

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 10, 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 meeting with City Attorney
- Held budget meetings this week with Department Directors, Assistant City Manager and Finance Director
- Met with Employee of the Quarter committee, selected Officer Rob Pearson
- Met with Economic Development Director on business prospect
- Held weekly staff meeting with Directors
- Met with Assistant City Manager, Acting City Engineer, and Landscape Architect to review consultant's alternative analysis of John Anderson Drive

Spoke to, attended and/or met with:

- Met with staff from Volusia County, City of Daytona Beach and Consolidated Tomoka regarding Hand Avenue extension
- Attended Representative Costello's Town Hall Meeting
- Visited Sagebrush Drive to examine the landscaping
- Met with Police Chief and citizen regarding Symphony condos pool construction concerns
- Attended Budget Advisory Board meeting
- Attended viewing for former Fire Chief Ron Jacobs

### **City Clerk's Office**

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

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/cleaning up meeting rooms, recording and transcribing meetings):
  - June 7, 2011, Assist at Representative Costello's Meeting
  - June 8, 2011, Special Fire Fighters Pension Board Meeting
  - June 8, 2011, Budget Advisory Board
  - June 9, 2011, Quality of Life Advisory Board Meeting
  - Website Training for new Planning Technician
  - Creating web pages for the Building Department to increase accessibility for customers to forms necessary to apply for building inspections, schedule appointments and check status

### **Community Development**

- **Planning**
  - The Department has good and bad news to announce regarding the recently hired Planning Technician. Bridget Barton recently received her BA in Business Administration. Unfortunately, Ms. Barton will be out of the office for an extended amount of time due to an injury that requires surgery. The length of time is longer than the Department can afford to have her absent. Her probationary employment with the Department will be terminated and the position will be re-advertised.
  - Staff attended an adhoc meeting composed of communities along the US1 corridor to learn about the TPO's concept of contracting with a consultant to perform a corridor study for the entire corridor. The goal is to develop a multi-jurisdictional study that the individual communities can use to support future planning and redevelopment. This will tie in very nicely with the City's Multimodal Plan which designates US1 as a multimodal corridor. The County's CRA representative was present.
  - The Department, along with the City Manager, attended a meeting with Volusia County, Daytona Beach and Consolidated Tomoka to discuss strategies to effectively address the EDTM comments provided by various Federal and State regulatory agencies regarding Hand Avenue Extension to Tymber Creek Road Extension.
  
- **Building Inspections, Permitting & Licensing**
  - 36 permits issued with a valuation of \$199,340.00
  - 118 inspections performed.
  - 10 business tax receipts issued.
  - Mike Holt, the author of the "illustrated Guide to Understanding the NEC Requirements for Grounding versus Bonding" will be coming to Ormond Beach to do a free seminar on Grounding and Bonding. He will be providing free copies of his book to participants of the workshop. Mr. Holt owns a condominium in Ormond Beach and was contacted by the Building Official to determine if he would be willing to do a workshop for the fire chiefs, electrical contractors, engineers, and fire inspectors. He graciously accepted without remuneration.
  
- **Development Services**
  - The following projects were received for review by the SPRC and were circulated for initial staff review:
    - Final Cardinal Life Guard plans under review;
    - Chase Bank
  - The Department devoted much time to visiting the Miro Medical Office building site to ensure the landscape buffer meets the requirements placed upon them by the City Commission at the 5.18.10 CC meeting on the special exception which removed the wall requirement and substituted a 6 foot high landscape planting at time of planting. The Director met with Mrs. Peters and Mrs. Lowrey on several occasions while accompanying the City Manager and the Mayor in separate meetings at the site. Until the landscape buffer meets the 6 foot high requirement, this Office does not intend to release the Certificate of Occupancy.

### **Economic Development**

- **Economic Development**
  - **Ormond Crossings**
    - Tomoka Holdings is reviewing the latest round of staff comments for the Master Development Plan. A joint meeting will be arranged to discuss the plan, which will include the draft design standards, which will be needed as part of the platting and zoning process.

#### 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, 9,000 square foot industrial building that was recently vacated.

#### 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 this week to approximately 3,500 businesses that have licenses in the City. The survey results will be presented to the City Commission.
- Staff is working with the Chamber to formalize plans for the second annual Economic Prosperity Forum, tentatively set for Monday, June 27 at 7:45 am at Halifax Plantation.

#### 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 working closely with Energizer management on a number of site and transportation matters including a meeting this week to discuss extension of an additional water line for the production facility. Staff met with Energizer officials this week to review the permit applications and conceptual plans. The company is planning to make additional capital improvements to the plant in 2011/2012.
- Staff met with potential buyers of Granada Place shopping plaza to discuss renovation plans.
- Staff met with a prospective industrial business interesting in leasing space at Hull Pointe, which is located at the corner of Hull Road and off North US1.

#### Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is working with staff on a number of economic development initiatives.

- Airport Operation and Development

- Staff conducted a special meeting of the Aviation Advisory Board on Thursday, June 9, 2011 at 5:30 p.m., in the H.R. training room at City Hall. This meeting was held to provide the AAB members with an opportunity to review and consider the current airport CIP.
- Staff has begun to receive inquiries related to Request for Proposals (RFP) 2011-19, the Master Development and Lease of Vacant Land located at the Ormond Beach Municipal Airport. All questions from parties are to be submitted by email to Marilyn Porter of the City Purchasing Department by Wednesday, July 13, 2011. at 2:30 p.m., in order to allow for any changes or clarifications that would affect any proposal to be addressed by addendum. The RFP has been advertised on DemandStar and in the Daytona Beach News-Journal, and has also been published on the respective websites of the Florida Airport Council, the American Association of Airport Executives, and the Airports Council International. The RFP is also available on the airport page of the City website.
- Staff continued to work this week with the Engineering Division to setup pre-construction meetings and related coordination for the installation of surveillance camera systems at

- the airport, as approved at the May 17, 2011, meeting of the City Commission. Staff recently received approval from FDOT of an extension request for the Joint Participation Agreement between FDOT and the City which provides funding for security upgrades at the airport, which may afford the City an opportunity to utilize surplus grant funds for additional security upgrades.
- Staff submitted to the City Attorney an application for FBO Category 2 status for Aerospace Holdings, LLC, which is scheduled to appear on the consent agenda for the July 5, 2011, meeting of the City Commission. This new FBO, if approved, will provide additional aircraft rental and leasing services at the airport. The new FBO also plans to lease office space for on-airport FAA medical examinations, including services for international pilots. OBMA would be the only airport on the east coast of the United States to offer domestic and international pilot medical examinations, which could be of significant economic benefit to airport and other local businesses.
  - Staff continues to explore options to address the growth of certain trees into the approach path for Runway 26. Staff had planned to address this issue during the construction phase of the Taxiway Alpha project; however the trees have grown faster than anticipated, and to the extent that it may be necessary to address this issue earlier in order to maintain a safe landing corridor for the runway. A tree removal permit has been issued by the Neighborhood Improvement Division to allow for this work to commence when needed. Prior to the removal, staff will meet with the golf course lessee to discuss the project.
  - Staff plans to publish an RFP for a continuing contract to provide maintenance and inspection services for the air traffic control tower and the automated weather observation station (AWOS) at the airport. Staff continued to work this week to assemble criteria for and further refine the RFP for eventual presentation to the Aviation Advisory Board.
  - 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. Recent communication from TowerCom indicates that airspace studies are underway to determine the maximum tower height that may be installed at the airport.

