

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 17, 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:

- Held weekly staff meeting with Directors
- Met with Assistant City Manager, HR Director and Finance Director on employee responsibilities and positions.
- Held final operating budget meeting with Utilities Division
- Bi-weekly meetings with Fire Chief, Planning Director and Economic Development Director
- Met with Assistant City Manager, Finance Director, Deputy City Attorney, Environmental Manager and Public Works Office Manager on non-exclusive franchise agreement for roll off services

Spoke to, attended and/or met with:

- Attended Rotary Board meeting
- Held Meet with the Manager, two citizens attended, reviewed City projects
- Participated in FCCMA Executive Committee conference call
- Held Walk with the Manager, two citizens participated, Finance Director discussed the City's budget
- Attended Daytona Chamber's Eggs & Issues meeting – US Representative Sandy Adams

### **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:

- June 13, 2011, Advisory Boards Training Workshop
- Packet Preparation for June 20, 2011, Historic Landmark Preservation Board
- Packet Preparation for June 20, 2011, Redistricting Workshop
- Packet Preparation for June 21, 2011, CIP Workshop
- Packet Preparation for June 21, 2011, City Commission Meeting
- Creating web pages for the Building Division to increase accessibility for customers to forms necessary to apply for building inspections, schedule appointments and check status

### **Community Development**

#### **Planning**

- The Department has begun to work on a series of workshops to educate property owners on the benefits and effects of designating an Opportunity Zone (aka Brownfield Area) for

- a portion of the downtown redevelopment district and the area in and around the vacant hospital site. Coordination with Main Street is on-going as it pertains to workshop dates.
- Staff attended a meeting at the TPO regarding the proposed corridor study program advocated by the TPO staff. Funds are to be allocated to conduct studies on a number of corridors of which US1 was chosen first. This selection will dovetail well with the City's current preparation of a study to support a Finding of Necessity which is the first step towards establishing a coordinated effort between Daytona Beach, Holly Hill and the City efforts regarding a US 1 CRA corridor.
  - Shawn and Becky attended the FEMA Community Coordination meeting at the Volusia County Fairgrounds. A summary of the information gained is provided. This weekly report builds off a previous weekly report and covers only those future dates and action in the Flood Insurance Study and FIRM map adoption process as follows:
    - 6/10-7/9/11 - **Public Notices** published for 90-Day Appeal Process - Two public notices will be posted by Taylor Engineering, the consultants for FEMA, during the month following the Community Coordination Meetings.
    - 7/10-10/10/11 - **90 Day Mandatory Appeal/Protest Period** - This will begin approximately one month after the Community Coordination meeting. The 90-Day period begin right after the second public notice.
    - 10/11/11-4/10/12 - **180 Day Community Compliance Period** - Once the appeals/protests have been resolved, FEMA will coordinate with each community to update necessary ordinances. Chapter 3, Article II, Section B-2 of the LDC will need to be revised to reference the effective date of the new FIRM maps. The current ordinance references June 4, 1990.

The dates are best case scenario. If appeals and protests are not resolved, FEMA could hold another 90-day period.

Specific questions posed by staff, with answers from FEMA representatives, regarding the following subjects were:

- **Preferred Risk Policy (PRP) Eligibility** - If a property owner knows their flood zone is going to change with the new FIRM maps, they can purchase a PRP before the effective date of the revised maps. Recognizing the financial burden of converting to a more expensive standard-rated policy, FEMA extends the eligibility of the low-cost PRP for two years after the revised flood map's effective date. In this case, it is highly advisable to purchase before the effective date.
- **Effective Date for Flood Zone Determination** - A property owner will be rated according to the effective date of the FIRM. For those owners going from a special hazard zone to a preferred risk zone, they will need to reapply for the preferred risk policy at that time. However, we were told that policy holders will be refunded the difference if the effective date is prior to the insurance renewal date.
- **Grandfathering** - FEMA still allows grandfathering of properties that were in preferred risk zones before changing to a high risk zone due to the FIRM update. I believe the FEMA representative told me that it is based on when the structure was built. Apparently, a structure built in 1995 in a Flood Zone X can still be grandfathered using the 1990 FIRM.
- **Letter of Map Changes** - Christopher Moss, Taylor Engineering, consultant for FEMA, did say that the maps are digital and because of the small scale of most Letter of Map Changes (LOMCs), the communities will need to provide their own map overlays. Mark Troilo of Singhofen and Assoc. was also present to ask about the Ormond Crossing Letter of Map Revision (LOMR) and if it could be incorporated into the preliminary maps. The consultant for FEMA said they would accept the information and incorporate it into the FIRM.

#### Building Inspections, Permitting & Licensing

- 101 permits issued with a valuation of \$604,146.00
- 166 inspections performed.
- 9 business tax receipts issued.

#### Development Services

- The following projects were received for review by the SPRC and were circulated for initial staff review:
  - i. Energizer water line extension;
  - ii. Cardinal Approach Lifeguard Station
- It appears that the City Commission direction and intent regarding the Miro Medical Office Building has been met. Staff visited with Mrs. Lowry and Mrs. Peters on Wednesday the 15<sup>th</sup> during the Certificate of Occupancy visit by staff. These residents, who were the most affected by the development, seem to be satisfied with buffer. We have placed conditions on the CO to ensure the buffer height once it reaches 8 foot remains 8 feet or higher. It will be the responsibility of the property owners to ensure their landscape maintenance people do not lower the height of the vibernium.

