

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: July 29, 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 staff meeting with Directors
- Bi-weekly meeting with interim Fire Chief
- Weekly meetings with HR Director, City Clerk and Finance Director
- Met with HR Director and Finance Director on the City's health insurance
- Met with Acting City Engineer and John Kloss, consultant, regarding the John Anderson Drive project

Spoke to, attended and/or met with:

- Rotary Board meeting
- United Way Board of Directors meeting
- Spoke with Karen Bishop, Tomoka United Methodist Church, they are requesting a crosswalk and pedestrian crossing sign for their after school program
- City/County Managers meeting
- Along with Mayor, spoke to 119 YMCA children for their career week
- Budget Advisory Board meeting
- As requested, reviewed agenda with Commissioner Stowers
- Volusia League of Cities dinner
- FCCMA Executive Committee meeting in Tallahassee

### **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, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway:

- Agenda packet preparation for the August 3, 2011, City Commission Meeting.
- Agenda packet preparation for the August 4, 2011, Quality of Life Advisory Board Meeting.
- Attended the Budget Advisory Board Meeting on July 28, 2011.
- Prepared legal advertisements to be sent to the News-Journal for publication.
- Evaluated two agenda automation systems and received quotes.
- Evaluated two document management systems and received quotes.
- Met with IT and reviewed current technologies being utilized for City meetings.
- Spoke with an audio/visual solutions company, and scheduled a time for them to evaluate the City's current meeting needs.

## **Community Development**

### **Planning**

- Staff attended a community meeting for the Special Exception application of St. James Episcopal Church to include 64 South Halifax Avenue into the Church campus. While the application has not identified the exact use of the subject property, the Church is seeking to include contiguous property to accommodate future growth. The meeting discussed issues related to school traffic, noise impacts, and stormwater issues. The application is scheduled to be heard by the Planning Board on August 11<sup>th</sup>.
- The Planning Department kicked off a series of four informational opportunity zone public workshops. The Planning Director gave a presentation to roughly 30 local citizens interested in learning about Brownfields and the proposed boundary in the downtown area including the former hospital site. The Director provided an overview of the Brownfield program including a definition, an explanation of the designation process, benefits of designation, statewide examples of designation and finally considerations future steps in acquiring designation.
- Staff has received a variance application for 103 Ocean Shore Boulevard to square off the rear of the existing building with a porch addition. The variance will be heard by the Board of Adjustment and Appeals on Monday, August 8<sup>th</sup>.

### **Building Inspections, Permitting and Licensing:**

- 7 new business tax receipts issued
- 190 inspections performed within the City
- 63 permits issued within the City, with a valuation of \$699,031.00

### **Development Services:**

- The site improvements, including parking and landscaping, at the Wal-Mart site are near completion. Staff met with the contractor and advised of procedures to call for a final site inspection.
- Staff conducted a pre-construction meeting with representatives of Tire Kingdom at 250 Williamson Boulevard. The project is located in unincorporated Volusia County and is obtaining City utility services. The project has begun with the site clearing occurring.

## **Economic Development**

### **Ormond Crossings**

- Tomoka Holdings is preparing the draft design standards, which are expected to be completed with the PMUD documents which will be submitted to staff.

### **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 continues to meet with the Energizer management on a number of site and transportation matters.
- 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. Technicians worked at the air traffic control tower to install systems to support three (3) cameras on the roof of the tower.
- Staff received bids from AAA Fence Company of Daytona Beach, Inc., Certified Electronic Systems, Inc., and Riva Fence, Inc. The most competitive bid was submitted by Riva Fence, Inc. The bids were for work 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. The cost of this project will be 100% funded under the existing FDOT airport security grant.
- Staff received the comprehensive Statewide Airfield Pavement Management Program (SAPMP) Airfield Pavement Inspection Report this week. The report addresses the condition and serviceability of the runways, taxiways, aprons, and other operational surfaces at the airport, and makes recommendations regarding care and maintenance of these surfaces. Staff will review the report for the purpose of including any recommended maintenance issues in the Airport Improvement Plan (AIP) for the airport.
- Staff received 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. The most competitive bid was submitted by Wolen, LLC. The technician from Wolen, LLC must schedule the inspection in concert with the FAA, which may be delayed due to current FAA funding issues.
- Staff completed work with the City Attorney to assist Sunrise Aviation in their efforts to secure financing for additional facilities at the airport.