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

- On-going Projects
  - Staff is preparing draft of the personnel budget and the CIP.
- Completed Projects - Weekly
  - Processed 34 Journal Entry Batches (# 3379 – 3462).
  - Approved 17 Purchase Requisitions totaling \$59,158.84.
  - Issued 14 Purchase Orders totaling \$42,530.30.
  - Issued Addendum No. 1 for RFI 2011-17, Enterprise System-City Development Services, Financials and Utility Billing, on 06/03/2011.
  - Advertised Bid No. 2011-07, SR 40 Traffic Signal Fiber Optic Interconnect between Nova Rd and A1A, in the News Journal on 06/07/2011 and posted to DemandStar on 06/04/2011.
  - Held bid opening for Bid No. 2011-08, Selden Avenue Improvements, on 06/08/2011.
  - Mailed "Letter of Intent to Award" for Bid No. 2011-14, Fire Hydrant Replacement Program, to the seven (7) submitters on 06/08/2011.
  - Prepared 162 Accounts Payable checks totaling \$313,089.53 and 29 Accounts Payable EFT payments totaling \$391,202.57.
  - Prepared 46 Payroll checks totaling \$40,710.08 and 311 Direct Deposits totaling \$376,888.92.
  - Transferred IRS 941 payment of \$139,614.01.
  - Processed 4,094 cash receipts totaling \$523,989.29.
  - Processed 671 utility bill payments through ACH totaling \$48,339.88.
  - Processed and issued 5,924 utility bills with billed consumption of water of 31,617k.

- Issued 738 past due notices on utility accounts.
- Public Information
  - Press Releases
    - Florida City and County Management Association (FCCMA) Installation of Officers and Board of Directors for 2011-12
    - Hurricane Preparedness
    - Flood Map Open House (6/9)
    - Meeting with the Manager (6/13)
    - Walking with the Manager (6/16)
    - Tarragona Way Concert (7/8)
    - Jim Miller's Big Band America (7/9)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Placed Quality Cities Magazine Ad for Florida League of Cities Annual Conference
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended Flood Plain Open House conference call regarding the Open House scheduled for June 9.
  - Attended LMS quarterly meeting.
  - Attended Selden Avenue Watermain/Drainage Improvements bid opening.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 4
- Fire Alarms: 4
- Hazardous: 2
- EMS: 66
- Motor Vehicle Accidents: 7
- Public Assists: 24

**TOTAL CALLS: 107**

- Aid provided to other agencies: 7 calls – Volusia County
- Aid received from other agencies: 4 calls – Volusia County (3), Daytona (1)
- Total staff hours provided to other agencies: 5 hours
- Total staff hours received from other agencies: 3 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- # of overlapping calls: 28

#### **Medical Call Type**

- Abdominal Pain: 1
- Animal Bite: 1
- Assault: 1
- Bleeding: 3
- Blood Pressure: 1
- Breathing Problem: 7
- Cardiac Arrest: 1
- Convulsions: 2

- Diabetic: 1
- DOA: 1
- Electrocutation: 1
- Fall Victim: 9
- Overdose: 2
- Pedestrian Accident: 3
- Sick Person: 2
- Stroke: 2
- Traffic Accident: 3
- Traumatic Injury: 2
- Unconscious: 6
- Unknown Medical: 10

**TOTAL EMS PATIENTS TREATED: 59**

#### Training Hours

- ACLS: 1
- Driving: 6
- EMT Refresher: 7
- Fire Behavior: 8
- Fire House Program: 4
- Policy Review: 1
- Pump Operations: 5
- Tactics: 19

**TOTAL TRAINING HOURS: 51**

#### Station Activities

- Serviced 36 hydrants to include: flow testing, inspecting and flushing.
- Updated 32 pre-fire plans.
- Conducted 5 fire inspections.
- Participated in the annual City Memorial Day Remembrance Service.
- Instructed the monthly Healthcare Provider's CPR class – 11 students.
- Provided first aid orientation to summer camp counselors at Nova Community Center.

#### Significant Incidents

- 6/2/11, 11:42 AM: N Beach St – Electrocutation – tree trimmer came into contact with a palm frond that was touching a power line while on a ladder approximately 10' high – patient did not survive injuries.
- 6/2/11, 8:47 PM: Reynolds Ave – Medical Call – Rescue Engine 93 responded to the home of retired Ormond Beach Fire Chief Ron Jacobs – he peacefully passed away at his home.
- 6/3/11, 1:48 PM: Lorelane Dr – Wildland Fire – one of two small brush fires located on Tomoka State Park property – 1/10 of an acre burning to the Northeast of Ormond Lakes Subdivision – triple lines were cut around fire by Department of Forestry – small flames and light smoke – fire personnel and park services extinguished areas within the fire lines.
- 6/3/11, 1:48 PM: US-1 and Nova Rd – Wildland Fire – second brush fire on State Park property located 200 yards North of Nova Rd and US-1 through the T-1 Gate – approximately 2 acres – mulberry, palmetto and pine wood burning and moving slowly toward marsh grasslands – fire crews contained fire within fire lines – currently still smoldering with light smoke – Tomoka State Park personnel monitoring area daily.
- 6/4/11, 5:25 PM: Sanchez Ave – Structure Fire – upon arrival found smoke coming from vent on roof – forced entry through front door revealing heavy smoke throughout structure – heavy flames located in rear kitchen by stove and extension of fire to the ceiling in dining area – Quint 92 crew performed search and rescue for a German shepherd dog and turtle – animals survived with dog being resuscitated.

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Public Works Department/Fleet Operations – Mechanic II
  
- Approved/Active Recruitment
  - Public Works Department/Utilities - Wastewater Part-Time Operator has been advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
  - Fire Department - Fire Chief – Open until filled.
  
- Screening/Interviews Scheduled
  - Police Department/Police Officer (2) was re-advertised on the City web site and closed on 04-15-11. Applicant tracking sheet with fifty-seven (57) applicants and copies of applications have been forwarded to the Department for review. Seventeen (17) candidates have been selected to move on in the process and notices have been sent to all applicants. Interviews have been scheduled for 06-15-11 and 06-16-11.
  - Public Works Department/Streets – Maintenance Worker III has been advertised in house only. Position closed on 06-03-11. Six in-house employees have applied and interviews are being scheduled.
  