#### Economic Development

##### Ormond Crossings

- Tomoka Holdings is revising 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, a 9,000 square foot industrial building that was recently vacated.
- Staff is marketing the vacant lots along West Tower Circle Extension to potential business prospects.

##### Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff is working with the Chamber Economic Prosperity Committee to revise and update the joint business publication "Doing Business in Ormond Beach".
- Staff worked with the Chamber and Center for Business Excellence on the formulation of an Ormond Beach business survey, which was distributed 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, which is scheduled 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 a bank interested in leasing property along the Main Street corridor.
- 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 pre-construction meeting for the installation of surveillance camera systems at the airport on Friday, June 17th. Staff has received approval from FDOT of an extension request for the Joint Participation Agreement between FDOT and the City which provides funding for security upgrades at the airport, which may afford the City an opportunity to utilize surplus grant funds for additional security upgrades.
  - Staff participated in a conference call with representatives from the FAA Airports District Office in Orlando, to discuss the feasibility of establishing a displaced threshold on Runway 8 for aircraft noise abatement purposes. Staff will provide a memo on this topic and the position of the FAA to the City Commission.
  - Staff worked with the City Attorney this week to process 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 conducted site visits and consultations with contractors to acquire proposals to address the growth of certain trees into the approach path for Runway 26. A tree removal permit has been issued by the Neighborhood Improvement Division to allow for this work to commence as soon as practicable.
  - 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 a draft of the personnel budget and the CIP.
- Completed Projects - Weekly
  - Processed 39 Journal Entry Batches (# 3475 – 3569).
  - Approved 30 Purchase Requisitions totaling \$109,527.84.
  - Issued 12 Purchase Orders totaling \$65,229.55.
  - Mailed "Letter of Intent to Award" for RFP No. 2011-11, As Needed Information Technology Contract Services, to the eight (8) submitters on 06/09/2011.

- Advertised RFP No. 2011-21, Employee Group Health and Welfare Insurance Benefits, in the News Journal and posted on DemandStar on 06/12/2011.
- Held pre-bid meeting Bid No. 2011-07, SR 40 Traffic Signal Fiber Optic Interconnect between Nova Rd and A1A, on 06/16/2011.
- Prepared 182 Accounts Payable checks totaling \$233,089.88 and 28 Accounts Payable EFT payments totaling \$80,956.41.
- Processed 3,712 cash receipts totaling \$744,522.78.
- Processed 1,184 utility bill payments through ACH totaling \$77,674.16.
- Processed and issued 5,548 utility bills with billed consumption of water of 42,283k.
- Issued 728 past due notices on utility accounts.
  
- Public Information
  - Press Releases
    - Adult Coed Softball League
    - Wayfinding and Interpretation Assessment Plan for the Ormond Scenic Loop & Trail Public Workshop #2 Notice (7/28)
    - Ormond Beach Celebrates Independence Day
  
  - Other
    - Citizen Contacts
    - Media Contacts
    - Completed July Employee Newsletter
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended Volusia/Flagler PIN meeting.
  - Attended Independence Day Celebration meeting.
  - Attended Board/Committee training.
  - Attended presentation to Fire Department from the Halifax Humane Society.

**Fire Department**  
**Weekly Statistics**

- Fires: 8
- Fire Alarms: 4
- Hazardous: 5
- EMS: 70
- Motor Vehicle Accidents: 2
- Public Assists: 32

**TOTAL CALLS: 121**

- Aid provided to other agencies: 22 calls – Volusia County (19), Daytona (1), Flagler County (2)
- Aid received from other agencies: 7 calls – Volusia County (3), Daytona (4)
- Total staff hours provided to other agencies: 78 hours
- Total staff hours received from other agencies: 11 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- # of overlapping calls: 38

**Medical Call Type**

- Allergic Reaction: 1
- Animal Bite: 2

- Assault: 3
- Back Pain: 2
- Bleeding: 2
- Blood Pressure: 1
- Breathing Problem: 10
- Cardiac Arrest: 1
- Chest Pain: 3
- Convulsions: 2
- Diabetic: 1
- DOA: 1
- Fall Victim: 4
- Headache: 1
- Heart Problem: 1
- Overdose: 1
- Pedestrian Accident: 1
- Sick Person: 2
- Traumatic Injury: 1
- Unconscious: 3
- Unknown Medical: 9

**TOTAL EMS PATIENTS TREATED: 52**

#### Training Hours

- Aerial Operations: 18
- EMT Refresher: 14
- Hose & Appliances: 5
- Preplans: 10
- Pump Operations: 13
- Tactics: 12
- Tools & Equipment: 4

**TOTAL TRAINING HOURS: 76**

#### Operations

- Attended meeting regarding City's purchasing process.
- Held bi-weekly administrative staff meeting.
- Attended meeting to discuss Fire Department budget.
- Attended city services meeting regarding July 4<sup>th</sup> celebration responsibilities.
- Working on forming a committee with IAFF Local 3499 and Fire Administration to develop testing/clearing procedures for higher classification.

