

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: July 23, 2010

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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:

- Met with Assistant City Manager, Finance Director and Leisure Services Director on sports complex tee-ball fields
- Quarterly staff meeting with Directors and Division Managers
- Weekly meeting with Human Resources Director
- Bi-weekly meeting with Police Chief
- Weekly budget meeting with Finance Director

Spoke to, attended and/or met with:

- Rotary meeting
- City Commission Budget Workshop
- City Commission Meeting
- Alliance for Innovation meeting on services/resources available to city governments
- Team Volusia EDC meeting
- Webinar on Navigating FEMA's Public Assistance Process
- Along with Commissioner Kent, met with Mike Coffin, Director and Jim Ryan Deputy Director, of Volusia County's Public Protection on beach patrol issues.

### **City Clerks Office**

In addition to routine City Clerk activities the following projects are underway:

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms, recording and transcribing meetings):
  - City Commission Meeting
  - City Commission Budget Workshop
  - Historic Landmark Preservation Board Meeting
  - Neighborhood Improvement Advisory Board Meeting
- Attended Municipal City Clerks meeting in Daytona Beach with the Supervisor of Elections.
- Removed memorabilia from the Mayor/Commission office and set up a display case in the City Hall atrium.

### **Community Development**

- Planning
  - Planning and Engineering met with Hall Construction regarding staff comments concerning the initial design of the joint permit counter. The job description for the Permit Manager was drafted, circulated to the Building Official, City Engineer and the incumbent. Comments were received and integrated into the final draft and transmitted to Human Resources.
  - Staff met with Palm Coast Holdings at their offices regarding the PMUD rezoning application which is required to be submitted by August 16<sup>th</sup> according to the

- Development Agreement. Typically, planned developments require site plan detail with final approval of the site plan by staff after discretionary board review and approval. Because Ormond Crossing is required to do a PMUD for 4000+ acres, specific site plan details are not available for phases outside of phase 1. Consequently, OC will prepare a Conceptual Design Plan for the entire site as a PMUD with Phase A (industrial site closest to the entrance at US1) to be much more detail. The PMUD approval and subsequently plan approval by staff will be much more like a plat. Lots created by the plat will be sold off and site plans will be required for each site. Staff is currently working with Palm Coast Holdings to develop a process that would streamline this site plan detail at the lot level basis since traffic and drainage will already be pre-approved.
- Preparations are underway to prepare a study boundary and profile of the US 1 corridor from Wilmette to the southern city line. Plans are to integrate into the redevelopment plan for US1 the multi-modal strategies articulated in the Comp Plan along with the typical requirements for FS163 Part III. Discussions with VCED have been initiated. If the data and analysis indicates a redevelopment plan under FS163 can't be supported, a special area plan will be pursued that can address regulatory and infrastructure improvements which can be completed by the City.
  - The final transit and non-motorized fee methodology has been completed. Staff awaits DCA on the multi-modal strategy itself. The VTPO has established a multi-modal mobility subcommittee which will meet for the second time on August 11<sup>th</sup>. Part of the discussions will include a Development of Cost Comparison Model between road and transit.
  - Building Inspections, Permitting & Licensing
    - 47 permits issued with a valuation of \$391,136.00
    - 204 inspections performed.
    - 8 business tax receipts issued.
  - Development Services
    - There is no significant SPRC activity to report this week.
    - Work on Gordon Whitley's home continues with no significant issues by neighbors. The last inquiry by a neighbor concerned the "holes" in the side foundation walls and clarification that the holes would not be used to direct flood waters onto adjacent properties. The house has been elevated and the work crews are now working on the walls which now form the ground floor.

## **Economic Development**

### Ormond Crossings

- Staff is preparing a CRA Trust Fund resolution for the Commission to review in August.
- Staff continues working with Tomoka Holdings' engineers to discuss roadway and landscaping designs for Crossings Boulevard and other local roads within the development. To ensure best practices and standards are being applied to Ormond Crossings, site visits to other commerce parks in the Orlando area are to be arranged in July.
- Staff met with Tomoka Holdings to discuss the plans and procedures for the zoning and platting of the property with a goal of mid-August submittal to the Planning Department.

### Airport Business Park

- Staff has installed the directory sign at the entrance to Sunshine Boulevard. Staff worked closely with a representative group of business owners from the park in the design and placement of this address map. The two monument signs that will replace the old wooden signs are under construction and will be installed at the entrance of Sunshine Boulevard and will be installed in August.

- Pace Analytical is moving ahead with a 2,500 square foot addition to their office/lab space that will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. Staff is preparing a request for local and state incentives for the company once the company provided the relevant information.

#### Ormond Beach Chamber

- Staff met with Ormond Beach Chamber Prosperity Committee members regarding economic development initiatives and establishment of sub-committees regarding marketing, business recruitment, and small business assistance. A Business Recruitment Team will be established that will work with City Economic Development staff to provide possible industrial and commercial business contacts and act as business ambassadors for visiting prospects.

#### Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), formerly known as MDVEDC, and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.

#### Special Economic Development Projects

- The Halifax Area Business Development Partnership and Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and have drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona Volusia Economic Development Corporation (MDVEDC). A workshop between MDVEDC and the County Council was held to discuss the partnership roles of the organizations. The MDVEDC name was recently changed to Team Volusia Economic Development Corporation (TVEDC). Meetings with the County Council were held June 3 and June 17 and the Council unanimously approved a plan to fund the organization. A number of conditions are required for the funding to be appropriated, including verification of private sector funding and approval of a service contract. Further details are expected over the next few months.

#### Airport Operation and Development

- Staff completed updates to the airport's Joint Automated Capital Improvement Program (JACIP) database. These updates are the result of a recent meeting between staff and representatives from FAA, FDOT, and Hoyle, Tanner & Associates. A final internal review will be conducted prior to submitting these changes to FAA and FDOT.
- Two of three airport businesses have recently responded to requests for proof of current liability insurance, as required under City of Ormond Beach Code of Ordinances, Chapter 3.3 (Aircraft and Airport) Article IV, Sec. 3.3-41. Staff has requested that the insurers of these businesses forward certifications of coverage to the City Clerk. Circumstances of the remaining business are under review by the City Attorney.
- Staff continues to work with the City Attorney regarding proposals to provide security surveillance technology at the airport. The City Attorney has determined that a previously submitted contract with ADT from the National Joint Powers Alliance would not be appropriate to use for this project. Another competitive contract provided via the U.S. Communities Government Purchasing Alliance has also been determined to be

- unsuitable. As a result, staff is preparing to solicit standard bids for this project. Staff is also endeavoring to coordinate with the IT and Leisure Services departments regarding similar initiatives. The City has a JPA with FDOT to fund 100% of the cost of security upgrades at the airport, including perimeter fencing and surveillance technologies.
- Staff continues to work with the City Attorney to refine and submit a resolution to approve the execution of an amendment to the current PSA between the City and Hoyle, Tanner & Associates, Inc., regarding design services related to the relocation of Taxiway "A," and the renovation of Taxiway "C" at the Ormond Beach Municipal Airport. This matter is currently on the August 17<sup>th</sup> City Commission agenda.
  - The 24 hour self-service fuel farm operated by EASA (formerly Ormond Beach Aviation) continues to be incapable of delivering "Jet A" fuel. Recent reports suggest that standard AvGas service may also be impaired. Representatives of EASA are not able to provide staff with an estimate of when proper fuel service will be restored. Sunrise Aviation is thus the only FBO at the airport able to supply "Jet A" fuel, and only during their regular business hours. Staff has taken steps required to issue a NOTAM (notice to airmen) regarding the limited availability of "Jet A" fuel at the airport.
  - Staff's attempts to repair the REILs (runway end identifier lights) on Runway 17 continue to be unsuccessful. Only one of the two REILs on Runway 17 is currently functional. Staff recommends that replacement of the REILs on Runway 17 be considered as part of future airport CIP projections. The earliest that new REILs could be installed based on current projections is 2012.

