is approximately 50% complete. Project is substantially completed.

- 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 a cracked pipe. Quotes were obtained for cured in place PVC liner and purchase order is in progress.
- Halifax Sidewalk - Field check substantial completion of Halifax Drive.
- SR40 A1A to Beach St (FDOT) - Responded to FDOT on claim by contractor due to storm water and sewer pipes on Halifax Drive.
- US1 & SR40 Intersection Improvements (FDOT) - Followed up on contractor fiber splicing and termination box to use at the intersection. Worked on connectivity from Police Department to Volusia County Traffic Engineering.
- Alcazar-Buena Vista Drainage Area Improvements - Construction activities are expected to begin by mid July.
- Selden Avenue Road and Utility Improvements – Award of bid memo has been prepared for Commission resolution for July 19.
- Tomoka Ave. Stormdrain - Contractor has completed cleaning the line and is beginning grouting of the joints.
- South 40 Medians- Staff is processing the PO for this small landscape and irrigation work. The project has been scheduled to begin on July 18<sup>th</sup>.
- 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.
- Wastewater Treatment Plant Expansion and Rehabilitation – Held monthly progress meeting. 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 ongoing. Contractor has installed all utilities and is working on restoration of Hand Avenue. Final paving was completed. The contractor is working with the engineer to address erosion that has been occurring at the newly installed baffle box next to the FPL substation. Once this has been addressed 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 will be delivered back to the public on July 12<sup>th</sup> at 7:00 pm at The Casements.** The public will then have the opportunity to critique the site plans which the consultant will then adapt into the final site plan for the park site.
- Central Park Paving – Soliciting submittals from continuing contract consultants for permitting project. Soil borings and geotechnical report was completed.
- Granada Underground Utilities - Contacted FPL and set up meeting for processing the binding estimate. Compiled and sent information requested by Utilities. Investigated for ornamental street lights.
- CC Surveillance - Work began at airport - began underground excavation and directional drilling.
- SR40 Traffic Signal Interconnect - Nova Rd to A1A - Issued addendum after FDOT approval and opened bids.
- Sanchez Park Finger Pier Repairs - Received quotes from two vendors.

- SR40 Washington to Beach St. - Responded to consultant's request for right of way in project limits.
- Riviera & Ames Park Seawalls - Reviewed submitted bids.
- Ormond Scenic Loop - Reviewed submittal information for next public hearing. Coordinated meeting prior to public hearing.
- 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 - Statement of Qualification packages are being processed for scoring.
- 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 - Staff is designing the proposed landscape improvements for the new life guard station.
- 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 July 19, 2011 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. All new lighting materials are currently being stored at the PW facility.
- Stormwater Study – Staff is waiting on FEMA approve Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Held public meeting and will be reviewing options regarding reducing impacts to the existing trees and present this to the City Commission.
- 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 will be presented to the City Commission for approval. Have 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.
- FDOT Traffic Signal Mast Arm Replacement on SR40 - Reviewed 90% plans and submitted comments.

#### Department Activities

##### Administration

- Prepared project invoices/pay requests totaling \$921,276
- Prepared work authorization totaling \$18,849
- Prepared req/PO's totaling \$20,721
- Pavement Reclamation- Visited a roadway reclamation operation to investigate suitability for local road reconstruction. The process blends the asphalt and base material onsite to create a new and improved road base ready for asphalt paving.
- CIP Budgeting - Composed memo to discuss CIP budgeting process, plan development and bidding.
- Stormwater Consultants - Met with consultants to discuss current and future stormwater CIPs.
- Responded to County regarding SR40 median beautification west of Tymer Creek.

- Researched and approved and created easement vacation documents for 321 Saw Mill Court easement vacation request.
- Created exhibit drawings for commission memo for the proposed Central Park Lakes/ Lake Park Circle retention pond interconnects.
- Researched old city archives to determine ownership and size of lot for Rosewood Park.
- Site inspected several beachfront parks in the area with the consultant
- Nova Road Landfill - Staff met with FDEP and consultants to discuss the preliminary results of the additional ground water monitoring plan to modify and better use the balance of work to better delineate plume limits. FDEP agreed to modification of the monitoring plan.
- Stormwater Outfall Cleaning - Prepared outfall cleaning plan/detail for submittal to SJRWMD for determination letter of verification for environment recourse permit needs.
- Ormond Beach Airport - Reviewed plans for the taxiway improvements for the Alpha and Charlie taxiways.

#### Customer Service

- Issued permit for AT&T directional bore across Washington Avenue.

#### Meetings

- Attended meeting with Main Street Board on underground utilities.
- Meeting with FPL regarding underground utilities and street lights.
- Onsite meeting with Stormwater Div at Alsaw subdivision retention pond to review proposed new top of bank elevations.
- Onsite meeting with Stormwater Division at Ocean Village Villas to show extents of survey request to determine ownership and maintenance of runoff storage facility.
- Held pre-construction meeting for Alcazar Buena Vista stormwater Improvement project
- Met with County to discuss extending water and sewer service to Shockney Drive.