#### Station Activities

- Serviced 56 hydrants to include: flow testing, inspecting and flushing.
- Updated 13 pre-fire plans.
- Conducted presentation on fire safety at Ormond Beach Library – 60 children

#### Significant Incidents

Volusia County issued an emergency declaration for the wildfires effective June 16, 2011.

- 6/9/11, 8:30 AM: Flagler County Wildfires - Brush 93 assisted Flagler County as part of Task Force 105 comprised of various Volusia County Fire Departments – assigned to “Tattoo West Fire” located north of Volusia/Flagler line along west SR11 – assisted Division of Forestry and other units in suppressing and mopping up contained fire which started 6/7/11 – cleared scene at 9:30 PM.

- 6/9/11, 1:04 PM: 1500 San Marco Dr – Wildfire – Quint 92 provided automatic aid to Volusia County – upon arrival found woods on fire behind apartment complex – crew initiated a rapid attack on west side of fire to protect residences as Volusia County Battalion 10 established Command – units from Volusia County, Daytona Beach and Division of Forestry assisted in suppression and mitigation of fire – residents were able to reoccupy dwellings once smoke subsided – scene cleared at 4:05 PM.
- 6/12/11, 8:11 AM: Flagler County Wildfires – Brush 93 assigned to Flagler County Task Force 110 – assisted in containment and mitigation of the “Strawn Fire” located in southwest quadrant of Flagler County off CR305 – fire was 100% contained – cleared scene at 6:30 PM.
- 6/12/11, 3:34 PM: US1 and Nova Rd – Wildfire – column of smoke visible from Tomoka State Park – previous brush fire in this location – upon arrival found active fire which had jumped Department of Forestry lines – crews fought fire until units from State Park and Division of Forestry arrived and cut new lines around fire – Brush Attack 94 assisted in containment and backburning operations – cleared scene at 11:10 PM

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Public Works Department/Fleet Operations – Mechanic III position reclassified to Mechanic II
  - Planning Department – Office Manager
  - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II
  - Finance Department – Account Clerk 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.
  - Leisure Services Department/Performing Arts Center – PT Box Office Attendant. Department requested position be re-advertised. Re-advertised 06-09-11 and closes 06-24-11.
- Screening/Interviews Scheduled
  - Police Department/Police Officer advertised on the City web site and closed on 04-15-11. Fifty-seven (57) applicants applied and were reviewed by the Department. Sixteen (16) candidates were interviewed on 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.
  - Fire Department/Fire Chief – Approximately 80 applications have been received and are in the process of being reviewed.
- Background/Reference Checks
  - Leisure Services Department – Seventeen (17) summer camp counselors are in progress and eight (8) counselors began day camp at Nova and SONC on 06-06-11. One (1) counselor has not started working with the children, not cleared by DCF yet.
  - Public Works Department/Wastewater – Maintenance Worker II. 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 anticipated start date of 07-05-11.

- Public Works Department/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV candidate will begin pre-employment processing on 06-21-11.
  
- Terminations/Resignations/Retirements
  - Finance Department – Accounting Technician retiring on 06-17-11.
  - Police Department – Police Officer retirement effective 06-30-11.
  - Fire Department – Fire Chief resigning effective 07-15-11.
  - Planning Department – Planning Technician probationary termination for inability to return to position.
  
- Promotions
  - Finance Department – Account Clerk II applied, and was selected, for promotion to Accounting Technician effective 06-20-11.
  
- Transfers
  - Maintenance Worker II in Leisure Services applied, and was selected, for a lateral transfer to Maintenance Worker II in the Streets Division of Public Works effective 06-20-11.
  
- Public Records Requests
  - Request for Performance Evaluations for Police Officer from 1993 through 2008.

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20 and November 9, 2011. Next sessions are scheduled for June 23<sup>rd</sup>.

HR Process/Systems Issues/Improvements

- The City is utilizing citizens' knowledge, skill, and time through the recently launched City of Ormond Beach Volunteer Services ("COBVS") program. The Program currently has volunteers assisting in the Building & Inspections, Human Resources, Legal, Leisure Services and Police Departments.

Risk Management Projects

- Continue planning for OSHA training for safety committees.
- Researching agreements for parcel drop boxes on City property.

**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: - 57 New work - 52 completed - 47 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	19,350	Inbound E-Mails Blocked	10,820
Delivered Inbound E-Mails	8,318	Quarantined Messages	212
Percentage Good Email	43%	Virus E-Mails Blocked	8

- Notable Events: None.

- Geographical Information Systems (GIS)
  - Addressing Additions: 0 Changes: 1 Corrections: 0
  - Map/Information Requests: 22
  - 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
  - Met with Center Coordinators
  - Visited Summer Camp Programs
  - Agenda Items Preparation
  - Met with Campus Outreach Staff daily
- Athletics
  - The Lady Renegades continued practices this week at the Sports Complex.
  - The Men's Baseball League started its Summer Season this Monday and Thursday at 7pm at the Wendelstedt Baseball Fields at the Sports Complex. Games will be held every Monday and Thursday night throughout the summer, excluding July 4<sup>th</sup>. Four teams are competing nightly.
  - Luis Camacho is once again having his Youth and Adult 6-a-side Soccer League on Monday evenings, as well as the Sunday Adult 11 v 11 League. Luis rents the fields each season.
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
  - The local American Legion Summer Baseball (now under NABF) has started its games at the Wendelstedt Fields. Games are held on Tuesday and Thursday nights, starting at 4pm. Weeks vary due to away and home games.
  - The Youth Coed Volleyball Summer Session began this week on Tuesday and Thursday nights from 6:15 to 8pm. The program will run through the month of July. Currently, 45 participants are registered.
  - Upcoming Events: Men's Basketball League, 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
  - Continued to fix irrigation problems on many fields at all locations
  - Hosted holiday weekend tournament for Golden Spikes baseball at Nova Park
  - Cleaned up after weekend tournaments at Nova Park