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

- On-going Projects
  - Preparation of year end and annual audits.
- Completed Projects - Weekly
  - Processed 36 Journal Entry Batches (#4031 - 4132).
  - Approved 24 Purchase Requisitions totaling \$124,813.10.
  - Issued 20 Purchase Orders totaling \$89,705.10.
  - Held Evaluation/Ranking Committee Meeting for RFP No. 2010-18, Workers' Compensation Third Party Administration Services, on 7/21/2010.
  - Mailed out three (3) Letters of Intent to Award for Bid No. 2010-24, Sanitary Sewer System Root Control Services, on 7/22/2010.
  - Mailed out eleven (11) Letters of Intent to Award for Bid No. 2010-25, Fire Hydrant Replacement Program, on 7/22/2010
  - Prepared 178 Accounts Payable checks totaling \$1,571,329.40 and 32 Accounts Payable EFT payments totaling \$69,775.28.
  - Prepared 70 Payroll checks totaling \$53,370.64 and 313 Direct Deposits totaling \$369,576.14.
  - Transferred IRS 941 payment of \$148,020.78.
  - Processed 4,301 cash receipts totaling \$470,459.03.
  - Processed 981 utility bill payments through ACH totaling \$54,423.03.
  - Processed and issued 5,837 utility bills with billed consumption of water of 46,540k.
  - Issued 353 past due notices on utility accounts.
- Public Information
  - Press Releases
    - Movies on the Halifax – E.T. (8/6 at 8:00 p.m.)
    - Men's Fall Softball League
    - Article about Mike Fisher as John D. Rockefeller

- Other
  - Citizen Contacts
  - Media Contacts
  - Employee Newsletter for August
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.
  - Attended Alliance for Innovation Meeting to learn of member benefits.
  - The regular meeting of the NIAB was held on July 21. Commissioner Kent attended and advised the Board members that the Commission would like to have a workshop with them to discuss the use of funding over the next several years. He advised that this was being planned for December/January. The Board also discussed the transfer of excess funds from previous years which has been requested by Volusia County. This item will appear on an upcoming agenda.

### **Fire Department**

#### Weekly Statistics

2	Fire (Structure)
4	Fire Alarms
5	Hazardous
66	EMS
7	Motor Vehicle Accidents
13	Public Assists
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<b>97</b>	<b>TOTAL CALLS</b>

#### Medical Call Type

1	Abdominal Pain	4	Fall Victim
1	Allergic Reaction	1	Hemorrhage/Laceration
1	Bleeding	1	Ingestion/Poisoning
7	Breathing Problems	2	Pedestrian Accident
1	Burns	1	Stabbing/Gunshot Wound
1	Cardiac Arrest	1	Stroke
4	Chest Pain	8	Traffic Accident
1	Choking	2	Traumatic Injury
1	Convulsions/Seizure	7	Unconscious
1	Diabetic Problem	6	Unknown Medical
1	DOA		

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### **53 TOTAL EMS PATIENTS TREATED**

- Aid provided to other agencies: **6 calls - Volusia County (6)**
- Aid received from other agencies: **4 calls - Volusia County (3), Holly Hill (1)**
- Total staff hours provided to other agencies: **30 hours**
- Total staff hours received from other agencies: **9 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **3**
- # of overlapping calls: **14**

#### Significant Incidents

Date: Tuesday, July 13<sup>th</sup>

Type of Call: Structure Fire

Address: 1444 Atlanta Dr., Holly Hill

Dispatch Time: 8:23 AM

Cleared Time: 10:41 AM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Quint 91, Quint 92, Rescue Engine 93, Battalion 90, Volusia County: 4 Units, Daytona Beach: 5 Units

Incident Description: Provided automatic aid to Volusia County for a fully involved structure fire. OBFD established the water supply and provided attack lines on 2 sides of the structure. One home was a total loss with 2 neighboring homes receiving minor damage. One victim was treated and transported to the hospital.

Date: Thursday, July 15<sup>th</sup>

Type of Call: Structure Fire

Address: 2 Tam-O-Shanter Ln

Dispatch Time: 2:42 AM

Cleared Time: 3:37 AM

Jurisdiction: Ormond Beach

Units on Scene: Ormond Beach: Quint 92, Rescue Engine 93, Battalion 90, Volusia County: 1 Unit, Holly Hill: 1 Unit

Incident Description: Responded to a structure fire with light smoke showing from the eaves and the family waiting in the driveway. Homeowner stated he was soldering earlier and may have not shut torch off completely. Residents awoke when tools started falling off wall. Investigation revealed fire started on workbench, traveled up wall, and started to extend into attic. Fire was extinguished and thermal imaging camera did not reveal additional hot spots. Conducted salvage and overhaul operations including ventilation of garage and attic area. Damage was approximately \$1,000.00 and contained to garage area. Value of house was \$165,000. House was deemed to be habitable and was returned to residents.

Date: Sunday, July 18<sup>th</sup>

Type of Call: Motorcycle Accident

Address: N Yonge & Woodland Ave

Dispatch Time: 11:57 PM

Cleared Time: 12:16 PM

Jurisdiction: Ormond Beach

Units on Scene: Rescue Engine 93 & Battalion 90

Incident Description: A southbound motorcycle crossed into the median and struck multiple trees before crossing into the northbound lanes and stopping in the parking lot of Greg's Restaurant. The male driver was pronounced dead on the scene and the female passenger was declared a trauma alert. Two firefighter paramedics accompanied EVAC to assist with care during transport to Halifax. The Ormond Beach Police in conjunction with the Florida Highway Patrol are investigating the accident.

#### Operations

- Attended Florida Fire Chief's Association annual meeting in Ponte Vedra.
- Continued contract negotiations with IAFF Local 3499
- Updated SOP controlled substance policy and submitted to review committee.