#### Other

- On-site visit to Hull Road/US1 intersection for the proposed Ormond Beach Sports Complex Information Sign placement options
- Tree located @ 44 S Orchard for Neighborhood Improvement Division (NID)
- Tree locates for Streets Division @ Lincoln and N Ridgewood
- Began research for Ocean Village Villas property Ownership regarding survey request from Stormwater Division.
- 27 projects were inspected.

- Environmental Management

#### Street Maintenance

##### Asphalt / Concrete

- Fabricated concrete generator pad at Fire Station 94
- Repaired asphalt potholes City-wide

##### Tree Crew

- Tree trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Tree trimming on Deer Lake Cir
- Tree trimming at South Ormond Rec
- Tree trimming in various ROW locations City-wide

##### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens

- Removed holiday flags from bridge and various locations
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments

#### Sign Shop

- Repaired or replaced signs at the following locations:
  - North Orchard St at Lincoln Ave. Replaced "Pedestrian Crossing" sign post that was hit and bent by vehicle.
  - Bermuda Estates Dr. Replaced a missing Stop Sign.
  - Northeast Thompson Creek Rd and West Granada Blvd. Replaced broken post on "No Parking" sign.
  - Jamestown Dr and Loyola Dr. Replaced Stop Sign and straightened post.
- Checked the 100 block of N. Ridgewood Ave for the installation of additional "25 MPH" signs as requested by the OBPD on behalf of a citizen request.
- Continued fabrication of high-intensity prismatic street names for various intersections.
- Removed all "July 4<sup>th</sup>" related signs from Fortunato Park, Bailey Riverbridge Gardens, Cassen Park and various intersections along North and South Beach St.
- Continued survey of street lights City-wide

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin Cleaning – Beachside, Zone 1 and Zone 2
- Commenced cleaning outfall pipes on the west bank of the river near 918 S Beach Street.
- Basin Repair – 203 Country Club Drive
- Installed Pollution Control Box on Hand Ave.
- Vacon – (1) drywell at 108 Grove St. (2) basins at 456 Sauls St, 310ft line. (2) basins at 279 Roosevelt Dr., 88ft line.
- Reachout Mower – Nova Rd ponds; Northbrook, north and south.
- Removed litter at Lakebridge pond.

#### Street Sweeping/Streetsweeper

- 85.9 miles of road cleaned
- 35.0 cubic yards of debris removed

- Fleet

##### Mileage Traveled by all City Departments for the week

36,508

##### PM Services completed for the week

##### Emergency—Vehicles and Equipment

17

##### Non-Emergency Vehicles and Equipment

16

##### Road Calls for the week:

2

##### Accidents for the week:

0

Quick Fleet Facts:

- Fleet has 9,647.00 gallons of unleaded fuel 5,752 gallons of diesel fuel on hand.
- Fleet completed 49 work orders this week.

- Utilities

Projects Summary

- Received acceptance for City request for time extension to SJRWMD for responding to 2<sup>nd</sup> 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). Preparing a written request to the Health Dept to reduce the minimum free chlorine residual requirement for lime softening and reverse osmosis treatment.
- Chemical Bids – Prepared a commission memo and sent copies of the specifications for inclusion in the July 19<sup>th</sup> City Commission meeting. . The request for bids was advertised this 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 by the reclaimed water production at the wastewater plant without exceeding conductivity limits established by FDEP. A revised proposal was 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 proposal was reviewed by staff and processed for approval. 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.
- 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 reviewed to establish eligibility to bid on the project. Easements forthcoming for CC consideration for a portion of the project corridor.
- Fire Hydrant Replacement Program – The contractor, R&M Service Solutions, executed the agreement and sent it back to the City. A preconstruction meeting will be scheduled.
- 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. Recommendations were requested from the manufacturer and engineer to reduce the frequency and amount of rags that get caught. The manufacturer suggested that the clearance between the impeller and wear ring be reduced. 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 review was requested from staff to determine if any additional items need to be included for consideration.