- Prepared soccer fields for competitive youth try outs
- Began cutting out worn out turf on the soccer fields, in preparation of sod replacement
- Began aerating all fields, starting at the Airport complex
- Began adding crushed shell the walkways at Riverbend Park
- Did edging on all baseball infields and warning tracks
  
- Senior Center
  - Granada Squares Dance, Tuesday
  - Daytona Community Church, Thursday
  - Big Band America, Thursday
  - Tomoka Duplicate Bridge, Saturday
  
- Performing Arts Center
  - Staff prepared for Children's Music Theatre (CMT) Dance Camp (Monday-Thursday).
  - 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 event:
    - CMT Dance Camp, June 13<sup>th</sup>-June16
  
- South Ormond Neighborhood Center
  - Splash Pad open daily, 10am until dusk
  - Open weight room open, summer hours
  - Neighborhood Park open daily from sunrise until 11pm
  - Open Play basketball, 6pm to 9pm
  - Pavilion Rental Saturday, noon till 6pm and Sunday, 3 to 6pm
  - 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
  - Walk with the Manager, Thursday, June 16<sup>th</sup>, The Casements
  - Preparation of flags, bunting, pull downs etc. for July 4<sup>th</sup> Celebration
  - Assisting with Campus Outreach projects
  - Sponsorship recognition projects for July 4<sup>th</sup>
  - Facilitated city services meeting for July 4<sup>th</sup>
  - Memorial Day Remembrance committee recognition
  
- Gymnastics
  - Held daily morning 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.
    - Set up for Camp T. Rec began this week including transporting supplies and equipment from Nova Community Center to South Ormond Neighborhood Center, in-depth training for the Special Populations summer counselors, writing lessons plans for the camp’s sessions and planning for the Opening Ceremony.
    - Nova Community Center’s Summer Connection Day Camp continued on Monday through Friday from 8:30 am until 5:00 pm. Over 100 children attended the camp’s second session and enjoyed the games, sports, arts and crafts, movies and fun that the counselors provided.
    - The Opening Ceremony for Camp T. Rec was on Thursday evening. Camp participants, families and legal custodians attended the event and were able to meet the summer counselors and enjoy light refreshments.
- The Casements
    - Tours continued this week from 10:00am to 4:00pm, 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 continued this week with “An Itty Bitty Part of the Whole!” a whole week of mosaic artwork. Classes are held each weekday from 9:00am to noon with instructor Pat Spano.
    - Instructor Terri Lawson is back for a second session of Paper Clay Sculpture on Tuesday evenings from 6pm to 8pm.
    - The Casements hosted a luncheon for Economic Development Director Joe Mannarino this week for several local and out of area business representatives.
    - 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 to noon and Thursday from 6:30pm to 8pm.
    - Pilates Classes continued 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.
    - Staff set up for a wedding and reception on Friday to be held on Saturday from 12pm to 11pm.

- Staff continued registration for Enviro Camp and has begun 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
  - Ran zone on Northbrook median
  - Ran irrigation zones on Riverside Park
  - Changed run days back to normal schedule at Rockefeller Gardens
  - Changed timer run days at Ormond Beach Middle School for new hydro seeding
  - Ran zones at Riviera Park, installed new wire, cleaned zone wires, adjusted rotors, reset timer
  - Ran rear parking lot zones at Police Dept., flagged all broken heads, replaced damaged heads
  - Ran all zones at Riverside Park, checked timer
  - The following required immediate attention:
    - Ran zones on two S. A1A medians, replaced five broken spray heads
    - Ran zones on S. Nova Rd. medians, replaced 40 damaged spray heads
    - Ran zones at Melrose Park, checked timer
    - Ran zones at Sanchez Park, reset timer
- Building Maintenance
  - Installed bollards for backwash at the Splash Pad
  - Completed drywall and painting of the Storm Water Dept. multi purpose room
  - Installed new pump for the east bronze section of the P.A.C. fountain
  - Drained and cleaned the fountain at City Hall
  - Repaired the climbing wall at Nova Rec.
  - Repaired the AC unit at fire station # 94
  - Installed shelving at the P.A.C.
  - Repaired split rail fence at Ames Park
  - Repaired deck #2 at the Ormond Beach Tennis Center
  - Repaired water cooler at Cassen Park
  - Installed new pump for the fountain at City Hall
  - Installed protective corners on walls at the P.A.C.
  - Installed new D.O.T. streetlight on Nova Road
  - Repaired lights in the training room at the Police Dept.
  - Repaired taxiway light at the Ormond Airport
  - Weekly inspections of the Ormond Beach Municipal Airport