- 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.
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#### **Finance/Budget/Utility Billing Services**

- Completed Projects - Weekly
  - Processed 38 Journal Entry Batches (# 4075 – 4175).
  - Approved 27 Purchase Requisitions totaling \$133,314.69.
  - Issued 24 Purchase Orders totaling \$88,391.75.
  - Prepared 170 Accounts Payable checks totaling \$567,234.04 and 35 Accounts Payable EFT payments totaling \$898,751.03.
  - Processed 3,207 cash receipts totaling \$853,069.65.
  - Processed 482 utility bill payments through ACH totaling \$41,132.19.
  - Processed and issued 5,447 utility bills with billed consumption of water of 25,410k.
  - Issued 321 past due notices on utility accounts.

- Public Information
  - Press Releases
    - Commercial Fire – 100 Business Center Drive (7/24)
    - Residential Structure Fire – 59 Crestwood Circle (7/26)
    - Boy's and Girl's Youth Volleyball League Registration
  - Other
    - Citizen Contacts
    - Media Contacts
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - IS 800 Independent Study, Final Exam
  - YMCA Summer Camp Field Trip to City Hall

### **Fire Department**

#### **Weekly Statistics**

- Fires: 5
- Fire Alarms: 6
- Hazardous: 2
- EMS: 60
- Motor Vehicle Accidents: 7
- Public Assists: 36

**TOTAL CALLS: 116**

- Aid provided to other agencies: 15 calls – Volusia County (9), Daytona (6)
- Aid received from other agencies: 12 calls – Volusia County (7), Daytona (4), Holly Hill (1)
- Total staff hours provided to other agencies: 26 hours
- Total staff hours received from other agencies: 61 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- # of overlapping calls: 21

#### **Medical Call Type**

- Abdominal Pain: 2
- Allergic Reaction: 1
- Assault: 2
- Bleeding: 1
- Breathing Problem: 1
- Burn: 1
- Chest Pain: 9
- Choking: 2
- Convulsions: 1
- Fall Victim: 6
- Heart Problem: 1
- Overdose: 1
- Pedestrian Accident: 1
- Psychiatric: 1
- Traffic Accident: 5
- Traumatic Injury: 1
- Unconscious: 4

- Unknown Medical: 4
- TOTAL EMS PATIENTS TREATED: 44**

#### Training Hours

- Advanced Airway Management: 6
- ACLS Update: 1
- Driving: 6
- Extrication: 26
- Ladder Operations: 2
- Medical Director Procedures: 46
- Paramedic Review: 8
- Recruit: 6
- Splinting / Immobilization: 6
- Tactics: 6
- Terrorism: 7
- Ventilation: 18

**TOTAL TRAINING HOURS: 138**

#### Operations

- Attended Volusia County Fire Chief's multi-jurisdictional training committee meeting.
- Worked on flu shot program preparation.
- Partnered with Daytona Beach Fire Department and Holly Hill Fire Department to deliver required medical training to personnel. This partnership allowed us to share instructors and provide interaction between agencies.

#### Station Activities

- Updated 8 pre-fire plans.
- Conducted presentation of fire truck, equipment and gave safety talk at Bright Beginnings Preschool – 75 children in attendance

#### Significant Incidents

- 7/19/11, 9:13 PM: 166 Pine Cone Tr – Structure Fire - upon arrival found flames coming through roof of 2-story townhouse – fire mostly in attic space with some involvement of living area of second floor – occupant stated a loud noise was heard when AC unit was turned on and shortly after flames were seen – repair work had been done on AC unit earlier that day – burn patterns were consistent with fire starting in air handler located in attic – all occupants exited structure safely – damage estimated at \$65,000.
- 7/24/11, 8:00 PM: 100 Business Center Dr., #20 – Structure Fire – provided automatic aid to Volusia County – upon arrival found smoke coming from door of unit – forced entry and found a fan had fallen which ignited a trash can – flames spread up wall activating sprinkler head – unit housed a medical supply company – minor fire and water damage.

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Leisure Services/Casements – Part Time Special Events Technician
  - Public Works/Utilities – Plant/Pump Mechanic
- Approved/Active Recruitment
  - Public Works Department/Wastewater Plant – Treatment Plant Operator. Department has requested to re-advertise position as open until filled.
  - Finance Department – Senior Accountant/Budget Analyst position advertised as 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. Interviews with the two finalists will be held on 08-04-11.
  - Public Works Department/Fleet Operations – Mechanic II position advertised in-house only and closed on 07-15-11. One in house employee has applied.
  - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II position advertised and closed on 07-15-11. Applications were logged in and forwarded to department for review.
- Background/Reference Checks
  - 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.
- 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 will begin employment on 08-01-11.
  - Leisure Services Department/Performing Arts Center – PT Box Office Attendant candidate began employment 07-26-11.
  - Public Works Department/Utilities - Wastewater Part-Time Operator candidate will begin employment on 08-05-11.
  - Planning Department – Office Manager position closed on 07-01-11. Pre-employment processing will begin 08-04-11 on selected applicant.
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 06-30-11: 3.98% (excluding retirements)
  - Leisure Services/Casements – Part Time Special Events Technician resigned effective 07-19-11.
  - 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.