#### Training Hours

9 Building Construction  
27 EMT Refresher Module 6  
2 Extrication  
22 Hose & Appliances  
13 Review New Policies  
33 Technical Rescue

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## 106 TOTAL STAFF HOURS

### Activities

- Updated 19 pre-fire plans
- Conducted 3 fire inspections
- Visited 39 homes for smoke detector checks
- Fire Explorer 14 hour ride-a-long with Battalion Commander
- Fire Explorer 12 hour ride-a-long with Quint 92

### Human Resources

#### Staffing Update

- Job Requisitions
  - Police Dept- Police Officer
  - Public Works/Streets - Maintenance Worker II
  - Public Works/Streets – Streets Supervisor
  - Police Dept - Community Service Officer
- Approved/Active Recruitment
  - Leisure Services/Community Events – PT Community Events Technician – Re-advertised 7/13/10, recruitment closes 7-23-10.
  - Police Department – Police Officer (2) – Advertised 7/21/10, recruitment closes 7/30/10.
  - Public Works/Streets – Maintenance Worker II – Advertised 7/21/10, recruitment closes 7/30/10.
- Background/Reference Checks
  - Leisure Services/Recreation (Nova) - PT Recreation Leader.
  - Leisure Services/ Sr. Ctr. & Casements - PT Custodian (2).
  - Leisure Services/Community Events - PT Community Events Leader.
- Job Offers
  - Finance Department - Meter Reader will begin employment Monday, August 2, 2010.
- Promotions
  - Police Department – Corporal Promotional Process being conducted to establish an eligibility list. Notice sent on June 3<sup>rd</sup> for exam to be held on July 28, 2010 (per CBA. 2008-2010)
- Public Records Requests
  - Personnel file copy requested by Bunnell Police Department.
- Employee/City Benefits Program Update
  - The City has realized tremendous interest in the Prescription Discount Card Program that was recently adopted by the City Commission and promoted via the City's web site, print media, radio announcements, and flyers placed throughout the City. Additional promotion of this program will be included on the August water bills.
  - YMCA Wellness Challenge Team – City staff, “Energizer Buddies” continuing the challenge and working towards individual and team goals. Go team!
  - Employee Appreciation Day – To begin planning an event to be held during Florida City Government week (October 17-23).

- City Events/Employee Relations Update
  - The City of Ormond Beach's team for the American Heart Association's 5K Heartwalk, which will be held on September 30<sup>th</sup> at the Bandshell in Daytona, has raised \$1,420. The team is planning upcoming events to be held in the near future. Heartwalk Rally planned for team leaders by AHA on August 4<sup>th</sup>. Recycle bins are located in city offices for aluminum cans to benefit the Heartwalk.
- Training & Development Opportunities
  - New Employee Orientation program drafted.
  - Early development underway of mandatory employee ethics training and certification program.
- HR Process/Systems Issues/Improvements
  - City Commission approved recommendation to create a formalized Volunteer Program for the City of Ormond Beach at the July 20<sup>th</sup> City Commission meeting. Initiating process to determine needs of departments and begin centralization of current volunteer programs.
- Pay & Classification Plan
  - Start reclassification process for Permit Manager for the new Joint Permit Center. Planning Director has prepared job description for Permit Manager, H.R. reviewing.
- Risk Management
  - Updated Resolution 98-132 revising the Insurance Requirements for purchases; preparing agenda item for upcoming Commission meeting.
  - Projects
    - Policy on Driver License History checks - First draft being reviewed by H.R. Director.
    - Updating proposed changes in level of insurance coverage for insured facilities and requesting written confirmation to support deviations from appraised value. Anticipate completion this summer.
    - Reviewing responses to RFP for WC Third Party Administration.

**Information Technology (IT)**

- Work Plan Projects
  - Hardened Data Center – Project completed.
  - Server Virtualization – Implementation planning: modeling current environment
  - Document Imaging – City Clerk project – Preparation for RFP
  - iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None
  - Networking System: - None
  - Work Orders: - 63 New work - 67 completed - 31 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
    - For the week:

Total inbound E-Mails	57,395	Net Inbound E-Mails	47,722
Inbound Bad E-Mail	9,229	Percentage bad mail	16.9%
Virus Messages Blocked	444		

Notable Events: None.

**Geographical Information Systems (GIS)**

- Addressing Additions: 1 Changes: 0 Corrections: 0
- Map/Information Requests: 11
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

**Leisure Services**

- Administrative Services
  - Supervisory Staff Meeting
  - Programming Staff Meeting
  - Attended ICS 300 NIMS Training
  - Public Works Meeting
  - City Manager Meeting
  - City Commission Budget Workshop
  - City Commission Meeting
  - Weekly Park Visits
  - Met with citizen interested in sponsoring a median on East Granada
  - Met with Florida Dept. of Health representative regarding possible grant for Tobacco Free Parks
  - Met with Veterans Day Committee
  - Met with SRI to discuss issues with current services
  - Met daily with Campus Outreach volunteers for assignments throughout City facilities
  - Met with Daytona State College Theatre Department to bring Shakespeare program to PAC
  - Met with Pop Warner to discuss plans for Sunday, July 25<sup>th</sup> parents meeting
  - Farmers Market
  - Attended mural painting at So. Ormond Neighborhood Center
  - Attended volleyball camp on Wednesday evening
  - Prepared a discussion item for City Commission agenda in response to request from OBYBSA to present partnership proposal for tee ball fields at Ormond Beach Sports Complex
  - Met with Joe Mannarino for wind turbine review – Airport tower parking lot
  - Project ROMP Steering Committee meeting
  - Campus Outreach Kids last day of volunteering for 2010
  - Prepared updated sports association lease agreements to be sent to Legal for review
  - LOS review of parks and recreation existing and projected levels of service for citywide deficiencies
  - Sought information and prepared draft response to Tracking #2010-98 Antique/Replica Automobiles
  - Sought information and prepared draft response to Tracking #2010-78 Osceola Playground
  - Sought information and prepared draft response to Tracking #2010-80 West Ormond Recreation Area
  - Sought information on dune restoration costs at the Royal Floridian
  - Prepared draft interlocal agreement with Volusia County regarding ballot initiative – beachfront property
- Athletics
  - The Lady Renegades high school teams continued practicing this week at the Quad for their upcoming Summer Road tournaments.

- Luis Camacho is once again renting the Soccer Fields for his Sunday 11 v 11 adult league. They play each Sunday at 10:00 a.m. The 6-a-side league concluded this past weekend, with a season ending weekend tourney.
- The City's new Men's Baseball League started playoff games this week, on Monday and Thursday nights at 7:00 p.m. at the Sports Complex. The season will continue through August 2<sup>nd</sup>. Play is on Wendelstedt Fields #1 and #2.
- The OBYBSA's American Legion Program held their League playoff games this past weekend at the Wendelstedt Fields.
- The National Xtreme Baseball League (NXBL) is currently playing their home games at the Sports Complex on Wendelstedt Field #1 on Saturday nights at 7:00 p.m. This is a rental.
- The City's Youth Volleyball Program continued its first ever Summer League this week at the Nova Gymnasium. The program runs on Monday and Thursday nights from 6:00 - 8:00 p.m. and will continue through the beginning of August.
- Upcoming Activities: City's Summer Sports Camps (Volleyball and Golf), USSSA Baseball Tournaments, City's Coed Adult Softball Fall Season, City's Men's Softball Fall Season, City's Youth Flag Football Program, City's Youth Coed Volleyball Fall Program.
- Athletic Field Maintenance
  - Mowed baseball fields 1-4 twice a week
  - Mowed common areas
  - Mowed South Ormond outfield; prepped infield, cleaned tennis and basketball courts
  - Went to Osceola Elementary to prep softball fields; cleaned tennis, basketball, and handball courts
  - Nova Park: mowed infields and outfields; cleaned skateboard park, tennis and handball courts
  - Mowed softball fields 1-4 and coed fields
  - 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 soccer fields 1-10 twice a week
  - Mowed the right-of-way along Harmony Road that leads to the entrance of the Airport Complex
  - Painted foul lines on softball fields
  - Painted foul lines and prepared baseball fields daily for competitive teams practice and games
  - Host the American Legion baseball league weekly
  - Host the men's baseball league on Monday and Thursday nights
  - Painted two soccer fields at South Ormond for day camp use
  - Cleaned up after daily use of the soccer fields
  - Cleaned dugouts and picked up litter
  - Prepped softball fields 1-4 for Lady Renegades competitive club practice
  - Prepped fields 1-5 at Nova Park for practices and weekend games
  - Placed trash receptacles and player benches on soccer fields
  - Fertilized soccer fields 6-7
  - Painted five fields for the men's summer soccer league
  - Painted the full-sized soccer field for men's league
  - Still aerating all fields
  - Continue to veri-cut all fields
  - Began the summer time herbicide spray applications
  - Rebuilding clay infields on the T-ball and Rotary fields
  - Hosted day one of the American Legion Baseball tournament