## **Police Department**

- Administrative Services
  - Attended budget meetings with City Manager and Finance Director for Neighborhood Improvement and Police Department
  - Meeting with Legal Department regarding a forfeiture settlement.
  - Attended weekly staff meeting with Department Directors
  - Attended monthly Accreditation update meeting
  - Attended quarterly Citizens Law Enforcement Advisory Board meeting.
- Community Outreach
  - The boys' basketball teams competed in the United States Specialty Sports Association (USSSA) tournament June 10-12, 2011. Due to their diligence and determination throughout the season, they have qualified to participate in the National USSSA tournament in Cocoa Beach, Florida,

- Youths participated in the first OBPAL summer field trip held in partnership with the South Ormond Neighborhood Center on Friday, June 10<sup>th</sup>. Youths went to Daytona Lagoon.
- The PAL summer tutoring program began and will continue through the end of July. Currently, 32 youths are participating.
- The PAL summer art program began this week. Youths are studying the works of Henri Matisse to create works inspired by his Jazz Series. Youth will exhibit the works created at the Casements in July.
- Members of the YDC will be attending the State of Florida Association of Police Athletic Leagues summer Field day on Saturday, June 18<sup>th</sup>.
  
- Community Services and Animal Control
  - Animal calls responded to : 65
  - Animal reports: 5
  - Animal Bites: 1
  - Animal Reclaim : 1
  - Animals to FHS: 4
  - All Cats
  - Animal Traps issued: 6
  - TNR: 1
  - Notices Of Violation: 2
  - Biter dog quarantined at FHS to be released today.
  
- Criminal Investigations
  - Cases Assigned: 15
  - Cases Cleared by Arrest/Complaint Affidavit: 13
  - Cases Exceptionally Cleared: 5
  - Inactive: 4
  - Burglary Business: 2
  - Burglary Residential: 2
  - Larceny Car break: 4
  - Grand Theft: 2
  - Auto Theft: 1
  - Offense Against Family/DCF Reports: 2
  - Sex Offense/Rape: 1
  - Robbery: 1
  
- Narcotics:
  - Two Search Warrants Served
  - Five Buy-Walks
  - Three Buy-Walk Attempts
  
- Comments:
  - Auto Theft: The subject that was responsible for stealing a vehicle from Sparkle N Shine Car Wash last week has been arrested and charged with grand theft (vehicle recovered). A second vehicle was taken this week from the same location. Another subject was apprehended as he fled the area and was charged with grand theft.
  - Several subjects have been identified through pawn analysis for pawning stolen property from burglaries in Ormond Beach. Charges have been filed.
  
- Records
  - Walk - Ins / Window 127
  - Phone Calls 210
  - Arrest / NTA'S 17

- Citations Issued 204
- Citations Entered 287
- Reports Generated 127
- Reports Entered 126
- Mail / Faxes / Request 53
  
- Patrol
  - Total Calls 1,336
  - Total Traffic Stops 184
  
- Operations
  - 6/9/11 – Domestic Violence – Myra Blvd. adult female alleged that her mother's live-in boyfriend pushed her.
  - 6/9/11 - Recovered Stolen Property - trailer - N. Ridgewood Ave. ownership issues being investigated.
  - 6/9/11 - Burglary in progress, Pinion Circle - homeowner found a male inside his garage. Two (2 ) suspects fled on foot. Both were apprehended and arrested.
  - 6/9/11 – Civil Complaint, Chili's -190 Williamson Blvd; Dispute between co-owners of a vehicle over custody of the vehicle.
  - 6/10/11 - Burglary Attempt - American Legion, 156 New Britain Avenue; subjects attempted entry by prying a door but were unsuccessful. Entry was not made.
  - 6/10/11 - Theft - stolen bicycle at Indian Trail.
  - 6/10/11 - Car Break – Lowe's - compressor taken from bed of open pick-up truck.
  - 6/10/11 - Shoplifting - Big Lots, Nova Rd; adult female arrested.
  - 6/10/11 - Warrant Arrest; adult male subject arrested on an open warrant during when stopped for fleeing and attempting to elude officers.
  - 6/10/11 - Warrant Arrest; transient subject arrested at Thompson Creek and Lincoln Ave on an open warrant.
  - 6/10/11 - Traffic Detail - yielded several stops and one arrest for narcotics.
  - 6/10/11 - Battery -Tomoka Ave; adult male subject arrested for punching another subject in the face several times. Subject was also charged with violation of his parole
  - 6/10/11 - Animal Complaint - Arrowhead Circle
  - 6/10/11 – Domestic Violence, Rockin' Ranch, 801 S Nova Rd; Incident was witnessed by the detail officer and a deputy. Male grabbed female by the arm and neck as he pushed her to the ground. Male subject was arrested.
  - 6/10/11 - Missing Person – recovered - adult male; subject was located in a Brevard County hospital under a Baker Act.
  - 6/11/11 - Trespass Warning - Best Western 205 S Atlantic Ave; adult male was found asleep in the lobby restroom. Hotel staff had a trespass warning issued.
  - 6/11/11 - Baker Act - Walgreens 790 W Granada Blvd; adult female.
  - 6/11/11 - Traffic / Drug Interdiction Detail on SR 40; 1 arrest
  - 6/11/11 Baker Act - N. Halifax; juvenile was upset at his parents and poured gasoline all over items in the garage.
  - 6/11/11 - Car Break - Buena Vista; lawn tools taken out of the back of the victim's truck.
  - 6/11/11 - Domestic Violence - Gold's Gym; victim had a pre-trial contact order on suspect and alleges he has been leaving threatening messages and tried to run her off the road today.
  - 6/11/11 - Stolen Vehicle – Recovery; Port Orange Police Dept recovered a vehicle that was stolen from the Sparkle n' Shine Carwash last week. One subject was arrested for a felony warrant and one was arrested for auto theft.
  - 6/11/11 - Baker Act – Ridgewood Ave; juvenile male subject was destroying items in his parents house with a baseball bat