#### 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, Human Resources, Legal, Leisure Services and Police Departments.

#### Risk Management Projects

- Finalizing agreement for drug-free workplace testing services.
- Finalizing Agenda Item to add Service Bond requirement for service-related contracts.
- Editing Wellness Program proposed components.

#### Information Technology (IT)

##### Information Systems (IS)

- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 33 New work - 35 completed - 59 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,655	Inbound E-Mails Blocked	14,540
Delivered Inbound E-Mails	8,934	Quarantined Messages	181
Percentage Good Email	37.8%	Virus E-Mails Blocked	46

- Notable Events: Attended Daytona Regional Chamber of Commerce – Volusia Technology Forum event discussing technology infrastructure (fiber) resources available and future needs and strategies, technology collaboration opportunities within the community including public, educational, and private entities.
- Geographical Information Systems (GIS)
  - Addressing Additions: 0 Changes: 0 Corrections: 1
  - Map/Information Requests: 20
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 1
  - Notable Events: None.

#### Leisure Services

##### Administration

- City Manager staff meeting
- Pop Warner discussion
- Athletic Field use meeting
- Challenge course discussion
- Beachfront Park discussion
- Agenda Item Preparation
- Staff Evaluations and Reviews

##### Athletics

- Luis Camacho is having his Sunday Adult 11 v 11 League at 10am. Luis rents the soccer 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 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.
- The United Press International (UPI) Baseball Group held its annual tournament games at the Sports Complex, Wendelstedt Field #1, for the second straight season. Games were played Sunday through Thursday at 10am and 11am.
- Upcoming Summer Sports Clinics:
  - Volleyball, August 1<sup>st</sup> through 5<sup>th</sup>.
  - Hitting, August 8<sup>th</sup> through 11<sup>th</sup>.
  - Softball, August 15<sup>th</sup> through 18<sup>th</sup>.
- 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.
  - Painted two practice fields for competitive 3 vs. 3 soccer.
  - Finished cleaning fence lines on all softball fields.
  - Hosted a boys' NABF baseball tournament.
  - Put lattice in the baseball dugouts.
- Senior Center
  - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
  - Ormond Beach Pop Warner held a meeting on Wednesday from 6pm to 9pm.
  - The Daytona Community Church was held on Thursday from 6:30pm to 8:30pm.
  - Big Band America met on Thursday from 7pm to 9pm.
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
- 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 presents "Circus of the Future Stars," July 29<sup>th</sup>, 7pm, \$5 admission.
  
- 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 distribution of Caribbean Night flyers.
  - Completed general cleaning and maintenance of truck and trailer.
  - Delivered Independence Day plaques and thank you letters.
  - Coordinated the set up, execution and strike of the Summer Sounds Concert Series on Friday, July 29<sup>th</sup>.
  - Attended Caribbean Night meeting.
  
- Gymnastics
  - Staff prepared for an upcoming Tumbling Clinic, scheduled for July 30<sup>th</sup>.
  - 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 last week of the summer 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. Diamond Jim was the special guest

- on Wednesday and entertained the campers with magic, balloon art and humor. The closing ceremony was on Friday. Parents of the campers attended for light refreshments and a "sneak preview" of the camp video.
- 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 held 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 water. The group went fishing with Dan Smith and kayaking at the beach. They also created fun artwork that was displayed inside The Casements.
    - "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 on 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.
    - Staff is working on Caribbean Night scheduled for Saturday, August 6th with marketing the event, securing island marketers and working on Caribbean inspired decorations.
  - Parks and Irrigation
    - At City Hall, ran 2 zones, replaced 3 damaged rotors and 1 damaged spray head.
    - Replaced 4 damaged spray heads on W. Granada Blvd. median #9.
    - Drew up plans for US1 median irrigation system repair and met with inspectors.
    - Replaced 2 damaged spray heads at Fortunato Park.
    - Turned off irrigation water at the Ormond Beach Municipal Airport. A leaking valve has been scheduled for repair.
    - Replaced 1 broken bubbler and a 12" spray head at Ormond Elementary School parking lot.
    - Replaced a valve, repaired a mainline break, and replaced 3 damaged spray heads at the Airport rear parking lot.
    - Replaced 8 broken spray heads on S. Nova Rd. median and adjusted all heads.
    - Replaced 6 rotors on the rear system of Ormond Beach Municipal Airport.
    - Cleaned debris from the valve and adjusted the bleeder valve on the Airport's front medians.
  - Building Maintenance
    - Installed a new memorial bench at Riviera Park.
    - Repaired a split rail fence at Ames Park.