- Background/Reference Checks
  - Leisure Services Department – Seventeen (17) Summer Camp Counselors processed
  - Leisure Services Department/Performing Arts Center – PT Box Office Attendant. Interviews have been conducted and selection in progress. Department is discussing re-advertising position.
  - Public Works Department/Wastewater Collections-Reuse – Maintenance Worker II. Interviews have been completed and background check has begun on selected candidate.
  - Public Works Department/Wastewater Collections-Reuse - Maintenance Worker IV position closed on 04-29-11. Interviews have been completed and background check has begun on selected candidate.
  - Public Works Department/Wastewater Plant – Treatment Plant Operator. Interviews have been conducted and background check has begun on selected candidate.
  
- Job Offers
  - Support Services Department - City Clerk candidate began pre-employment processing on 06-06-11 with anticipated start date of 07-05-11.
  - Leisure Services Department – Nine (9) Summer Camp Counselors began employment at Nova and SONC on 06-06-11.
  - Finance Department/Meter Reader – Two applicants began pre-employment processing on 06-07-11 and 06-08-11 with a tentative start date of 06-13-11.
  
- Terminations/Resignations/Retirements
  - Finance Department – Accounting Technician retiring on 06-17-11.
  - Fire Department – Fire Chief resigning effective 07-15-11.
  
- Promotions
  - Finance Department – Account Clerk II employee has been selected for promotion to Accounting Technician effective 06-20-11.

- Transfers
  - Meter Reader employee has been selected for transfer to Maintenance Worker II position in the Drainage Maintenance Division of the Public Works Department effective 06-13-11.
  - Maintenance Worker II in the Ballfield Maintenance Division of the Leisure Services Department has been selected for transfer to the vacant Maintenance Worker II position in the Streets & Roadside Maintenance Division of the Public Works Department effective 06-20-11.
- Public Records Requests
  - Request from the Office of the State Attorney for personnel file of former Police Officer.
  - Subpoena for records of former Account Clerk II employee in Finance.

#### Training & Development Opportunities

- LEAPS Academy has announced the dates for customer service workshops. Full-time employees are required to attend a workshop between May 20 and November 9, 2011. On 05-20-11, twenty-three (23) employees attended the morning session and eighteen (18) employees attended the afternoon session. Next session is scheduled for 06-23-11.

#### HR Process/Systems Issues/Improvements

- Volunteer Program for the City of Ormond Beach was launched on 03-08-11 on the City web site and news releases. Five citizens have submitted applications and H.R. is seeking placement within various City Departments. Sent applications to several departments for review. One (1) volunteer has been placed with the Legal Department and began volunteering on 05-19-11. Building & Inspections has set an interview with a volunteer.

#### Risk Management Projects

- Continue planning for OSHA training for safety committees. Working on schedule.
- Met with Chamber of Commerce Beautification Committee to identify City location for an award.

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

- Information Systems (IS)
  - Work Plan Projects
    - Document Imaging – City Clerk project
  - iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None
  - Networking System: - None
  - Work Orders: - 59 New work - 57 completed - 45 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,547	Inbound E-Mails Blocked	11,240
Delivered Inbound E-Mails	9,107	Quarantined Messages	200
Percentage Good Email	44.3%	Virus E-Mails Blocked	17

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 1 Corrections: 0
  - Map/Information Requests: 14
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Notable Events: None.

## **Leisure Services**

- **Administration**
  - Administrative staff meeting
  - Public Works staff meeting
  - City Manager staff meeting
  - Preparation of agenda items
  - Community Partnership discussion
  - Internal meeting with Servello & Son
  - Staffing meeting
  - YMCA discussion
  - Meeting with Volusia County School Board representatives
  - Leisure Services Advisory Board meeting
  - Project ROMP meeting
  - Quality of Life Board meeting
  - July 4<sup>th</sup> Preparation meeting
  - Art Museum site visit
  
- **Athletics**
  - The Ormond Beach Youth Baseball Softball Association (OBYBSA) Competitive Teams, the Lady Renegades and the Golden Spikes, both continued practices this week. Practices are held at both the Sports Complex, as well as at the Nova Road fields. Games are played each weekend, some at home and some on the road.
  - Luis Camacho is once again having his Youth and Adult 6-a-side Soccer League on Monday evenings. Luis rents the fields each season.
  - The Ormond Beach Soccer Club Competitive Program had tryouts this week for the fall teams.
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
  - Upcoming Events: Men's Baseball League, Men's Basketball League, Summer Youth Volleyball League, and Summer Sports Clinics.
  
- **Athletic Field Maintenance**
  - Mowed South Ormond outfield, prepped infield
  - Cleaned SONC tennis and basketball courts
  - At Osceola Elementary School, tended to the infields, tennis and handball courts
  - At Nova Park, mowed infields and outfields, cleaned Skateboard Park, tennis and handball courts
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance building
  - Mowed the baseball fields 3 times this week
  - Continued mowing of the soccer fields
  - Continued mowing of the softball fields
  - Repainted the soccer fields for 6 vs. 6 leagues
  - Prepared fields and maintained area for Golden Spikes baseball
  - Put back six bleachers at The Casements
  - Hosted a 2-day holiday weekend youth flag football tournament
  - Fixed irrigation problems on many fields at all locations
  - Hosted holiday weekend tournament for Lady Renegades' softball, 5 fields, all day for 2 days at the Airport complex, two at Nova Park and one at South Ormond Park
  - Hosted the annual handball tournament at Nova Park over the weekend
  - Cleaned up after weekend tournaments
  - Prepared soccer fields for competitive youth try outs

- Senior Center
  - Granada Squares Dance, Tuesday
  - Daytona Community Church, Thursday
  - Big Band America, Thursday
  - Tomoka Duplicate Bridge, Saturday
  
- Performing Arts Center
  - Staff prepared for the rehearsals of South Beach Dance (Thursday, Friday) and performance (Saturday).
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday –Hawaiian Dance, Show Club, Kopy Kats, CMT
    - Tuesday –Theatre Workshop, Theatre Workshop Dance, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap
    - Wednesday -Show Club Skits, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT
    - Thursday –Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
    - Friday –Theatre Workshop, Green Dance, CMT
  - The Performing Arts Center is preparing to host the following events:
    - WyoTech Graduation Ceremony, June 7<sup>th</sup>, 5pm
    - South Beach Dance Annual Dance Showcase, June 11<sup>th</sup>, 7pm, \$18/\$20
  
- South Ormond Neighborhood Center
  - Splash Pad open daily, 10am until dusk
  - Jazzercise classes held Monday and Wednesday at 5:30pm
  - Open weight room open 5:30pm to 9pm
  - Neighborhood Park open daily from sunrise until 11pm
  - Open Play basketball, 6pm to 9pm
  - Pavilion Rental Saturday and Sunday, 1pm to 4pm
  - Youth Basketball practice 6pm to 8pm, Monday and Wednesday
  - Summer Camp Connection Monday through Friday, 8am to 5:30pm
  