- Ormond Beach Wastewater Treatment Plant Expansion – The bypass force main was relocated away from the proposed electrical building slab. Contractor began site preparation for the electrical building. Sodium Bisulfite and Sodium Hypochlorite tank level detection components are being installed in the chemical building.
- Lift Station Repair and Replacement Project – Demolition of the previous Lift Station OM was completed. Asphalt paving replacement and sidewalk construction was completed at the Lift Station OM site. Contractor is currently performing final grading at the site.
- Rima Ridge Wells – The Operation and Maintenance manual comments received from staff were sent to the contractor by the Engineering Division. Substantial completion meeting was held. Wells remain to be cleared for service by Volusia County Health Department.
- Tiffany Circle Water Main Replacement – The wet tap connection to the 6-inch water main along Beach Street was completed. Directional drilling for the 2-inch water main on Tiffany Circle was completed. Service lines to the existing meters were installed. Open cut portions of work remain for completion.
- Town Square and Lift Station 4M1 Rehabilitation – Plans are being prepared for bids.
- 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: City obtained 3 quotes for contractor supported meter installation activities for Energizer. Tomoka Construction Services provided the lowest quotation of \$8,064. The contractor was notified and information provided to the Economic Development Division for preparation of a purchase order.
- Public Works Utilities staff collaborating with engineering for repair methods and proposals for sewer and storm piping cracking discovered at SR40 and Halifax Ave. Lining the pipe was selected as the repair method. Repairs are scheduled to begin early next week.
- Water Distribution
  - Exchanged 5 water meters, installed 4 new water services, and disconnected 1 water service
  - Responded to and/or repaired 5 water service leaks
  - Flushed 2 cloudy water complaints, and assisted 2 customers with miscellaneous water issues
  - Replaced 2 water services, and 5 meter boxes/lids
  - Responded to 3 low pressure complaints, located 2 water meters for meter readers
  - Tested 4 and repaired 2 city owned backflow preventers
  - Tested 2- 2" water meters on the high user list
  - Repaired a 2" water main break on Woodbourne Lane
  - Performed inspections and maintenance on 5 fire hydrants. Scheduled the shutdown, replacement, and relocation of fire hydrant at 128 E. Granada Blvd with Tomoka Construction with Vining Court Beautification Project.
  - Flushing: Old Kings Rd, Reflections Village and Castlegate areas. Replaced timer and flushed main on Curved Creek Way. Replaced the solenoid, timer and piping for the flushing device on Ridge Ave.
  - Raised 2 valve boxes due to County paving on Longfellow Dr
  - Repaired an irrigation main damaged during a fire hydrant replacement on Oakmont Circle.
  - Upgraded an irrigation service from a 1" to 2" meter service at 1516 Oak Forest Dr.

- Raked, sodded, and mulched due to excavations at Oak Forest Dr, Oakmont Cir, and Nottingham Dr
- Cleaned and organized all storage areas
  
- Water Treatment
  - Delivered to the City 37.899 million gallons for the week ending July 3, 2011 (5.414 MGD)
  - Backwashed 12 filters for a total of 446,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Began alternate disinfection (free chlorine) activity on July 5<sup>th</sup> with scheduled WQ flushing to begin July 7<sup>th</sup> as follows: Mainland (river to RR) on Wed. and Thur. nights, Beachside on Fri., Sat. and Sun. nights
  - Completed SCADA punch list items at water plant with Rocha Controls as a part of Rima Ridge new well project.
  
- Waste Water Collection - Reuse
  - Crews responded to seven trouble calls out west Breakaway/Hunters Ridge area and four in town.
  - Televised one sewer lateral, root controlled six sewer laterals and cleaned five sewer laterals.
  - Broke down 6" and 12" Thompson bypass pumps at Wastewater Plant to be returned.
  - Located reuse service for 808 N. Halifax Dr.
  - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
  - Crew repaired sewer laterals at 405 Main Trail.
  - Repaired low pressure sewer line at 59 Creek Bluff Way.
  - Checked irrigation system at Breakaway and Hunter's Ridge.
  - Cleaned all buildings and fueled all equipment for the weekend.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 28.37 Million Gallons.
  - Produced 12.98 Million Gallons of Reuse.
  - Produced 15.39 Million Gallons of Surface Water Discharge.
  - Influent flows average for week is 4.05 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 179.60 (14%-18% Solids).
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
  - Operations staff continues to monitor IPS Pump Operations and post findings. Critical forcemain bypass piping relocation completed by Brassfield & Gorrie.
  
- Utilities Maintenance Division
  - Water Plant - Well Fields - Booster Stations
    - Replaced pump and motor on Well 34H.
    - Tested Well 35R for operations - OK
    - Replaced pressure transmitter at lime softening sand filter clearwell.
    - Changed out motor starter at Well 37R.
    - Replaced the air release valve at well 37R
    - Changed out polymer pump #3 at Water Plant.
    - Assisted Operations with repairing the splice on the aerator sensor.
    - Assisted repairs to exhaust fan for the R.O. building
    - 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.

Wastewater Plant – Lift Stations – Reuse System

- Attended start up activities at Ormond Mall lift station, placed on line for service. All good
- Replaced pressure transmitter for BAT Reuse System.
- Assisted Collections Division with Rehab at #27 Saddlers Run.
- Replaced RTU main line power fuse at Pine Trail Liftstation.
- Traced Flow chart wiring for operations.
- Replaced batteries to RTU and phase monitor at 11M liftstation.
- No power on west side portion of plant – reset breaker at M.C.C. – assisted operators with restart of equipment
- Sand Filter #2 – repair leak at wash water pump causing turbulence
- Sand Filter #1 – repair north crane – damaged cable – cut off damaged end & reconnect hook to fresh cable
- Set up Silent Knight at Final Effluent Tanks for scheduled cleaning
- Deliver defective centrifuge conveyor guide rollers to machine shop for repair.
- SCADA Repair to 5 liftstations.
- Assisted at Influent pumping station with deragging activities.
- 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.
- Monthly PM's to 28 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 1 station( Pull pumps, etc)