- Continued quarterly systems checks of City air conditioners.
- Assisted with replacement of electromagnetic loops at the Airport main gate.
- Relocated receptacles for new door installation in the Finance Dept. at City Hall.
- Repaired a gymnasium light at South Ormond Neighborhood Center.
- Repaired a broken men's room faucet at Fortunato Park.
- Replaced a sign light at the entrance of the Ormond Beach Municipal Airport.
- Repaired an A/C unit not cooling at the Wastewater Treatment Plant.
- Repaired the electronic gate at the Wastewater Treatment Plant.
- Repaired the water cooler at the Nova racquetball courts.
- Installed a new door bell for the entrance at fire station #91.
- Installed a custom fabricated cover for the A/C unit in the cupola at Fortunato Park.
- Repaired the ladies room toilet at fire station #94.
- Repaired one A/C unit in the Stormwater Dept.
- Conducted weekly inspections of the Ormond Beach Municipal Airport.

### **Police Department**

- Administrative Services
  - Assisted PAL with mural project.
  - Accreditation file review. (First review and on-site visit in the reaccreditation process.)
  - Attended Police Department and Department Head staff meetings.
  - Interview with University of North Florida student regarding intern program.
  - Radio re-banding meeting with Sheriff's Office.
- Community Outreach
  - Youths painted the summer mural project at the South Ormond Neighborhood Center. The mural is targeted for completion by August 10<sup>th</sup>.
  - OBPAL offered face painting to youths in the summer program on Friday, July 22.
  - Youth in the SONC/OBPAL summer program participated in a field trip to the Mascot games in DeLand on July 28<sup>th</sup>.
  - Youths in the SONC/OBPAL summer program participated in a field trip to SeaWorld on Friday July 29<sup>th</sup>.
  - OBPAL was selected as one of the Youth Directors Council programs to attend a youth conference August 6-8, 2011, in Newark, NJ.
- Community Services & Animal Control
  - Animal calls responded to : 53
  - Animals Reports: 6
  - Animal Bites: 1
  - Animal Citations: 2
  - Animal Traps: 4
  - Animals to FHS: 7
    - 2 Dogs
    - 5 Kittens
  - Notices of Violations: 2
  - Notices of Hearing: 3
- Criminal Investigations
  - Cases Assigned: 28
  - Cases Cleared by Arrest/Complaint Affidavit: 2
  - Cases Exceptionally Cleared: 7
  - Inactive: 12
  - Fraud: 2
  - Burglary Business: 1
  - Burglary Residential: 6

- Larceny Car break: 10
- Grand Theft:4
- Auto Theft: 1
- Offense Against Family/DCF Reports: 4
- Missing Persons: 1
- Recovered Missing Persons: 1
- Robbery: 1
- Assaults: 0

Narcotics:

- 6 Buy Walks
- 1 Knock and Talk (grow operation)

Comments:

- Blood Evidence submitted to the lab confirmed the identity of the subject responsible for car burglaries in Ormond Lakes. Warrant obtained for the subject.
- Complaint affidavits filed for two residential burglaries after the perpetrators were identified by pawn analysis.
- Charges filed against an employee from Dimitri's Greek restaurant for stealing several checks from the office area. Subject was identified from video cashing one of the checks.
- Bank Robbery: Subject robbed the Bank of America in Town Square. Subject has been identified as the same subject responsible for robbing several other Central Florida banks.

- Records

- Walk - Ins / Window 127
- Phone Calls 168
- Arrest / NTA'S 21
- Citations Issued 177
- Citations Entered 248
- Reports Generated 125
- Reports Entered 117
- Mail / Faxes / Request 53

- Patrol

- Total Calls 1,336
- Total Traffic Stops 194

- Operations

- 7-21-11 Grand Theft at 432 S Atlantic Ave. Cell phone taken from victim's table.
- 7-21-11 Burglary in Progress at 103 Ocean Shore Dr. Officer heard the alarm and observed a suspect walking south toward the vacant lot. Investigation revealed the north garage window was broken. Suspect was not located.
- 7-21-11 Car Burglary at 241 N US1. Broken window, purse taken. Victim stated that her credit cards were used, but the bank could not tell where.
- 7-21-11 Burglary arrest at 1273 Royal Rd. Suspect arrested for breaking into his neighbor's house.
- 7-21-11 Car Burglary at 260 N. Yonge St. Skate Center, a window was broken out and wallet taken.
- 7-22-11 Burglary at 901 W. Granada Bv. Cell phone stolen. The victim's adult daughter is the suspect.
- 7-22-11 Car Burglary at 319 W. Park Place, Suspect was caught inside vehicle by homeowner but escaped.