- Community Events
  - Weekly administrative tasks and office work
  - Attended staff meeting
  - Attended Senior Games meeting
  - Pre planning activities for upcoming events; July 4<sup>th</sup> Celebration, Summer Sounds Concert Series
  - Distribution of resident notices for July 4<sup>th</sup> Celebration
  - Continued cleaning of Memorial equipment and supplies
  
- Gymnastics
  - Began new June/July session
  - Prepared for upcoming Tumbling Clinic, scheduled for Sat. 6/11, 10am to 1pm
  - Held two sessions of gymnastics for Nova Summer Camp participants
  - Weekly classes:
    - Tumbling Tots: Tuesday, Wednesday, 1:30-2:30pm
    - Pre-School: Tuesday/Thursday, 2:30-3:30pm
    - Developmental: Monday/Wednesday, Tuesday/Thursday, 3:30-4:30pm
    - Level 1 girls: Monday / Wednesday 4:30-5:30pm
    - Level 2 girls: Tuesday / Thursday 5:30-6:30pm
    - Level 3 girls: Tuesday / Thursday 6:30-7:30pm
    - Level 4 girls: Monday / Wednesday 5:30-7:30pm

- Levels 5,6,7 girls: Tuesday, Thursday 4:30-7:00pm and Friday 5:30-7:30pm
- Boys 1: Friday 3:30-4:30pm, Monday 4:30-5:30pm
- Boys 2: Friday 4:30-5:30pm
- Friday Rec. Gymnastics: Friday 3:30-5:00pm or 4:30-6:00pm
- Teen Gymnastics girls: Friday 4:30-6pm
- Power Tumbling: Monday 7-8pm
- Cheer Class: Wednesday / Friday 6-8pm
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training, tennis lessons and FitMoms.
  - Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
  - Planning for Camp T. Rec continued including starting to transport supplies and equipment, revising camp spreadsheets and forms, and planning the counselor training for the population attending Camp T. Rec.
  - Nova Community Center's Summer Connection Day Camp began on Monday from 8:30 am until 5:00 pm. Over 100 children registered for the camp's first session and enjoyed the games, sports, arts and crafts, movies and fun that the counselors provided.
  - The City Wide Summer Counselor Training was on Saturday at Nova Community Center for the seasonal counselors.
  - The Men's Basketball League held a meeting at the Nova Community Center gym on Wednesday.
  
- The Casements
  - Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
  - Emily Lenehan's Gallery Exhibit "The Essence of Intensity" is on display the entire month of June.
  - "Art Explosion" summer art camp began this week, with classes held each weekday from 9:00am to noon. Instructor is Pat Spano.
  - Zumba classes were held Monday and Wednesday evenings from 6:00pm to 7:00pm.
  - Tai Chi classes continued this week on Wednesday evenings from 7:00pm to 9:00pm.
  - Yoga classes continued on Tuesday from 10:30am-noon and Thursday from 6:30pm-8pm.
  - Pilates Classes were held on Tuesday and Thursday afternoons from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
  - Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 7:00am to 1:00pm.
  - The Quality of Life Board met on Thursday evening at the Bailey Riverbridge facility at 6:00pm.
  - Greek Cooking Class was on Saturday from 8:00am to 1:00pm in The Casements' kitchen.
  - Staff continued registration for Enviro Camp and began to put together the supplies needed for each week.
  - Staff is in the preliminary planning stages for Caribbean Night which will take place on Saturday, August 6, 2011.
  
- Parks and Irrigation
  - Replaced two damaged rotors at the Airport, installed new battery in timer
  - Drilled holes for lock strap on South Ormond ball field backflow preventer

- Ran zones on W. Granada Blvd. median #1, installed new battery in timer, replaced one nozzle
  - Ran zones on S. Nova Rd. medians, replaced all broken spray heads, flushed system
  - Replaced broken riser at Fortunato Park, glued in new adaptor and reset rotor
  - Ran all zones on rear timer at the Airport, installed new solenoid on valve at zone 4
  - Replaced three damaged rotors on W. Granada median #4, ran zone, adjusted rotors
  - Replaced broken 12" spray head at City Hall Library
  - Repaired split swing line to spray head at Hand Av. and Nova Rd., damaged during concrete sidewalk repair
- Building Maintenance
    - Repaired shorted out light in front of the Police Dept.
    - Repaired broken water line at O.M.A.M.
    - Installed new kitchen faucet at fire station #94
    - Repaired two D.O.T. lights on Granada Bridge
    - Installed electrical outlet in ceiling of Human Resources training room
    - Drained and cleaned decorative fountain at Hospital Park
    - Relocated millworks for renovation of old dispatch room at the Police Dept.
    - Continued A/C services city wide
    - Completed installation of "YOU ARE HERE" signs in Central Park
    - Repaired broken toilet in ladies' room at the shuffleboard courts
    - Replaced lighting in the Commission Chambers with energy efficient LEDs
    - Replaced atrium lights at City Hall with LEDs
    - Repaired three decorative streetlights on Tomoka Av.
    - Repaired broken men's room toilet at the Public Works compound
    - Conducted weekly inspections of the Ormond Beach Municipal Airport
    - Repaired men's room toilet at the O.M.A.M.
    - Repaired vandalized toilets in women's restroom at the Nova Rec. baseball fields
    - Repaired broken toilet in the women's restroom at Nova Rec. south side
    - Repaired water cooler at the soccer fields

### Police Department

#### Administrative Services

- Lt. Godfrey attended the ceremony at Oakridge Cemetery on Saturday 6-4-11.
- Chief Osterkamp, Lt. Hayes, and Lt. Godfrey attended the Department Head & Division Manager's meeting on 6-7-11.
- Meeting with citizen and City Manager regarding fraud complaint.

#### Community Outreach

- Members of the Youth Directors Council attended the YDC Annual training to be held in Winter Haven, Florida June 4<sup>th</sup>.
- Final preparations for the PAL summer field trip program were completed.
- The boys' basketball teams will be attending the United States Specialty Sports Association (USSSA) tournament June 10-12, 2011.
- OBPAL received books for teen youths from First Read. OBPAL was selected to receive a grant for \$500 to purchase books to encourage teen youths to read during the summer months.