- Senior Center
  - Staff hosted normal evening programming including: Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, and Daytona Community Church.
- Performing Arts Center
  - The PAC hosted CMT summer camp Monday through Friday.
  - The Performing Arts hosted the following classes throughout the week as part of its regular operations:
    - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Skits, CMT
    - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap, Judo
    - Wednesday - Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
    - 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 events:
    - July 31 • KEDA Auditions 10:00 a.m. – 2:00 p.m.
- South Ormond Neighborhood Center
  - Youth basketball practice took place Tuesday through Thursday from 5:00 p.m. until 7:00 p.m.
  - The youth basketball league's eighth grade team took part in an invitational only AAU National Tournament held at Disney's Wide World of Sports beginning last Thursday. It was a once-in-a-lifetime experience for both the players and the coaches.
  - The Basketball League championship game was held last Monday night at 7:00 p.m. The winner was Total Comfort.
  - It is week two of Session Two for summer day camp at South Ormond. Each day is filled with educational and recreational activities for the children.
  - The South Ormond Neighborhood Center is participating in the summer food program for children offered through Volusia County's Human Services Office from June 14 through August 13.
  - The splash pad is open from 10:00 a.m. until dusk for the spring and summer.
- Community Events
  - Preparing for upcoming hospitality events
  - Assisted with budget meeting and hospitality function, Monday, July 19<sup>th</sup> at Senior Center
  - Prepared and worked New Police Chief Reception, Tuesday, July 20<sup>th</sup> at City Hall
  - Clean-up of both hospitality events
  - Finalized organizational tasks of supplies and equipment used for the July 4<sup>th</sup> event; finalized after-action report for July 4<sup>th</sup> event
  - Attended Veteran's Day event meeting
  - Assisted with Casements Live! concert events
  - Assisted with Caribbean Night event
  - Weekly administrative tasks and office work
- Gymnastics
  - Students continue to enjoy their classes and are progressing with their skills. This week is the last week of the session, so it will be Parent's Day for all the classes all week long.
  - This Wednesday the second of two summer clinics was held. Students participated in a clinic focusing on the beam and vault.
- Nova Community Center and Special Populations

- Nova conducted regular adult classes in jazzercise, “take off the pounds sensibly” (TOPS) and Yoga.
- FitGyms conducted their personal training, tennis lessons and FitMoms.
- 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, for special needs participants, had their second week of the second session of camp at South Ormond Neighborhood Center. The campers went to the YMCA for a field trip on Tuesday and played at the splash pad on Thursday. They also enjoyed a field trip to Ocean Walk for a tour of the projection room, lunch and to watch “Toy Story 3.” In addition, they played on the playground, did arts and crafts, watched movies and played various sports and games during the week.
- Nova Community Center continued with the second week of their second session of summer camp on Monday through Friday with all the counselors and campers enjoying games, sports, arts and crafts, movies, the playground and a guest from Embry-Riddle who talked to the campers about the wonders of flight and training to fly.
- Volleyball met on Monday and Wednesday evenings for practice with the Athletics division.
  
- The Casements
  - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
  - Don Kennedy’s exhibit “Memories and Feelings, Near and Far” is the featured Gallery exhibit for this month.
  - The Fifty States Quilt that took 25 years to make is on display! Come celebrate your state throughout the month of July!
  - Summer Art Camp continues with Week 5, “The Fine Art of Good Manners,” a popular camp that returns again this year. Mixing art with manners is fun and creative!
  - Enviro Camp continued this week with “Shades of Green!” a fun filled week learning about recycling, gardening and much more! Visitors this week included the city’s Environmental Manager, Ormond Beach Garden Club and Winters Nursery.
  - Tai Chi classes have stopped during the summer months and will return the first part of September.
  - Zumba classes continued this week with a Tuesday evening class from 6:00 p.m. to 7:00 p.m. The class is growing as we go with three new members this week! Walk in and dance out!
  - The Casements Guild Crafters met this Thursday from 12:30 p.m. to 3:00 p.m.
  - Staff assisted with the weekly Farmers’ Market this week on Thursday from 8:00 a.m. to 1:00 p.m.
  - Staff, along with producer Wyatt Davis, will be offering another “Casements Live!” concert this Friday night from 7:00 – 9:00 p.m. The musicians appearing on stage will be LeAnna Rhodes and Chris Via. Come out and join the fun!
  - Volusia County School Board history teachers will take a special tour on Friday from 9:30 a.m. to 11:00 am.
  - Greek Cooking returns to The Casements kitchen this Saturday from 8:30 a.m. to 1:00 p.m.
  - NIAB members met for a meeting on Wednesday night at The Casements from 7:00 p.m. to 9:00 p.m.
  - A large group of family members celebrating their family reunion will visit The Casements on Saturday to tour the home.
  
- Facilities Maintenance
  - Installed new toilet paper dispensers at the Senior Center Meals on Wheels building
  - Repaired card room door at the Ormond Beach Senior Center

- Replaced window screen at the Emmons Cottage
- Installed occupancy sensors in men's and women's restrooms at the Ormond Beach Senior Center
- Repaired informational signage at the Ormond Beach Municipal Airport
- Replaced damaged cord reel at Fire Station #94
- Installed new enclosure for the irrigation system at the Tennis Center
- Repaired chilled water drinking fountain at the Tennis Center
- Cleaned three through-the-wall A/C units at Public Works Department
- Repaired A/C system damaged due to lightning strike at Fire Station # 91
- Repaired two A/C units at the Gymnastics Center
- Repaired chain link fence above waterfall at Memorial Gardens
- Installed two new grills at Central Park II
- Cleaned vegetation out of all ponds at Ames Park
- Replaced re-circulating pump for decorative fountain at Arroyo Park
- Parks and Irrigation
  - Replaced two broken spray heads on Streetscape and reset timer at Butternut Circle
  - Ran zones at both reclaim tanks and checked timers
  - Dug up and replaced mainline break and four foot of zone line at Streetscape by KFC
  - Capped mainline to pump at Memorial Gardens
  - Installed new D/C TBOS timer and solenoid at Memorial Gardens
  - Installed two new timers at Tennis Center
  - Installed one new timer on West Granada #8
  - Repaired broken zone line and swing pipe assembly, flushed system and installed new filters on Nova Road
  - Ran all zones at Ormond Shores Park; replaced five spray heads and nozzles.
  - Checked planters under Granada Bridge