- 7-22-11 Suspicious person at the Birthplace of Speed Park. Officers contacted a suspect from the attempted burglary the day before. He provided a false name and was arrested. He made some admissions and was also charged with the previous burglary.
- 7-22-11 Trespassing at the 1546 W Granada Blvd. transient arrested for trespassing after warning.
- 7-22-11 Hit and Run Crash at US-1 and N. Nova Rd. Single vehicle versus ditch and tree.
- 7-23-11 Trespassing at CVS 250 E. Granada, transient was given a trespass warning by management because of previous theft issues.
- 7-23-11 Myer's Act of an intoxicated male at 524 S. Yonge St.
- 7-23-11 Theft of beer at Publix 220 N. Nova Rd
- 7-24-11 Car Burglary at 707 Garden Ln. Glock Model 17 pistol and change was stolen.
- 7-24-11 Disturbance at 22 Huntsman Look between ex-spouses, trespass warning issued.
- 7-24-11 Theft of copper at 530 S. Atlantic Ave. Suspect arrested.
- 7-24-11 Domestic Violence at 522 Sandy Oaks Cir. Male suspect fled but was caught a short time later and arrested.
- 7-25-11 Warrant Arrest at Fleming and Aston Cir after a traffic stop.
- 7-25-11 Auto Theft at 374 S. Halifax Dr. A former roommate is the suspect.
- 7-26-11 Bank Robbery at 1454 W. Granada, Bank of America. Suspect fled, no-one injured.
- 7-26-11 Fraud at 3 Curved Creek Way. Credit cards obtained in victim's name.
- 7-26-11 Structure Fire at 59 Crestwood, Units assisted the Fire Department.
- 7-26-11 Disturbance at 431 S. Halifax Dr. between roommates. No arrests made.
- 7-26-11 Disturbance at 160 W. Granada Bv. An adult female was arrested for battery on a law enforcement officer.
- Traffic Unit
  - 11-07-00472, Crash w/Injury, Winding Woods Trail: 15 YOA male on a bicycle darted out of a driveway and was struck by a van. He impacted the windshield, rolled over the top of the van and landed on the ground. He sustained multiple minor injuries. He was cited for causing the crash and not wearing a helmet.
  - Assisted Patrol Division with multiple calls for service including 911 calls, a bank robbery, and several fight/disturbance calls.
  - Research for four-way stop sign placements conducted.
  - Traffic Citations 153
  - Parking Citations 1
  - Crash - No Inj. 17
  - Crash - Injury 3
  - 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
      - 800 BLK Wilmette Avenue
      - 1500 BLK N. Beach Street
    - Enforced Complaints:
      - Clyde Morris Blvd.
      - SR 40 / US 1
      - Forest Hills

- Neighborhood Improvement
  - Weekly inspection statistics by Commissioner Zones
  - Zone 1: 5 Cases Initiated
  - Zone 2: 3 Cases initiated
  - Zone 3: 2 Cases initiated
  - Zone 4: 8 Cases initiated
  - 6 tree removal permit requests
  - 63 signs either removed or sign cases created.
  - Administrative staff assisted with one walk-in and seventy-one (71) 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. **Several inspections have been made to the site since the last report. On one occasion it was clear that the only dirt exiting property onto the street was coming from the sprinkler that is located between the complainant's property and the neighbor's. With exception of that one occasion, no signs of dirt coming from the properties further down the street were observed. No further action is required.**

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

#### Zone 4

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. **The property has been mowed and the vehicle now displays a current tag and inflated tires. 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 was presented to the Special Master on Monday, July 25, 2011. The respondent was not present at the time of the hearing. The Special Master made a finding that a violation of the site maintenance provisions did exist and required the respondent to take corrective action within 10 days from execution of the order. The respondent did pay the \$100 citation. Cost to present the case in the amount of \$29.06 is owed by the respondent.**

**Failure to comply with the Special Master's order will result in a fine of \$50.00 a day for each day the property remains in violation.**

**Public Works**  
**Engineering**

Construction Projects:

- US1 Forcemain Extension Phase II – Met with survey consultant to negotiate completion of record drawings for the project, since the prime contractor has abandoned the project with some punch list items to be completed; however, the project's original scope and repair work is substantially completed.
- Rima Ridge Wells 54, 55 & 56 – VCHD issued partial clearance for each well and is expected to render full clearance this week so the well can be placed in operational use.
- North-South Halifax Drive Pipe Lining- Contractor submitted MOT plan and is mobilizing.
- Alcazar-Buena Vista Drainage Area Improvements - Contractor has began work on installing new watermain along Cordova Ave.
- Selden Avenue Road and Utility Improvements – Contracts are being prepared.
- 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 three new water meters and the irrigation system is 75% complete.
- South 40 Medians – The new irrigation system and landscape plantings installation have been completed and inspected.
- 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. Final punch list items are being addressed.