#### Community Services & Animal Control

- Animal Calls responded to : 48
- Animal Reports: 2
- Animals to Flagler: 2
- Animal Bites: 2

- Sick Wildlife: 1
- Solicitor Permits: 1
- Low Cost Shot Clinic 6-11-11

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 9
- Inactive: 7
- Fraud: 6
- Burglary Residential: 5
- Larceny Car break: 9
- Offense Against Family/DCF Reports: 1
- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Death: 2

Narcotics:

- Three Buy Walks
- One Search Warrant
- Assisted VBI on a round up of doctor shopper's (prescription pills)

Comments:

- Arrest warrants have been served on two adults responsible for dealing in stolen property from beachside vehicle burglaries. Several more stolen items were recovered after the arrest.
- After interviewing a subject in Lake Mary, FL, investigators were able to identify a suspect responsible for some of our recent smash and grab vehicle burglaries. Investigators are preparing charging affidavits.
- A suspect was arrested in the Ormond Lakes subdivision after he was confronted in the early morning hours burglarizing a vehicle. The subject fled, hid and was located by a VCSO tracking dog. The subject resisted during his apprehension and was bitten by the dog. Subject arrested for burglary, possession of burglary tools, resisting arrest and L&P. This subject is a known burglar and was arrested several weeks ago by OBPD for Loitering and Prowling in the same area.

Records

- Walk - Ins / Window 117
- Phone Calls 151
- Arrest / NTA'S 18
- Citations Issued 174
- Citations Entered 86
- Reports Generated 129
- Reports Entered 145
- Mail / Faxes / Request 73

Patrol

- Total Calls 1,279
- Total Traffic Stops 216

### Operations

- 6/2/11 - Vandalism - damage to some freshly poured concrete at 468 Andrews St.
- 6/2/11 – Accidental Death –victim was electrocuted at 597 N. Beach St. while trimming trees.
- 6/2/11 - Vandalism - Patrol Vehicles vandalized at 699 and 690 S. Nova Rd. Vehicles were keyed and written on with marker.
- 6/2/11 – Car Burglary at Hudson Tool and Die (1327 N US Hwy 1); Broken passenger side window on an employee's car; purse taken.
- 6/3/11 - Fraud - S Yonge St., 2 suspects convinced the victim they were bank investigators. Victim withdrew \$350 and gave it to the suspects.
- 6/3/11 - Warrant Arrest at Sanchez Park
- 6/4/11 – Agency Assist - Florida Highway Patrol and Volusia County Sheriff's Office – suspect fled into woods, tried to break into a home to evade capture; subject pulled a knife and threatened Deputies and Officers. OBPD officer subdued subject with a taser.
- 6/4/11 - Car Burglary on Crescent Lake Way - time lapse several weeks -firearm and handicap sticker taken
- 6/4/11 - Mutual Aid – Agency Assist - One of our units responded to 700 S. Atlantic on the beach in Daytona for a large scale disturbance/riot. Over 40 units responded. Situation was controlled prior to our unit arriving.
- 6/4/11 - Myers Act - Tomoka Avenue, adult male, transported to Volusia County Branch Jail.
- 6/5/11- Car Burglary on Costa Drive, back window broken out, wallet stolen.
- 6/5/11 - Car Burglary on Nottingham Dr, rear passenger window broken out, change stolen.
- 6/5/11 - Narcotics at Fleming/Parkview Ln. - juvenile female arrested for possession of narcotics – under 20 grams - during traffic stop. Turned over to her parents per the Dept of Juvenile Justice
- 6/5/11 – Beall's Ormond Town Square – adult female arrested for shoplifting and transported to Volusia County Branch Jail (had 5 failure to appear notices)
- 6/5/11 - Warrant arrest – Division Ave/Kings Court adult male
- 6/6/11 - Car Burglary at 1000 St. Georges - Window Smashed - stereo stolen
- 6/6/11 - Missing Person (adult) Byron Ellinor - husband reported wife missing, thinks she is possibly in the Daytona Beach area.
- 6/6/11 - Animal Complaint/Dog Bites 799 E Victoria Cir - Two dogs escaped back yard. Two citizens on street were bitten. Dogs were cornered and pepper sprayed by officers. Animal control officer called out to catch dogs and conduct investigation. Dogs were transported to Flagler Humane Society.
- 6/6/11 - Vandalism at 470 S Center St - Sliding glass door shot with suspected pellet or BB.
- 6/6/11 - Warrant Arrest - 100-block S Nova Rd – adult/male arrested during traffic stop for Flagler County Sheriff's Office warrant for sale of cocaine.
- 6/6/11 - Burglary Residence - E Victoria Cir - homeowner called to report that his home was burglarized and a computer stolen.
- 6/6/11 - Shoplifting at Wal-Mart – adult/male caught and started causing problems with security. Subject has numerous (38) prior felony arrests - was taken into custody and transported to Volusia County Branch Jail.
- 6/6/11 – Car Burglary in progress at 7 Old Creek Circle (Ormond Lakes) Officer was conducting extra patrol in Ormond Lakes. At 2:31 AM, she drove up on a car break in progress occurring in a residential driveway. Suspect took flight, leaving his bicycle at the scene. Officer recognized the bicycle because she had Field Interviewed the suspect on 5/24 on the same bicycle and made note of the serial number, which matched. Suspect is a known criminal who has been burglarizing vehicles in Ormond

- Lakes and surrounding unincorporated areas. VCSO K-9 tracked the burglar to the yard of a residential home about a block away where he was found and arrested.
- 6/7/11 - Burglary - Residential, forced entry, misc. electronic items taken.
  - 6/7/11 - Domestic disturbance on N Yonge St., adult /male arrested
  - 6/7/11 - Vandalism - 11 Old Creek Ln. - resident wanted to press charges against last night's burglar for damaging his fence while fleeing.
  - 6/7/11 - Car Burglary /Auto Theft in Progress - 1614 N. US-1 Motel 6 - vehicle owner confronted auto thief hot-wiring his car and was attacked with a screwdriver. Suspect was held by citizens until police arrived and made an arrest.
  - 6/7/11 - Battery - Big Bear Path – dispute between neighbors.
  - 6/8/11 - Stolen Vehicle - Sparkle 'n Shine, 49 S Yonge St, 2 suspects pulled up in a 2010 white Isuzu, 4dr, SUV, which was stolen out of Daytona Beach. One of the suspects got out and stole a 2011 Chrysler 300, white in color - keys were left in the vehicle.
  - 6/8/11 - Domestic Violence – Battery, Benjamin Dr - adult/female arrested
  - 6/8/11 - Car Burglary at 290 Clyde Morris Blvd, suspect was observed taking a backpack blower from lawn trailer.
  - 6/8/11 - Battery - 24 Sycamore Cir. - road rage incident escalated into a battery.