- 6/11/11 - Civil Complaint - Wal-Mart 1521 W Granada Blvd; Child Custody issues.
  - 6/11/11 - Burglary Residence - Lake Walden Trl; two juvenile males entered garage and attempted to take a bicycle but were scared off by homeowner.
  - 6/12/11 - Meyer's Act – Rockin' Ranch 801 S Nova Rd; intoxicated subject found in the parking lot taken to the Volusia County Branch Jail.
  - 6/12/11 - Trespass Warning - The Cove 145 S Atlantic Av; adult male transient was found smoking in the lobby men's room by staff. A trespass warning was issued.
  - 6/12/11 - Death – undetermined cause, Country Club Dr; 49 year old female. Investigation continuing.
  - 6/12/11 - Disturbance - Motel 6, 1614 N. US 1; family argument.
  - 6/12/11 - Trespass Warning - Wal-Mart; subject stopped for shoplifting. Store staff had a trespass warning issued rather than pursuing retail theft charges.
  - 6/12/11 - Grand Theft - Publix Trails
  - 6/12/11 - Battery - Sanchez Park; juveniles involved in a physical altercation. Parent(s) chose not to pursue criminal complaints.
  - 6/12/11 - Warrant Arrest – S. Washington St.; mother and son arrested on unrelated open warrants.
  - 6/12/11 – Found Property at Nova Rec; cell phone.
  - 6/12/11 – Loitering and Prowling - Randy's Auto on S Yonge St.; adult male arrested.
  - 6/13/11 – Burglary – motel room, Econo Lodge, 1567 N US Hwy 1; room broken into and a PlayStation 3 and an Xbox stolen.
  - 6/13/11 - Burglary-business, 505 S Atlantic Ave; electrical closet broken into and wire was stolen.
  - 6/13/11 - Robbery – snatch and grab - 500 W Granada Blvd; subject snatched a wallet out of the victim's hand and fled the scene on foot.
  - 6/14/11 - Stolen Vehicle -Sparkle 'n Shine, 49 S Yonge St; suspect was dropped off at the car wash and jumped into a vehicle that had keys left in ignition. Suspect fled in vehicle south bound on US1. A few minutes later officer saw the vehicle at Hand and Orchard and a short pursuit ensued ending when the suspect crashed into a tree. Suspect then fled on foot but was apprehended and arrested.
  - 6/14/11 - Death Natural; Bellwood Cir.
  - 6/14/11 - Elderly abuse, Avante Nursing Home.
  - 6/14/11 - Theft/Fraud - Sunset Falls; suspect stole and cashed victim's check.
  - 6/14/11 - Found Property - Windwood Place; driver license was found in son's bedroom that did not belong to him. Turned over to Officer.
  - 6/14/11 - Civil Dispute at Windwood Place - verbal altercation between mother and son over money.
  - 6/14/11 - Meyers Act - Tomoka Ave.; intoxicated male began banging on doors of the apartment building. Subject detained and transported to Volusia County Jail.
  - 6/14/11 - Civil Dispute - Fox Hollow Dr.; mother and son dispute over vehicle.
  - 6/14/11 – Battery, Domestic Violence - Vanderbilt Drive; adult male arrested. Wife transported to hospital with possible neck injuries.
  - 6/14/11 - Suicide attempt - adult male advised wife he was going to kill himself by jumping off a bridge. Male jumped off the New Smyrna Beach Bridge and was found at Manatee Park. Subject was airlifted to hospital for injuries sustained in jump.
  - 6/15/11 - Car Burglary - Saddlers Run
- Traffic Unit
    - 11-06-00157: Patrol Assist / Occupied Burglary, 116 Pinion Circle: Two males were discovered burglarizing a home and fled on foot into the Trails Shopping Center.
    - Independence Day Celebration Operations Plan in progress. Roster complete. Met with other city departments to finalize the details.

- Sergeant Smith participated in applicant interviews this week.
- Traffic Citations 155
- Parking Citations 3
- Crash - No Inj. 13
- Crash – Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park area
    - Orchard Street
    - Division Avenue / S. Ridgewood Avenue
    - S. Yonge Street
    - 800 BLK Wilmette Avenue
    - SR A1A
    - 1500 BLK N. Beach Street
  - Enforced Complaints:
    - Riverside Drive
    - Trails Subdivision
    - Clyde Morris Blvd.
    - Kings Road
- Neighborhood Improvement  
Weekly inspection statistics by Commissioner Zones
  - Zone 1: 0 Cases Initiated
  - Zone 2: 5 Cases initiated
  - Zone 3: 5 Cases initiated
  - Zone 4: 6 Cases initiated
  - 19 tree removal permit requests
  - 47 signs either removed or sign cases created.
  - Administrative staff assisted with sixty-seven (67) telephonic inquiries.