### **Police Department**

- Administrative Services
  - Audit and Inventory of the Property & Evidence Room continuing.
  - Attended Budget Workshop meeting
  - Conducted quarterly meeting with first-line supervisory personnel
  - Attended bi-weekly meeting with the City Manager
- Community Outreach
  - 45 Youth are participating in the PAL summer tutoring, computer and art program held at the SONC.
  - Under the guidance of the Mural Artists, members of the Youth Directors Council painted the upper portions of the rainforest mural project.
  - OBPAL will be selling tickets for the August 28<sup>th</sup> Daytona Cubs game. OBPAL will receive \$3 from each ticket sold. Proceeds from the fundraiser will be used to enhance youth programming in the Ormond Beach.
  - OBPAL Recreation Leader spoke to the CPAAA Wednesday evening about the Science on Patrol program and the upcoming PAL Golf Tournament.
  - Youth in YDC nominated to participate in the Youth Advisory Council attended the first of three youth leadership training meetings.
- Community Services & Animal Control
  - Animal Calls responded to: 54
  - Animal Reports: 8
  - Animals to FHS: 13
  - Dog reclaimed: 1

- Written Warnings issued: 2
- Several complaints beachside concerning raccoons - traps were set by Animal Service
  
- Criminal Investigations
  - Cases Assigned: 25
  - Cases Cleared by Arrest/Complaint Affidavit: 4
  - Cases Exceptionally Cleared: 12
  - Inactive: 16
  - Fraud: 4
  - Burglary Residential: 8
  - Larceny Car break: 2
  - Grand Theft: 7
  - Offense Against Family/DCF Reports: 1
  - Recovered Missing Persons: 1
  - Sex Offense/Rape: 1
  - Robbery: 1
  
- Records
  - Walk-Ins / Windows: 194
  - Phone Calls: 241
  - Arrest / NTA'S: 30
  - Citations Issued: 147
  - Citations Entered: 119
  - Reports Generated: 133
  - Reports Entered: 117
  - Mail / Faxes / Request: 89
  
- Operations
  - 07/15/10 - Carbreak - Division Ave. - Subject observed on S. Beach St, stopped and arrested for carbreak.
  - 7/15/10 - Narcotics arrest. Possession under 20 - drug paraphernalia.
  - 7/16/10 – Burglary of a conveyance - suspect bent the frame of the driver's door to gain entry into the vehicle. Nothing was stolen.
  - 7/16/10 - Grand theft at W. Park Place - victim had a gun stolen from his house over the past several weeks- victim suspects his son's friend took the gun.
  - 7/16/10 – Burglary - Sandy Oaks – owners out of town. Real estate agent responded to this residence yesterday and found the door kicked in. Computer equipment stolen.
  - 7/16/10 - Subject recently released from jail came to station to turn in his firearm – firearm found to have been stolen out of Tallahassee in 2003. The subject claimed to have bought the firearm locally from a gun store and had appropriate purchase and receipt paperwork. A wanted/warrants check on the subject revealed he had an injunction for protection to be served on him.
  - 7/16/10 - Grand Theft at 647 North Beach St - victim discovered jewelry was missing. Victim stated that she had not used the jewelry in several weeks. House is being remodeled and victim thinks that one of the workers took the items.
  - 7/16/10 - Burglary at 640 N Nova Road - neighbor observed a male subject making entry into enclosed patio on second floor apartment. Suspect indicated he broke into the residence because the homeowner owes him money for drugs.
  - 7/16/10 – Disturbance/fight on Kenilworth. Intoxicated individuals who did not speak English were contacted in the street. Identification of all subjects was eventually made but no charges filed.

- 7/17/10 - Aggravated battery on Santa Fe. Female suspect stabbed her boyfriend with a small pocket knife and nail file in the foot and the leg. Suspect was gone upon officer's arrival. Affidavit for aggravated battery signed and investigation is continuing.
- 7/17/10 - Trespassing, 1520 W Granada, Kangaroo, two suspects arrested.
- 7/17/10 - Burglary-vessel, 282 S Beach St, boat motor taken off an 18 foot boat.
- 7/18/10 – Burglary - 711 S Atlantic Ave #612; occurred in the past; housekeeper is possible suspect; no forced entry; jewelry, cash, & credit card taken
- 7/18/10 - Disturbance/fight on Military Blvd; drug related. Parties involved were contacted and cross-complaints are being completed.
- 7/19/10 - Domestic Violence- battery arrest of adult male- S Ridgewood Avenue
- 7/19/10 - Burglary - 913 Village Dr. Entry gained through a rear window, however, all items removed from the residence were left outside by the suspect(s) and have been recovered.
- 7/19/10 - Burglary - Reflections of You Salon (200 S Nova Rd #C); Hair products and styling tools taken.
- 7/20/10 - Vandalism to mailboxes at 335, 343, 344, 353, & 363 Pine St.
- 7/20/10 - Vandalism - slashed tire; 435 Hand Av (Corner of Pine St.)
- 7/20/10 - Vandalism - AT&T box; 353 Pine St.
- 7/20/10 - Shoplifting. 690 S. Nova Rd 7-11 - subject was stealing beer as officer was pulling into the 7-11 parking lot. Subject apprehended.
- 7/20/10 - Domestic Violence - N. St. Andrews St. Between brother and sister. The brother had left the area prior to officer's arrival - affidavit completed.
- 7/21/10 - Grand Theft - 200 E Granada Blvd. Victim left his new iphone4 on counter at bank and walked out. He returned a few minutes later but the iphone was gone. Suspect identified. Investigation continuing.
- 7/21/10 - Burglary residence - 715 Fleming Ave. Front door kicked in while victim was at work. Jewelry and medications taken.
- 7/21/10 - Carbreak -in progress at River Grille restaurant. Witness saw suspects breaking car windows. Suspects fled in a black BMW. Officer attempted stop of vehicle at Nova and Granada Blvd. but the vehicle fled south. No pursuit was initiated. VCSO located the suspect vehicle abandoned at a vacant house on Circle Dr. in Daytona Beach. All property stolen during the carbreaks was still in the vehicle and recovered.
- 7/22/10 - Reckless Driver – motorcycle being driven northbound on S. Beach St. in a reckless manner resulting in a crash. The driver fled the scene on foot but was apprehended and arrested for leaving the scene and possession of narcotics.
- Traffic Unit
  - 10-07-00333 - Crash involving fatality - US 1 / Hernandez Avenue: Southbound motorcycle failed to negotiate the curve at the 100-200 block of N. US 1 and struck the center median. Motorcycle impacted two trees in the median and overturned, ejecting both the operator and passenger. The operator died on scene. The passenger suffered severe injuries and was transported to HHMC as a trauma alert. Excessive speed and alcohol appear to be contributing causes.
  - 10-07-00361 - Hit & Run crash involving City Property - Casements Drive and Riverside Drive: Unknown vehicle struck and knocked over a stop sign and left the area. No suspect information available.
  - Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
  - Working on resolving complaints of a sport bike being operated recklessly in the 500 BLK of S. Ridgewood Avenue. So far, the complaints have ceased, but we will continue to monitor the area.
  - Officer Sanders arranged department-wide radar re-certifications this week.
  - We assisted NID with several parking complaints. They were resolved with citations / tow warnings.
    - Traffic Citations issued: 111