#### Traffic Unit

- 11-06-00024: Traffic Control/Assisted CID, 597 N. Beach Street: Accidental electrocution death on the property. Beach Street was shut down for about two hours for rescue and investigative personnel.
- 11-06-00100: Traffic Stop/Felony Arrest, 600 BLK S. Yonge Street: Driver was stopped for not wearing a seat belt and was found to have a felony habitual violator suspension on his DL. He was arrested and searched, at which time he was also found to be in unlawful possession of narcotics.
- Officer Piccola assisted with traffic control at a memorial service at Oakridge Cemetery on Saturday.
- SMART Trailer deployed on S. Old Kings Rd. 24-hour speed survey revealed average of 26 MPH.
- STEALTH survey completed at the 100 block of N. Ridgewood Avenue. Average speed 26 MPH.
- Met with Engineering in reference to a request for a crosswalk installation in front of Tomoka Elementary.
- All Motors attended police motorcycle escort training with the Brevard County Sheriff's Office and the US Secret Service on Wednesday.
- Traffic Citations 101
- Crash - No Inj. 10
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park area
    - Tymber Run
    - S. Yonge Street
    - 800 BLK Wilmette Avenue
    - SR A1A
    - 1500 BLK N. Beach Street
  - Enforced Complaints:
    - Riverside Drive
    - Trails Subdivision
    - Clyde Morris Blvd.

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases Initiated
- Zone 2: 1 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 1 Cases initiated
- 11 tree removal permit requests
- 24 signs either removed or sign cases created.
- Administrative staff assisted with one walk in and fifty-two (52) telephonic inquiries.

### Public Works

#### • Engineering

##### Construction Projects

- US1 Forcemain Extension Phase II- Met contractor to go through punchlist items and other contract closeout requirements. Minor restoration and repair work remains, otherwise all repairs have been completed and the permanent watermain has been cleared and placed in use. The original scope of work is substantially complete.
- Rima Ridge Wells 54, 55 & 56- Contractor is completing punchlist items. A landscape plan was created for each new station and submitted to the Department of Forestry for review and approval.
- Halifax Sidewalk- Work began June 1<sup>st</sup>, consisting of demolition of sidewalk and maintaining existing driveways. Responded to 4 requests from Grants Coordinator/PIO.
- US1 & SR40- FPL poles were removed, met on field with conflicts in fiber optic termination. Sent FDOT required fiber optics termination equipment. Reviewed splicing diagrams and submittals.
- Alcazar-Buena Vista Drainage Area Improvements- Issued residential notices of forthcoming construction.
- Selden Avenue Road and Utility Improvements- Prepared addendum for bidders. Bids will be received June 9, 2011. Received VCHD permit for construction watermain improvements.
- Facility Lighting Replacement- Currently, the contractor is installing the room occupancy sensors in bathrooms, kitchens, conference rooms or areas which do not require the lights to remain on when the room is empty. The DOE grant project is 98% complete and 100% funded under the ARRA
- Downtown Parking (Vining Court)- The contractor has completed 95% of the site demolition work per the approved plans. The storm drain work has been completed at an additional cost of \$12,500. The electrical and irrigation contractors are scheduled to begin installing conduit later this week.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is constructing Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping.
- Coolidge Avenue Roadway and Drainage Improvements- Construction is ongoing. Contractor is installing storm pipe on Hand Avenue. Contractor has been delayed due to conflict with FPL lines that were not indicated in the construction area during design by FPL. FPL is working to relocate their lines to allow Contractor to complete installation of stormwater collection system.

##### Design Projects

- Andy Romano Beachfront Park – Staff met with the consultant to discuss design concepts following last week's City Commission meeting.
- Ormond Scenic Loop- Completed comments and sent to consultant.

- Granada Underground Utilities- Obtained AT&T cost estimate, compiled total estimates for project. Contacted consultant on further information for estimated cost of service to private buildings.
- SR40 Medians- Staff is soliciting quotations for this small renovation project.
- SR40 Nova to A1A Interconnect- Compile material, plans specs and sent for advertisement June 3. Set up pre-bid meeting and bid opening dates.
- SR40 A1A to Beach St.- Work began on resurfacing of roadway.
- Ormond Crossings IJ / LAP- Responded to FDOT inquiry on time extension for LAP.
- SR40 Sidewalk / Trail Phase III- Sent additional responses to comments on ERC.
- CCTV Surveillance- Met with contractor to resolve the time requirements for fiber optic cable and the time restrictions on FDOT grant.
- Transfer Station Pump Station- Work authorization prepared for requisition for redesign of pump station with intent to reduce the pumping of stormwater runoff and separate the transfer station's sanitary facilities from the liquid spoils of the stations garbage transfer operation.
- Tymber Creek Phase II- Submitted design of utility relocation plans to County's consultant.
- N. Halifax Drive- Redesigning roadway improvement plan to include designated areas for reconstruction as determined by geotechnical investigation.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext.- Held pre-submittal conference for contractor statement of qualification package.
- City Hall Landscape Renovation – Staff has made some minor revisions to the planting plan to include the installation of perennial peanut and Asiatic jasmine within the parking islands as a result of the recent landscape workshop so they can closely monitor each material on a daily basis. Staff will solicit quotations for this renovation work.
- Cardinal Beach Approach- Staff is designing the proposed landscape improvements for the new life guard station.
- Downtown Wayfinding Signage- Staff has schedule the approval of a Construction Management/General Contracting Services agreement with Hall Construction for the July 19, 2011 Commission meeting.
- Wooden Pedestrian Walkway Lighting Replacement - Staff is soliciting installation quotations as the materials have been delivered and are currently stored in the PW yard.
- Stormwater Study – Staff has received FEMA approve for incorporating Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Held public meeting and will be reviewing options regarding reducing impacts to the existing trees and present this to the City Commission.
- Hand Avenue – Received approval from FEMA for expanded work grant request on Hand Avenue. Have requested an extension of time due to the delay for the incorporation of the additional work to the grant. The SJRWMD is reviewing the consultant's response regarding water quality issues over interconnection of the lakes in between Hand Avenue.

#### Administration

- Responded to Title VI procedures and routing suggestions.
- Responded to traffic flow changes on SR 40 and Clyde Morris.
- Prepared project invoices/pay requests totaling \$1,152,900
- Prepared work authorizations totaling \$1,498
- Nova Road Landfill Closure Additional Sampling and Testing - Following directive from FDEP to perform additional monitoring and sampling on site and off-site for ammonia and arsenic, geo-probing was performed to obtain subsurface samples for testing in the Nova Rd right-of-way and throughout the landfill closure area. Approximately half of the initial additional sampling has been completed.

- Tomoka Ave. Stormdrain- Purchase order has been processed to remove root intrusion, clean pipe and grout pipe joints between S. Beach St. and US1.
- Continuing Contract Consulting- Met with consultant to discuss current and future Capital Improvement Projects and other R&R needs.
- Created Wetland Protection Permits for 272 S Beach St, 264 N Beach St, and 901 N Beach St

#### Customer Service

- Met with property owner of 1254 W. Granada to discuss feasibility of the City providing potable water and sanitary sewer services to the property. Several options were discussed with the owner.
- Researched and provided pond ownership and supporting aerial documents to Stormwater Div and Neighborhood Improvement Division regarding the cleaning of Laurel Oaks Sub retention pond.
- Onsite visit to 189 Woodlands Ave to finalize the Surface Water Management Plan at new residence with builder.
- Determined the cleaning responsibilities and ownership of Misners Branch Creek in The Trails Sub vicinity per request from City Mayor.
- Researched and provided maintenance responsibilities and ownership documents pertaining to Ocean Village Villas retention ponds to Stormwater Div.