### **Public Works**

- Engineering
  - Construction Projects
    - US1 Forcemain Extension Phase II- Staff is working with the contractor and the surety to complete final site work and project close out.
    - Rima Ridge Wells 54, 55 & 56- Department of Forestry received and approved proposed site landscape plans. Substantial completion meeting was held on June 15.
    - Halifax Sidewalk- Sidewalks were formed, pouring began Monday, driveways to follow.
    - Alcazar-Buena Vista Drainage Area Improvements- Contracts are being executed.
    - Selden Avenue Road and Utility Improvements- Bids were opened June 9, 2011. Prepared resolution memo for award of bid.
    - Tomoka Ave. Stormdrain- Purchase Order has been issued for the root cleaning and joint grouting of the stormdrain between S. Beach St. and US1.
    - Facility Lighting Replacement- The renovation work was completed on Wednesday, 6/8/2011. Staff has requested the contractor to submit all required closeout documentation per ARRA grant requirements.
    - Downtown Parking (Vining Court)- The contractor has completed all site demolition and soil replacement work. All the electrical conduits have been installed for the proposed lighting system. The irrigation contractor has completed the installation of all sleeving under the proposed sidewalk, curbing and existing roadway.

- 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 has installed all utilities and is working on restoration of Hand Avenue. Contractor anticipates final paving to occur by June 24<sup>th</sup>.

#### Design Projects

- Andy Romano Beachfront Park – The first phase of public engagement process "Imagine" has been completed. This phase consisted of two public meetings, a meeting with the City's Quality of Life board and Leisure Services board, and was followed by a presentation to the City commission summarizing the results of the public meetings. Staff's consultants are now working on Phase 2 of the public engagement process "Choose" which includes the development of a conceptual site plan that will be delivered back to the public on July 12th at The Casements. The public will then have the opportunity to critique the site plan which the consultant will then adapt into the final site plan for the park site.
- Granada Underground Utilities- Compiled the total estimate with the service to the aerial drop.
- SR40 Nova to A1A Interconnect- Responded to FDOT regarding questions for CEI process.
- SR40 A1A to Beach St.- While milling last Monday night a void occurred on Halifax Dr south of SR 40. After excavation the pipe that caused the void was an FDOT and not a City pipe. FDOT fixed it. Friday afternoon a depression occurred on the north side of Halifax. It was dug out and determined that the gravity sewer line was broken.
- SR40 Washington to Beach St.- Consolidated information and distributed to Main Street committee members.
- Ormond Crossings IJ / LAP- Responded to FDOT that a time extension is not required.
- CCTV Surveillance- Processed the contract for City execution. Discussion with contractor on tile line for work and Airport schedule (grant).
- Riviera & Ames Park Seawall- Attended bid opening and reviewed bid materials and qualifications.
- Transfer Station Pump Station- Preliminary design plans for system improvements are being prepared.
- Tymber Creek Phase I & II- County has completed remaining property acquisition for the right-of-way.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext.- Received and addressed contractor questions regarding the project and qualification for addendum. Staff met with the consultant to finalize reclaimed tank system inter-connect.
- 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 19th, 2011 Commission meeting.
- Wooden Pedestrian Walkway Lighting Replacement - Staff has temporarily placed this work on hold as the handrail and decking replacement must be completed first. All new lighting materials are currently being stored at the PW facility. Staff had received 2 of 3 quotes before pausing this replacement work.

- Stormwater Study – Staff is waiting FEMA approval of Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Held public meeting and will be reviewing options regarding reducing impacts to the existing trees and present this to the City Commission.
- Hand Avenue – Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. An amendment to the existing agreement will be presented to the City Commission for approval. Have requested an extension of time due to the delay for the incorporation of the additional work to the grant. The SJRWMD is reviewing the consultant's response regarding water quality issues over interconnection of the lakes between Hand Avenue.

#### Department Updates

##### Administration

- Reviewed and approved 31 Amsden surface water management plan.
- Reviewed and approved slab elevation variance for 129 Collins St
- Updated and recreated the sketch and legal descriptions for 1142 N US1 and Railroad St right of way annexations.
- Prepared project invoices/pay requests totaling \$9,487
- SRF Loan Administration #WW120710140 - Coordinated with our consultant, Quentin L. Hampton Associates, to provide information to prepare for an interim project status meeting and inspection of the three project sites by FDEP project manager, Pankaj Shah, on 6/7/11. The meeting and inspection went very well.
- Nova Road Landfill Closure Additional Sampling and Testing - The additional testing and monitoring directed by the Florida Department of Environmental Protection is approximately 60% complete. Met with consultant to discuss phase approach to testing and reporting to the FDEP.
- Sent Volusia County results of bids.
- Responded to Legal on an un-permitted driveway.
- Sent Volusia County bid tab for Halifax resurfacing contract.
- Coordinated with Volusia County on the new pedestrian features for SR 40 and Williamson.
- Issued Grade & Fill permit for 2341 Lipizzan Tr.