Design Projects

- Andy Romano Beachfront Park – The first phase of the 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 12<sup>th</sup> 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 14<sup>th</sup> and will be reviewed with the City Commission on August 3<sup>rd</sup>.
- Central Park Paving – Negotiating scope of work with consultant to design and permit drainage plans through SJRWMD.
- OBSC Pop Warner Football Field – Staff is in the process of soliciting a cost to design the project and looking into alternative locations other than the existing overflow parking area.
- Transfer Station Pump Station - 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 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 90% complete and being reviewed by County staff.
- 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 schedule the approval of a Construction Management/General Contracting Services agreement with Hall Construction for the August 3<sup>rd</sup>, 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 – FEMA has approved Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – The City Commission directed staff to delete the sidewalk, keep the road 10 foot lanes, and include high back Type F curbing. Staff intends to investigate reclassifying John Anderson Drive to a local standard road (as was discussed at the July 19<sup>th</sup> City Commission meeting) which would reduce clear zone setbacks and should allow a low profile curbing to be used. Staff will inform the City Commission of this once the investigation has been completed.
- 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. 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 the permit will go to the governing Board for approval in August for the interconnection of the lakes between Hand Avenue. Engineer is now finalizing plans for bidding.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May storm event. Final plans are due to FEMA by early August. .

#### Department Activities

##### Administration

- Prepared project invoices/pay requests totaling \$1,126,296
- Prepared work authorizations totaling \$27,642
- Grant Administration - Routed and transmitted executed disbursement request #14 to FDEP for \$65,511 for SRF Loan #WW120710140.
- Petroleum Cleanup Participation Program - Discussed closed out strategy with the County regarding the isolated minor plume at the water treatment plant. The County will review the options and determine the best approach to partner on cost and administrative closure.
- Durrance Lane - Prepared cost estimate options for paving the existing dirt access road.

##### Customer Service

- Researched property ownership at end of Greenvale in Ormond Green Sub for Public Works, to determine if Jersey Barriers can be placed on the property line.
- Staked out the property line locations of Rosewood Park to determine maintenance and ownership limits for Grounds Maintenance Division request.

- Staked out the pond bottom of the Margarita Circle retention pond for Stormwater Division request.
- Tree locates at Barcelona/Rio Pinar intersection for Neighborhood Improvement Division.
- Right of way research and stakeout at 51 Lincoln for Fire Hydrant relocation per Water Division request.
- Created exhibit map of the Shockney Dr. proposed utilities for Volusia County request.

#### Meetings

- Meeting with Risk Manager and City Attorneys regarding the construction plans and related documents at the Airport Sports Complex Softball Quad.

#### Other

- Created aerial exhibit map of available utilities on SR40 between Williamson Blvd and Breakaway Trail. Also located as-built plan of SR 40 at Tomoka River crossing related to the same utility request.
- 26 projects were inspected.
- Environment Management  
Street Maintenance  
Asphalt / Concrete
  - Replaced a broken sidewalk at 170 N. Yonge Street
  - Replaced a sidewalk on US1 at the River Grille
  - Fixed sunken pavers on Streetscape – Orchard St. to 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 trimming on Tomoka Avenue and on Granada Blvd.

#### 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
- Cleaned edge of road with the loader at Burns and Collins and between Collins and Cameo St.
- Picked up piles of pine needles on Old Tomoka W/O Breakaway
- Installed “No Trespassing” sign for Police Department at 1546 W. Granada
- ROW trimming citywide

#### Sign Shop

- Repaired or replaced signs at the following locations:
  - Division Ave., straightened pedestrian crosswalk sign W/O Nova Rd.
  - 338 Collins St., cleaned 25 mph & “No Trucks” sign
  - Senior Center, reinstalled “Meals on Wheels Parking” sign s/of lot

- 301 S. Washington St. & Division Ave., replaced “Pedestrian Crossing Ahead” sign & post that was damaged
- 304 S. Division St. & S. Ridgewood Ave., replaced stop sign & post from damage
- Division Ave. E/O Old Kings Rd., replaced pedestrian crosswalk sign
- Rosewood Ave. & N. Yonge St., removed stickers off 25 mph sign
- SW Cumberland Ave. & McIntosh Rd., replaced a stop sign
- 535 N. Yonge St., installed a 25 mph sign
- Woodland Ave. & N. Ridgewood Ave., replaced a stop sign
- Mainland, south side, checked for signs that need to be replaced or cleaned
- Looked for street names that needed to be replaced at various locations
- Fabricated HIP (High Intensity Prismatic) street names for various intersections citywide