- Parking Citations issued: 1
  - Crash - No Injury: 12
  - Crash – With Injury: 3
  - Crash – with Fatality: 1
  - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Total Citations Issued on S.T.E.P.: 74
  - Self-Initiated Enforcement Locations:
    - 500-800 BLK Division Avenue
    - 300-600 BLK Hand Avenue
    - 700 BLK Fleming Avenue
    - 800 BLK Wilmette Avenue
    - SR A1A
    - 500-1500 BLK N. Beach Street
  - Enforced Complaints:
    - Central Park area (Division, Hand, Fleming)
    - 100-500 BLK Clyde Morris Blvd.
    - 500 BLK S. Ridgewood Avenue
    - Riverside Drive / Willis Drive (Unfounded)
  - Neighborhood Improvement
    - Weekly inspection statistics by Commissioner Zones
      - Zone 1: 2 Cases Initiated
      - Zone 2: 3 Cases initiated
      - Zone 3: 4 Cases initiated
      - Zone 4: 4 Cases initiated
    - 12 tree removal permit requests
- Administrative staff assisted with forty-five (45) telephonic inquiries.

## **Public Works**

### **Engineering**

- US1 Forcemain Extension Phase II- A temporary lane was constructed on the inside southbound shoulder so that barrier walls can be shifted further to the east, for additional room to perform roadway repairs.
- Water Treatment Plant Distribution System, Phase II- Contracts are being prepared.
- Rima Ridge Wells 54, 55 & 56- Building permit issues were cleared up with Volusia County. Permit to relocate gopher tortoises is pending on approval letter from the Department of Forestry.
- Ormond Beach Sports Complex Press Box- The pre-fabricated structure was scheduled for delivery and installation on July 26<sup>th</sup>. The project is rescheduled for completion prior to August 1<sup>st</sup>.
- US1 and SR40 Palm Transplanting – The palms are scheduled to be cut back and cleaned up in preparation of transplanting next week. A site meeting is set for next Wednesday with FDOT to determine Maintenance of Traffic.
- SR40 Sidewalk/Trail Phase I- Prepared and sent for FDOT reimbursement.
- SR40 Sidewalk/Trail Phase II- Processed shop drawing review, processed time extension.
- US1 / SR40 Utilities Relocate – Schedule water shutdown at SR 40 and Halifax for valve replacement. Restriping and sidewalk repair remain.
- South Ormond Rec Center Lighting- Coordinated with FPL for pole location for new power. Sent letter on the Invoice 2 rejection.
- Sunshine Blvd.- Staff is processing the Purchase Order. The “mock” directory sign needs a few minor modifications as directed by the business owners and will be completed next month.

- City Hall Parking Lot Repairs- Staff is processing a Purchase Order and preparing a phasing plan to close a portion of the parking for construction.
- Halifax Sidewalk- Completed sidewalk from Valencia to Mulberry.
- Design Projects:
  - Alcazar-Buena Vista Drainage Area Improvements- Staff and McKim & Creed met with staff members of St. Johns River Water Management District to discuss permitting requirements and design concerns for proposed drainage improvements.
  - Airport Rd Forcemain / Reuse Extension- SLERs are being processed by the State.
  - Sanchez Ave. Storm Drain- Met with contractor to discuss proposal to replace culvert beneath access drive to Sanchez Park and also replacement of the cul-de-sac stormdrain.
  - OBSC Boundless Playground- Staff met with the Leisure Services Advisory Board to discuss the final layout this week. Staff needs to finish the design and make minor modification for the RFP.
  - SR40 Sidewalk/Trail Phase III – Provided FDOT with additional information for SJRWMD permit modification.
  - Granada Bridge Decorative Pole Replacement – The plans have been reviewed by the FDOT requiring minor modification for permitting. Staff will begin purchasing the equipment for the project and soliciting quotations for installation.
  - Ormond Scenic Loop- Prepared draft of RFP.
  - SR40 – A1A to Nova Interconnect- Contacted ATT for use of their bank on Granada Bridge for the new fiber optic.
  - Ormond Crossing IJ/LAP- Prepared and submitted to FDOT for time extension.
  - Vining Court- Plan modifications were made at the direction of the MainStreet Design Board and presented to the full board on July 19<sup>th</sup> and were approved.
  - North US1 – Landscape Renovation – Staff is soliciting quotations to clean up the median plantings north of Wilmette as they have become difficult to maintain.
  - Memorial Gardens Well Replacement- Staff has solicited information about refurbishing the existing wells and will pursue extending reuse water to irrigate the gardens and fill the ponds.
  - Downtown Street Tree Replacement- Staff has completed the design and is soliciting quotations to remove and replace selected trees.
  - South Ormond Recreation Center Improvements- Contractor has submitted shop drawings which are being reviewed.
  - Tymber Creek Widening, Phase I- The letting of this project has been pushed out due to permitting issues associated with aspects of the County's part of the project.
  - Rima Ridge SR40 Entrance- The entrance construction is being integrated into the roadway resurfacing plan for 2010.
  - Oak Forest Outfall- The failing pipe was cleaned and TV'ed, which indicated the worst section to be the last 40 feet, which needs to be pipe inserted next week to prevent collapse of privacy wall constructed on top of the pipe.
  - 2010 Roadway Resurfacing- Bids will be received, August 4, 2010.
  - MacDonald House Parking Lot Paving- Exhibit documents have been prepared with quantities for resurfacing the asphalt. This project will be let with the roadway resurfacing contract, but has a separate funding source.
  - Tymber Creek Widening, Phase II- County is experiencing permitting delays for the road widening and may not go to construction this fiscal year for Phase 1.
  - Stormwater Study – City Commission was presented the study and its recommendations. The commission was in favor of recommendations. Staff will proceed with implementing the projects and/or scheduling them in the 5 year CIP.
  - Wastewater Treatment Plant Expansion and Rehabilitation – Project is in the bid phase. Bids were received on April 29<sup>th</sup> and was approved by the commission on July 20<sup>th</sup>.

- John Anderson Drive – Held the kick-off design meeting. Survey is underway.
- EVRWA Nova Canal Flood Control Study– The technical Committee has received the final update and is reviewing the consultant's recommendations.
- Hand Ave./Coolidge Avenue Roadway and Drainage Improvements- Finalizing plans for Coolidge Avenue and preparing to advertise Coolidge Avenue on Sunday August 1<sup>st</sup>. Coolidge Avenue will be constructed separately from Hand Avenue in order to get some construction on the stormwater improvements underway. Staff will be preparing an update to the City Commission on the Hand Avenue project for discussion.
- Joint Permit Center – Staff is working with Hall Construction and their architect on the final plans.
  