#### Meetings

- Met with Sergeant DW Smith on crosswalk at Old Tomoka Road.
- Attended FDOT D5 Utility Annual Meeting.
- Airport and Sport complex meeting with contractor.
- 4320 John Anderson Wetland Protection Permit requirements with homeowner.
- Met with Dr. Salzburg regarding extension of water and sewer options for his animal clinic on Granada Blvd.

#### Other

- 32 projects were inspected.
- Researched the right of way locations @ Beach St and Granada Blvd intersection to determine ownership regarding the installation of fiber optic interconnects.
- Surveyed elevation shots along Ann Rustin and Alsaw Sub retention pond for development of a grading plan to relieve flooding and overflow.

- Environmental Management

#### Street Maintenance

##### Asphalt / Concrete

- Took out, formed and poured concrete for sidewalks at Nova Recreation
- Concrete driveway repair at N. Beach St. and Warwick Ave.
- Asphalted for a patch on Ashton Look & Hunters Ridge Blvd.

#### 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

- Trimmed trees on Wye Dr., 108 Benjamin Dr., Hamlet Cir., Stoney Ridge, Nova Recreation and other citywide locations
- Trimmed ROW at Fairview Ave. and at N. Center St.
- Removed stumps at Nova Recreation

#### 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
- Picked up a pile of debris at 741 W. Riveroak Dr.
- Trimmed a cedar tree at Central Park III
- DOT weed control on US1
- Loaded broken concrete at Public Works Yard
- ROW trimming at citywide locations
- Assisted Building Maintenance with pond debris pick up at Ames Park
- Assisted concrete crew at Nova Recreation and at N. Beach St. & Warwick Ave.
- Assisted Building Maintenance with pick up of bagged leaves at Public Works Complex

#### Sign Shop

- Repaired or replaced signs at the following locations:
  - W/end Division Ave., replaced a damaged in-street pedestrian crossing sign
  - 18 Domicilio Ave., replaced a 25 mph sign & post that was hit by a vehicle
- Fabricated (5) blue/white 18" x 9" signs to read: "Reserved City Official," as requested by the Leisure Services Department
- Fabricated a 24" x 9" guide sign for the labyrinth on Hammock Ln. The sign will be installed on S. Old Kings Rd. at Hammock Ln.
- Continued fabrication of HIP (High Intensity Prismatic) street names for a variety of intersections
- Finished citywide pavement marking inspection. Have identified over 330 locations that need pavement markings replaced.
- Fabricated (2) signs for Leisure Services to read: "July 2-4 Portions of the pier will be shut down in preparation of the 4<sup>th</sup> of July celebration"
- Changed the date on the signs that were installed at the entrance to the piers at Cassen Park, Riverbridge Gardens and Fortunato Park that they will be closed during the fireworks on July 4<sup>th</sup>. Signs also have been installed at the Cassen Park boat ramps indicating they will be closed during the fireworks.

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Reachout Mowing – Division & Nova ditch, SR40 -Twin Rivers to Villagio ditch, Arroyo Parkway – north side and Santa Fe to Nova Rd. Then took Reachout to Fleet for recall
- Cut Bennett Lane with slope mower
- Filled drywell on Poplar Dr.
- Pond cleaning - Old Kings Rd. and Division & Old Kings Rd.
- Sprayed ditches off Laurel Oaks Cir., Division Pond and SR40 Pond FDOT
- Removed fountain from FDOT Pond Nova Rd. – removed motor and pump to replace

- Vacon – 1213 Northbrook Dr. – 3 basins, 220' line; 1302 Overbrook Dr. – 4 basins, 684' line; 1208 Overbrook Dr. – cleaned gutter drain; 1562 Poplar Dr. – system inspection & cleaned french basins; Division Ave. & Collins St. – 1 basin, 561' line; and, Main Trl. – excavated for spillway pour

Streetsweeper/Street Sweeping

- 121.0 miles of road cleaned
- 23.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
28,541

PM Services completed for the week

Emergency – Vehicles and Equipment  
11

Non-Emergency Vehicles and Equipment  
39

Road Calls for the week

1

Accidents for the week

0

Quick Fleet Facts

- Fleet has 12,959 gallons of unleaded fuel 9,442 gallons of diesel fuel on hand.
- Fleet completed 78 work orders this week.

- Utilities

Projects Summary

- Received acceptance for City request for time extension to SJRWMD for responding to 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 - Awaiting findings from Volusia County Health Department (VCHD) to the City's response to Request for Additional Information (RAI) concerning the engineering report.
- Concentrate Disposal Study – Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of concentrate that can be mixed by the reclaimed water production at the wastewater plant without exceeding conductivity limits established by FDEP. A revised proposal was requested from Quentin L. Hampton (QLH) to revise the monitoring location for conductivity from the plant to the reuse storage tank to offer more operational flexibility for reuse production realized at the wastewater plant and add chemical addition to the reuse main to control snail growth. A second proposal was requested from McKim and Creed to determine optimized configuration and proposed modifications to the Division Avenue well field raw water piping so it is effectively routed to the low pressure reverse osmosis process at the water plant and properly metered.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Adjustments proposed to Operations Budget for next phase of program funding.
- Airport Road Force Main Extension – Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunter's Ridge areas. Contractor prequalification is presently advertised. A pre-conference meeting was held last week.