Stormwater Maintenance  
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Reachout Mowing – West SR40, and all ponds
- Vacon – Line cleaning in Northbrook Subdivision and cleaned whole system on North and South Arbor Drive
- Assisted with line cleaning and TV inspection crew on Tomoka Avenue for Engineering (American Inline is doing the work)
- McLane Excavating is cleaning outfalls in the river on east side (Beachside)
- Picked up manhole rings and covers and grates for City Hall in DeLand
- Assisted Engineering Division using our boat and motor to inspect dock at Cassen Park

Street Sweeping/Streetsweeper

- 123.2 miles of road cleaned
- 24.5 cubic yards of debris removed

- Fleet  
Mileage Traveled by all City Departments for the week  
27,010

PM Services completed for the week:  
Emergency—Vehicles and Equipment  
7

Non-Emergency Vehicles and Equipment  
13

Road Calls for the week:  
2

Accidents for the week:  
#006 - PD

Quick Fleet Facts:

- Fleet has 10,275 gallons of unleaded fuel 8,772 gallons of diesel fuel on hand.
- Fleet completed 60 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). The Health Department was contacted and is amenable to reducing the chlorine residual. A written request was reviewed by staff and submitted to the Health Dept requesting that the free chlorine residual requirement be reduced by 50% to 0.7mg/L.
- Chemical Bids – An addendum will be issued by early next week. The project is presently advertised for bids.
- 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. The work authorization request by 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 was approved. A copy was sent to the engineer for execution. 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. Meeting was held on July 28<sup>th</sup> 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 on Woodmere Circle, Sanchez Avenue and Arbor Drive.
- 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. Pumps are now being operated for a week prior to rag removal. A larger amount of rags gets caught over a week but the quantity varies. The manufacturer suggested that the clearance between the impeller and wear ring be reduced to reduce rag accumulation. The consultant prepared a letter to the contractor requesting a schedule for adjusting the impeller wear rings, performing vibration testing and completing programming modifications to more readily enable low flow pump operations during the midnight shift that prevent excessive cycling from occurring. Punch list items were prepared by the consultant and sent to the contractor. Invoices incurred from Thompson Pump for pump rental for pump station bypassing are being tallied prior to sending the contractor a request for reimbursement. The contractor indicated that delay costs were incurred while waiting to relocate the force main from the pump station. Legal will be contacted to determine how this additional expense will be processed.
- Ormond Beach Wastewater Treatment Plant Expansion – Sodium Hypochlorite tanks are finished and are placed into operation. A meeting was conducted this week to review construction progress and discuss potential change orders to the project.
- 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. The contractor has requested a walk through at Lift Station OM this week.

- Rima Ridge Wells – Wells were partially cleared for service by Volusia County Health Department. Water quality test results and radiological test results were inadvertently misplaced by VCHD and are being reviewed so the final clearance can be issued. Most other punch list items have been completed by the contractor.
- Tiffany Circle Water Main Replacement – As-built drawings are being prepared by the contractor's surveyor. 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 reviewed and are being revised. Draft plans for Town Square Lift Station were received from the Engineering Division for review. A pressure gauge was installed at Lift Station 4M1 so the pump rate can be determined.
- Water Plant Aerator Rehabilitation – The City Commission packet was returned from the Legal Department until a decision is made as to whether a sole source award will be recommended for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
- Water Plant SCADA – A City Commission meeting memorandum recommending that McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations was prepared. The memo is being reviewed prior to submittal to the Legal Department.
- SPRC – Tomoka Construction Services ordered parts needed to construct the project. Met to discuss the status of Olive Grove construction and Maria Bonita. Received a draft set of record drawings for review for the Eagle's Lodge project.
- 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.
- Water Distribution
  - Exchanged 14 water meters, installed 3 new water services, and disconnected 1 water service
  - Responded to and/or repaired 6 water service leaks
  - Flushed 6 cloudy water complaints, 5 low pressure complaints, and responded to low pressure in Tymber Creek Subdivision (2" water main break being repaired by JD Weber Const. for Tymber Creek Utilities)
  - Replaced 3 water services, and 10 meter boxes/lids
  - Responded to 8 low pressure complaints, located 1 water meter for meter readers
  - Tested 8-2" water meters on the high user list, scheduled 4 meters for testing
  - Tested 8 city backflow preventers, Installed 6 PVB backflows on the irrigation system serving South 40 subdivision
  - Performed inspections and maintenance on 3 City of Ormond Beach fire hydrants, Completed the notification, shutdown, and replacement of the fire hydrants at 15 Woodmere Cir, 43 Sanchez Ave, and 81 Arbor Dr
  - Valve Maintenance – located and exercised valves on SR40, Parkwood Dr, Domicilio Dr, Woodmere Cir, Crestwood Dr, and Sanchez Ave. Raised 3 and installed 1 valve boxes
  - Flushed Arroyo Parkway, Alcazar Ave, Buena Vista Ave, Plaza Grande, Castillo Dr, S. Ridgewood Ave, Crestwood Dr, Carrolwood Cir, Sanchez Ave, Putting Green Dr, Fairway Dr, Fiesta Hieghts Sub, Winding Woods Sub. Installed a temporary, automatic fire hydrant flushing device on the corner of Alcazar Ave and Arroyo Parkway.
  - Flushed 59 Arroyo Parkway, replaced rusty filter, and placed this area on a weekly flushing schedule until the new water mains are opened for service.
  - Leak Detection: 3 days of installing 79 leak noise loggers in the A4 water base map book area.
  - Rescinded boil water alert for Pebble Beach Dr due to a fire hydrant replacement
  - Repaired a 2" irrigation leak on SR40 (after hours)