- Administration:
  - Resolved permitting issues with FDOT concerning the street light replacement along SR40.
  - Responded to FDOT request for information on Main Trail Bridge.
  - Requested from Volusia County crash history for signalized intersections within City limits for red light running system.
  - Responded to FDOT request on mast arm records and documentation in downtown are.
  - Requested July EEO annual report from prime contractors to provide workforce data of the number of employees working on federal aid construction projects FDOT.
  - Prepared plans and quantities for Halifax Dr. sidewalk between Mulberry and Rockefeller.
  - Sent Planning Director MPO approved projects for FY 2010-11.
  - Returned permit application to Zev Cohen for 327 N. Beach St.
  - Processed Hunter's Ridge request for street lights along Airport Road.
  - Processed invoices/pay requests totaling \$52,892
  - Prepared work authorizations totaling \$23,754
  - Prepared requisitions/PO's totaling \$58,793
  
- Customer Service:
  - Assisted residents with stormwater concerns.
  - Responded to various citizens on the parking for East Granada, which will remain.
  - Responded to Mrs. Campbell 10 Mirror Lake Dr., on noise in early morning (FDOT vacuum trucks cleaning storm drains).
  - Gathered and scanned documents pertaining to the Main Trail Bridge for FDOT.
  - Provided WWTP monitoring wells drawing to consultant (BFA) and made corrections per their comments
  - Plotted and created scanned PDF's for multiple drawings requested by the Utilities Division.
  
- Meetings:
  - On site meeting @ 541 Oceanshore with contractor regarding Surface Water Management Plan.
  - Held meeting with all staff involved in damage assessment to review procedures and responsibilities.
  
- Other:
  - 37 projects were inspected.
  - Took Water Depth Measurements, made monthly water depth report and created water elevation contour map for the Nova Landfill.
  - Took shots of flow line every 25' for 600' on Oak Forest Dr.
  - Continued updating the water main isolation valve map for the Hand Ave Collector Rd. Upgrade project.

- Continued updating the City Fiber Optic as-built to reflect the vertical depth elevations of the conduit.
- Completed the curb flow line elevation shots 300' each side of the inlet located @ 1717 & 1719 Oak Forest Dr.
- Completed weekly measurement of the leaning retaining wall on Magnolia Ave.
- Researched old right of way information for Palmetto Ave. for possible code violation, then provided created drawings and found documents to the City Attorney's office and Streets Div.

- **Street Maintenance**

- **Asphalt / Concrete**

- Repaired asphalt radius at Woodridge Drive
- Repaired asphalt should at John Anderson Drive and Neptune Ave.
- Repaired roadway at N Halifax Dr by Food Lion
- Repaired potholes City-wide and at Tennis Center parking lot
- Repaired (2) Utility cuts for Water Section on Morning Star Ave.
- Repaired (1) Utility cut for Water Section on Cumberland Ave.
- Repaired depression in asphalt at Palmetto Ave, between Ponce Deleon and Benjamin Dr.
- Poured sidewalk at 1273 Royal Rd (Forest Hills)
- Poured concrete pad at Wastewater Plant
- Leveled asphalt on N Beach St by Hernandez Ave.

- **Tree Crew**

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming at McIntosh Rd.
- Trimming at Quail Run
- Trimming of ROW at Sanchez Park
- Removed Magnolia tree on Quail Run which was attached to fallen tree.
- Removed fallen tree in roadway on Kimberly Drive
- Removed fallen tree by Casements
- Trimming Citywide

- **Maintenance Crew**

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- DOT weed control on US1
- Pick up large load of shell for boat ramp at Sanchez Park
- Removed yard waste pile generated by volunteers at Ames Park
- 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
- Maintenance of various vehicles

- **Sign Shop**

- Finished installation of HIP street names at intersections along S Orchard St.
  - Oak Park Cir and S Orchard St
  - Division Ave. and S Orchard St.
  - Hand Ave and S. Orchard St.
- Citywide: checked large 48" x 24" 1- and 2-direction arrows for replacement
- Setup lane closure on Division Ave between Bostrom Ln and Roosevelt Dr for the camera truck to check underground stormwater pipes.
- Repaired signed at the following locations:

- S Orchard St – cleaned all 25 mph signs
  - Brookwood Drive and Old Tomoka Rd – replaced bent street names with new HIP names
  - Replaced faded 25 mph sign at 63 Brookwood Dr.
  - Installed new HIP street names at Mayfield Cir and Brookwood Dr.
  - Replaced damaged 90 degree curve warning sign and 15 mph advisory plaque at 10 Vining Ct.
  - Replaced a Stop Sign and “No Trucks” sign which was hit by a vehicle near the Casements.
  - Replaced a missing Stop Sign post and street names at Ann Rustin Drive and Ocean Shore Blvd.
  - Installed a 48” x 24” HIP large 2-direction arrow sign on the east side of S Halifax Drive and Fluhart Drive.
  - Installed a 48” x 24” HIP large 2-direction arrow sign on the south side of Riverbeach Dr and S Halifax Dr.
  - Installed a 48” x 24” HIP large 2-direction arrow sign on the west side of Riverside Dr and Rockefeller Dr.
  - Installed a 48” x 24” HIP 1-direction arrow sign at 798 Flamingo Dr.
  - Replaced a missing Stop Sign at Bermuda Estates Dr.
- **Stormwater Maintenance Maintenance Crew**
    - Locates citywide
    - Carp Barriers – cleaned and inspected
    - Pictures and video of mowing and cleaning ditches for NRCS.
    - Dug out ditch with Gradall on Wilmette Ave (took pictures)
    - Reachout Mower – US1 to Wilmette, Ave, north to I95
    - Slope Mower – DOT Ponds, SR40 west
    - Hauled debris from Wilmette Ave via dump truck
    - Cleaned out pollution control structures with Vacon at Sanchez Ave., Live Oak Ave., Lorillard Pl., Division Ave. Currently still working on Dormont Ave.
    - Pump Stations – inspected for upcoming rainfall
    - Oversaw Temporary Labor personnel (4 temps each day) – Wednesday, Flagging on Wilmette Ave. Thursday, sandbag preparation.

**Streetsweeper – Street Sweeping**

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

- **Fleet**

**PM Services completed for the week:**

Emergency—Vehicles and Equipment

14

Non-Emergency Vehicles and Equipment

20

**Road Calls for the week:**

6

**Accidents for the week:**

1- 028 PD

**The below fuel inventory report will continue on the weekly report.**

**Fuel on hand (central fueling station at fleet operations):**

Diesel

4,128 gals.

Gas

12,871 gals.

**Comments:**

- Fleet experienced no set backs this week and PM services are on schedule.
- The installation of the police printers and mounts is still underway.