- Relocation of the River Oaks subdivision force main and moving a pigging vault to the west may be required when the existing force main is converted to reuse. Easements forthcoming for CC consideration for a portion of the project corridor.
- Fire Hydrant Replacement Program – A City Commission memo and packet is being reviewed by Legal for contract award to R&M Service Solutions for \$160,791.06 at the 6-21-11 CC meeting. A bid protest was received from DMD because the low bidder did not charge for Maintenance of Traffic or surface restoration. A response was prepared by the Purchasing Coordinator and forwarded to protesting company indicating the protest was not warranted. Bid award is continuing as requested by staff.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending demonstration that ragging at the influent pump station (IPS) is eliminated or reduced to a reasonable frequency. The station is presently out of service until the manufacturer and the engineer resolve the problem. A 2 veined impeller with a 5-1/4 inch solids handling capability was installed by Tampa Armature Works (TAW) under the manufacturer's direction. The wet well was cleaned this week by CenState and the pump manufacturer was notified. A comparison test between this pump impeller and the existing impellers will be performed after pump start up occurs next week. Previous bypass pumping systems remain in force at the facility until a revised system is installed by the contractor performing the expansion work or the pump modifications are successfully implemented. CenState is on notice that incurred costs for bypass pumping is contractor responsibility. Copies of invoices will be sent to them for the pump bypass arrangement so they are aware of the accumulating costs.
  - Ormond Beach Wastewater Treatment Plant Expansion – Contractor continues to proceed with construction of Clarifier 4. Contractor continues to make good progress on project although delays are resulting from inability to perform piping relocation work as current bypass is being utilized due to IPS not functioning. Contractor prepared alternate IPS bypass option proposal for City consideration to assist minimization of delays. The cost for this option is \$85,000. This may or may not be necessary dependent upon results of upcoming IPS pump start scheduled for next week. Reviewed the change order proposal for troughs instead of scum boxes at all of the clarifiers. Cost for the change order will be reduced by over \$30,000 if a scum box is installed in the new clarifier and scum troughs are used instead of scum boxes in the existing clarifiers. This lower cost option is acceptable to utilities staff.
  - Lift Station Repair and Replacement Project – Asphalt work is essentially completed. Electrical work is being performed at Lift Station OM
  - Rima Ridge Wells – The Operation and Maintenance manual was reviewed by staff and comments were sent to the Engineering Division. Substantial completion meeting scheduled for next week.
  - Tiffany Circle Water Main Replacement – Shop drawings were received for review. The notice to proceed will be issued after J.D. Weber Construction Company establishes a schedule with the directional drilling subcontractor.
  - Town Square and Lift Station 4M1 Rehabilitation – A draft set of plans was received from the Engineering Division for review.
  - Water Plant Aerator Rehabilitation – A City Commission packet is being reviewed for inclusion on the 6-21-11 agenda for a sole source award to the original manufacturer, DeLoach Industries, Inc.
  - Water Plant SCADA – A City Commission meeting memorandum recommending that McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations was prepared. The memo is being reviewed prior to submittal to the Legal Department.
  - SPRC – Water permits are being processed for Tire Kingdom. The Wastewater Collection System permit was received. The City is partnering with Energizer concerning certain activities related to additional service meter request. Preliminary plans comments were discussed and a new Industrial User Questionnaire was requested for updating

plant flow information. The developer of the Village Business Centre site is pursuing appropriate reimbursement for additional costs required to increase the force main size to meet future service area expansion needs as described in the current Utilities Master Plan Update. Estimates will be obtained from contractors to determine the amount of the City contribution to the project. Site plans for Brown/Thompson commercial site and Chase Bank were reviewed.

- Water Distribution
  - Exchanged 8 water meters
  - Responded to or repaired 8 water service leaks
  - Flushed 3 cloudy water complaints
  - Replaced 8 water services, and 15 meter boxes/lids
  - Responded to 1 low pressure complaint
  - Repaired a 2-2" water main breaks on Ocean Shore Dr and Aaron Cir, and a 6" main break on Bridget Terrace
  - Tested 4- 2" water meter on the high user list, scheduled 3 meters for testing
  - Tested 11 and installed 2 city owned backflow preventers serving irrigation in South 40 subdivision.
  - Performed maintenance on 7 fire hydrants, Found and raised a valve covered by a driveway on N Saint Andrews Dr. used for isolation of future fire hydrant replacement.
  - Flushing: The Trails subdivision
  - Leak Detection: patrolled and removed 40 loggers, 1 possible leak on Old Tomoka Ave. found to be noise from Rinker plant – no leak confirmed.
  - Installed a new automatic flushing device due to color complaints on the end of a 2" water main, located and mapped the right configuration of the water main on Bonnie View Dr
  - Moved water service at 49 Oak View Cir for customer installing a new septic system.
  - Rescinded the boil water for Aaron Cir
- Water Treatment
  - Delivered to the City 44.743 million gallons for the week ending June 5, 2011 (6.392 MGD)
  - Backwashed 13 filters for a total of 529,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Completed review for submitting to Florida Department of Environmental Health Tri-annual laboratory reports for Inorganic Contaminants, Secondary Contaminants, Volatile Organics and Synthetic Organics.
- Waste Water Collection - Reuse
  - Crews responded to six trouble calls out west Breakaway/Hunter's Ridge area and seven in town.
  - Televised two sewer lateral, root controlled four sewer laterals and cleaned one sewer laterals.
  - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
  - Crew filled big pond with water from vactor at Memorial Gardens. Pond infiltration rate exceeded filling rate – terminated fill operations.
  - Located cleanout at 68 Plaza Grande and 5 Riverside Cir. For customer requested work.
  - Crew located and cleaned out twenty seven sewer valves in Breakaway Trails Phase I & II.
  - Checked irrigation system at Breakaway and Hunter's Ridge. Still running short on water – potable water interconnection opened periodically to maintain storage. Inspected and cleaned pond filter. (No water available from stormwater pond source due to lack of rainfall)

- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 28.00 Million Gallons.
  - Produced 25.88 Million Gallons of Reuse.
  - Produced 2.12 Million Gallons of Surface Water Discharge.
  - Influent flows average for the week is 4.00 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 115.00 (14%-18% Solids).
  - Influent Pumping Station is bypassed. Operations are manually calculating and splitting samples flow proportional sampling for the raw flow.
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
  
- Water Plant - Well Fields - Booster Stations
  - Pulled motor on Holly Hill interconnect valve actuator - replaced bearings
  - Assisted ballfield maintenance with irrigation repairs at Hull Rd complex to include repairs to controller, 6" pump suction screens, piping and valves.
  - Worked on Maintenance office, pulling down 1970 vintage paneling and carpet and painting walls.
  - Delivered 4 pieces of equipment to Fleet Maintenance for service.
  - Assisted Wastewater crew with underground feeder run.
  - 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.
  - Performed Reuse pump station PM's and repairs.
  
- Wastewater Plant – Lift Stations – Reuse System
  - Ran new 480V feed line to Post anoxic mixer due to damaged ug conduit.
  - Repaired Float connections on Scum Well #1
  - Adjusted RTU antenna at Riverbend lift station.
  - Tested 3 motors for spare parts inventory.
  - Replaced GFI receptacle at Post Anoxic mixing zone.
  - Installed RTU Batteries at Cypress Place lift station.
  - Fermentation Mixer #10 – replaced motor
  - Ormond Mall – pulled pumps and cleaned & inspected volutes & impellers, all good; also, hooked up gas pump and tried to flush force main.
  - Installed CMI (customer managed inventory) bar code labels on shelving for stainless steel hardware.
  - Post Anoxic #2-2 – repaired mounting hardware
  - SCADA Repair to 5 lift stations
  - Checked BAT and Shadow Crossings reuse wells, all running good.
  - Assisted contractors with plant rehab activities
  - Assisted operations staff cleaning tele-valves on clarifiers.
  - Performed PM Service to all plant equipment.
  - Deragged 4 submersible aerators.
  - Monthly PM's to 11 lift stations (cleaned and deodorized) with monthly valve exercise program - Annual PM's at 6stations (Pull pumps, etc)
  - Utilities Division completed 87 work orders as reported in MP2 computerized maintenance management system, of which 57 were PM work requests and 30 were repair work orders.