- Notified S. Ridgewood customer about impending water main shutdown due to the removal of an old cross and connecting a valve for the future water main on Arroyo Parkway.
- Assisted Space Coast Fire and Safety with an apparent fire protection problem with the Carol Sands Inn on Ocean Shore Blvd.
- Cleaned and organized all storage areas
  
- Water Treatment
  - Delivered to the City 40.97 million gallons for the week ending July 24, 2011 (5.378 MGD)
  - Backwashed 10 filters for a total of 359,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Continued scheduling WQ flushing on north beachside.
  - Sampled and cleared for rescinding one Precautionary Boil Water notice.
  
- Waste Water Collection - Reuse
  - Crews responded to four trouble calls out west Breakaway/Hunter's Ridge area and one in town.
  - Televised ten sewer laterals.
  - Root control performed on six sewer services.
  - Installed new 1" reuse service at 224 Ocean Terr.
  - Repaired 4" clean out at 38 Timucuan Dr.
  - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
  - Crews continuing cleaning and televising John Anderson Dr.
  - Checked irrigation system at Breakaway and Hunter's Ridge.
  - Cleaned all building and fueled all equipment for the weekend.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 27.00 Million Gallons.
  - Produced 19.56 Million Gallons of Reuse.
  - Produced 7.44 Million Gallons of Surface Water Discharge.
  - Influent flows average for week 3.86 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 117.60 (14%-18% Solids).
  - Discharge Monitoring Report, Groundwater Monitoring Report, and Chronic Bioassay Report sent to FDEP.
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
  
- Utilities Maintenance Division
  - Water Plant - Well Fields - Booster Stations
    - Installed Motor Starter at well 18SR
    - Replaced the sump pump in the salt containment area
    - Pulled the Raw water flow meters at Shadow Crossing and shipped to Avanti Corp. for repair and calibration.
    - Worked on the pressure reading problem at Leeway tower. Found the valve closed.
    - Worked on the Maintenance office painting, also removed old carpeting and scraped and painted floor.
    - Replaced the tube and the gear box on the lime slurry pumps #1 and 2 respectively
    - Worked with the Auma automated valve technician on the repair of the #4 filter valve actuator.
    - Made new Plexiglass covers for Lime slurry pumps.
    - Repaired the discharge line on the #4 chlorine pump.
    - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
    - Performed PM's to LPRO and Lime Softening Plant equipment.

- Performed Booster Station PM's.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations – Reuse System

- Assisted Collections Division with PEPSystem Rehab at #1 Cross Creek Way.
- Submersible Aerator #2 Inboard – replaced with inventory spare, shipped old one out for repair.
- 4M – Assisted Vector crew with clean out of wet well.
- 4M1 – install pressure gauge at force main for draw down testing.
- Installed new Digester Blower #1 blower unit & air cleaner housing.
- Dewatering Station – break down sampler pump and accessories.
- Carousel Aerator #1 – not working, tripped out, inspected and found motor to be bad. Removed motor and sent to vendor for rewind
- Carousel Splitter Box – freed up frozen weir gates
- Assisted operators at Sand Filters with cleaning
- SCADA Repair to 9 liftstations.
- Assisted at Influent pumping station with deragging activities.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 14 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 1 station( Pull pumps, etc)
- Utilities Division completed 79 work orders as reported in MP2 computerized maintenance management system, of which 55 were PM work requests and 24 were repair work orders.