• **Utilities Division**

- Preparing responses to request for additional information correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. Forwarded information concerning service area designations to Planning Department requesting mapping and agreement assistance with the information request.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department.
- Breakaway Trails Irrigation System – Materials are being obtained to increase the reliability of the control system. The existing control system does not reliably activate the pond pumps or the supplemental wells. When these sources do not operate, it becomes necessary to use potable water to supplement the irrigation system.
- Annual Chemical Bid – The project is presently advertised for bids.
- Cross Connection Control (CCC) Program Management Services: Awaiting feedback for submittal to VCHD requested survey of demographic information concerning City's CCC program. Address inactive account procedures regarding this program with Building Dept.
- Fire Hydrant Replacement Program – Award packet is scheduled on the 8/4/10 CC agenda.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 after the modified impeller bolts are installed to demonstrate that ragging at the influent pump station is reduced. The pump impeller attachment bolt and washer configuration is being modified by the pump manufacturer to eliminate locations that currently accumulates rags within the unit. Impeller shipment is scheduled for the middle of July. Centrifuge #2 is vibrating and shutting down. Centrate solids percentage is high. The centrifuge may be partially plugged. The manufacturer was contacted to send out a representative to correct the problem. Final summary of lab findings for centrifuge optimization and % solids production was received. The centrifuge meets the design conditions. Chinchor Electric has connected the lights at the reuse pump station to a power source at that location. They also installed an agastat relay on the thickener pump. All potential change order work is completed.
- Gravity Sewer Pipeline Repair – Specifications for repairs are being prepared.
- Water Treatment Plant High Service Pump Station VFD Conversion - The final change order for \$26,764.40 was approved at the 7/20/10 City Commission meeting. Additional changes are required for the record drawings.
- Lift Station Repair and Replacement Project: Information was obtained for submittal of the site plan to Volusia County to secure the construction permits. The site plan was submitted. A work authorization was sent to Consolidated prepared for authorization to perform a boundary survey. FPL notification form letter forwarded to the Contractor for signature.
- Roll Off Container Filter: The project will be advertised for bids early next week.
- Root Control Services – The contract award recommendation to Municipal Sales is scheduled on the 8/4/10 City Commission agenda. The company has been asked to provide verification of registration in the State of Florida.
- State Road 5 at State Road 40 (US1 & Granada) - A meeting is scheduled with FDOT to determine the amount of sidewalk replacement they will require to finish the project. The contractor requested an inspection for final completion.

- Wastewater Treatment Plant Expansion: The project was awarded at the 7/20/10 City Commission meeting.
- Water Plant Aerator Rehabilitation – A meeting was held with the engineer to discuss comments. The alternative selected will brace the exterior walls of the structure instead of replacing it. Aerator trays will be inspected to determine whether replacement of them is warranted.
- SPRC- Access routes to Well 33H through Huntington Woods and Huntington Lakes is being evaluated.
- Received notification from the Engineering Division of a directional bore proposed at Clyde Morris Boulevard and Hand Avenue. The proposed bore is close to the water main on Hand Avenue, west of Clyde Morris Boulevard. Sent drawings of the intersection showing the utilities to the Engineering Division.
  
- Water Distribution
  - Replaced 5 residential water meters
  - Responded/ repaired 11 water leaks, 5 low pressure calls and 4 cloudy water complaints
  - Replaced 2 water services that were plugged and 23 meter boxes/lids
  - Located 5 meters for the meter readers
  - Maintenance performed on 27 fire hydrants located in Hidden Hills Subdivision
  - Performed accuracy testing for the 3- 3" meters located in Destination Daytona, 3" meter at Wal-Mart, and the new 3" meter serving Madison Glen Apartments.
  - Tested and repaired 2 city owned backflow preventers
  - Completed valve maintenance and exercising on 8 main line valves
  - Moved a water service for the county sidewalk project on S. Halifax Dr
  - Assisted Streets Department to protect the water service while a large tree was removed in the Village subdivision.
  
- Water Treatment
  - Delivered to the City 38.570 million gallons for the week ending July 18, 2010, (5.51 MGD)
  - Backwashed 14 filters for a total of 750,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Well 37R returned to service after pump replacement.
  
- Waste Water Collection - Reuse
  - Crews responded to two trouble calls in west Breakaway/Hunters Ridge and one in town.
  - Flushed reuse mains on beach side, televised 890 'of sewer main.
  - Rehabilitated three pep tanks. This is a total of 37 tanks completed this year out of 50 planned for budget year.
  - Repaired irrigation service line at 5 Tomoka Cove.
  - Work day with City Manager at 11 Lake Vista doing a pep tank rehab, line cleaning and televising of a sewer main line in Brairgate Subdivision.
  - Start cleaning up at wastewater plant to provide a staging and storage area for the next plant expansion. Cleaned and fueled all buildings and equipment for weekend.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 26.04 Million Gallons, Influent flow average for the week is 3.72 MGD.
  - Produced 18.17 Million Gallons of Reuse
  - Produced 7.87 Million Gallons of Surface Water Discharge
  - Hauled 109.74 tons of sludge (14%-18% Solids).
  - FDEP Pretreatment Plan Audit was performed on July 13, 2010.
  - Quarterly Chronic Bioassay passed
  - City Pretreatment Inspections were performed on the three City Permitted Industries.

- Commencement of the Pretreatment Local Limit Evaluation is planned to start August 14<sup>th</sup>.
- Operations support provided for contractor activities to install an agastat relay for the thickener pump associated with Phase 1 WWTP Rehabilitation Project.
- Utilities Maintenance Division
  - Water Plant - Well Fields - Booster Stations
    - Removed High Service Pump #6 assembly because of a bad motor. The pump was previously scheduled for replacement. The pump and motor change out will be performed simultaneously to minimize downtime.
    - Rebuilt High Service pump #7 check valves and placed back into service.
    - Installed fan in Maintenance shop.
    - Removed and replaced 50HP Lime Softening Sandfilter blower motor. Will rebuild the pulled motor and place into spare parts inventory.
    - Pulled LPRO Clearwell Transfer pump #2 for evaluation.
    - Replaced degasifier motor.
    - Repaired the flow meter at Granada Booster station.
    - Replaced lamps in well 29H enclosure.
    - Checked Standish Booster station vacuum priming pump, operations is running tank level lower sometimes causing pump to loose prime, the vacuum priming pump has been out of service for over 20 years. Fabricated a new control box for the vacuum priming system at Standish Booster pumping station.
    - Ran LPRO and Lime softening back up generators, tested ok inspected system after run and submitted findings to Fleet Maintenance.

#### Wastewater Plant – Lift Stations – Reuse System

- Replaced pressure transmitter at BAT reuse storage tank.
- Tested and adjusted floats at 7P liftstation due to no alternation of pumps.
- Installed RTU batteries at 4P liftstation and Ormond Green.
- Repaired alarm bell at 1M liftstation and replaced the RTU battery.
- Replaced contacts on motor starter at Chelsea #2 liftstation.
- Replaced pump #1 at 2M liftstation.
- Ordered parts to install new level controls for the detention pond pumps and wells B, C and D at BAT reuse storage tank.
- Changed controller at Saddlers Run liftstation, replaced RTU battery and lock on disconnect.
- Repaired hose rack at Hydro Building.
- Formed pad around wash down area at Maintenance building.
- Replaced hinges on wetwell door at 7M liftstation.
- Adjusted main drive chain to Barscreen #2.
- Liftstation 2M was rebuilt utilizing new guide rails and pump mounting bases. Riser pipes were replaced with HDPE to the valve box. Work was performed By Danus Utilities with assistance from Utilities Maintenance division.
- Installed "Sweet Air" wetwell vent cap at 7M1 liftstation to reduce odor problems.
- Generator #382 was stalling under load at Saddlers Run liftstation. Delivered the unit to fleet for repairs.
- City Manager worked with liftstation crew and performed an annual preventative maintenance to 5M liftstation.
- Adjusted pump packing on RAS pumps #3 and 4.
- Utilities Division completed 69 work orders as reported in MP2 computerized maintenance management system, of which 59 were PM work requests and 10 were repair work orders.