##### Customer Service

- Provided right of way information to homeowner at 300 Main Trail regarding parking concerns.
- Emergency tree locate at 95 Timucuan for Streets Division.
- Began locating documents relating to the property line locations along the entire fence line at the Trails Racquet and Tennis club per NID request.
- Assisted Building on 34 Amsden Dr. permit.

##### Meetings

- Attended project coordination meeting with FDOT, County and franchise utilities.
- Main Street design committee on area for underground utilities.

##### Other

- Began topographic survey of Ann Rustin and Alsaw sub retention pond for development of a grading plan to relieve flooding and overflow.
- Provided copies of N US1 Forcemain project for creation of record drawings.
- 29 projects were inspected.

- Environmental Management

- Street Maintenance

- Asphalt / Concrete

- Patched areas with asphalt at Airport Sports, 4 Cypress View Trail, at John Anderson Drive & Brendale, and at John Anderson Drive & Essex
- Repaired potholes at N. Orchard & Wilmette and entrance to the Wastewater Plant
- Finished sidewalk repair at Nova Recreation
- Repaired sunken concrete at the Performing Arts Center
- Repaired the sidewalk at 23 Aaron Circle

- 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
- Put up and took down holiday flags for Flag Day
- Trimmed trees at Granada Bridge, 219 S. Washington St. and on Stoney Ridge
- Removed stump at 60 Sanchez Avenue
- Tree removals 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
- Attended 4<sup>th</sup> of July meeting at the Performing Arts Center
- Conducted interviews for the Maintenance Worker III position
- ROW trimming at citywide locations
- Assisted Sign crew with stenciling for Pineland Trail
- Cleaned edge of road on Tomoka Avenue

- Sign Shop

- Repaired or replaced signs at the following locations:
  - Fleming Ave. & Parkview Ln., installed High Intensity Prismatic (HIP) street names
  - Johnson Dr. & S. Center St., installed HIP street names
  - Santa Ana Ave. & Calle Grande, installed HIP street names
  - S. Center St. & Arroyo Pkwy., installed HIP street names, stop sign and 4-way sign
  - S. Center St. & Calle Grande, installed HIP street names
  - Orchard Ave. & Arroyo Pkwy., installed HIP street names
  - Orchard Ave. & Calle Grande, installed HIP street names
  - Garden Ln. & Calle Grande, installed HIP street names
  - Garden Ln. & Arroyo Pkwy., installed HIP street names
  - Parkview Ln. & Park Ridge Way, installed HIP street names
  - Park Meadow Cir. & Park Ridge Way, installed HIP street names
  - Lake Meadow Way & Park Ridge Way, installed HIP street names at (2) intersections
  - Aaron Cir. & Thomas St., installed HIP street names

- Aaron Cir. & Fleming Ave., installed HIP street names
- Cameo Dr. & Fleming Ave., installed HIP street names
- Trina St. & Aaron Cir., installed HIP street names
- Pineland Trail – stenciled additional concrete barriers with the words, “No Trespassing”
- Fabricated (2) signs for the Splash Pad at South Ormond Neighborhood Center
  - Blue & white sign – To report Splash Pad issues, please call 676-3220 (installed the sign on the fence at the entrance to the Splash Pad)
  - Red & white sign – Splash Pad is Temporarily Out of Service, we apologize for the inconvenience

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- New building inspections at 8 East Tower Circle and 150 Sagebrush, both passed
- System inspection – 787-B Flamingo Avenue
- Sprayed areas with chemicals at RR tracks off Wilmette Ave., SR40 ponds, Willis Dr. outfall and Ballfields pond
- Outfall inspections at N. Beach St. & at Oak Forest Dr. (pictures)
- FDOT pond inspections
- FDOT fountain repairs
- FDOT ditch maintenance on US1 with the slope mower
- Reachout Mowing – SR40 and at Lakebridge
- Delittered all (6) ponds with (3) men – removed about 1 ½ yards of debris from the ponds

Streetsweeping/Streetsweeper

- 114.2 miles of road cleaned
- 25.5 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week

33,539

PM Services completed for the week

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

36

Road Calls for the week

4

Accidents for the week

0

Quick Fleet Facts:

Fleet has 10,013 gallons of unleaded fuel 8,218 gallons of diesel fuel on hand.

Fleet completed 75 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 and addendum being prepared for interested proposers. Met with QLH regarding relocation of the River Oaks subdivision force main and pigging vault based on comparison of contract schedules. 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 for 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 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 outcome of pump acceptance activities. The station is presently partially in service as a 2 vane impeller having 5-1/4 inch solids handling capability is presently being tested under the manufacturer's direction. Test results since Tuesday, June 14<sup>th</sup>, illustrate a significant improvement with passing rags and debris as compared to original impeller setup. Consultant is continuing control program updates. Pumps 1 and 3 also being reinstalled with a 2 vane impeller configuration this week. Anticipating that reliability status will be given by team early next week for the contractor to begin relocation of bypass piping associated with expansion project underway. Previous bypass pumping systems remain at the facility until a revised pump system is deemed to be successfully operating.
  - Ormond Beach Wastewater Treatment Plant Expansion – Contractor continues to proceed with construction of Clarifier 4. Contractor continues to make good progress on project. Delays resulting from inability to perform piping relocation work as current bypass and IPS pump concerns are anticipated to be discontinued early next week. 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 future agenda for a sole source award to the original manufacturer, DeLoach Industries, Inc.
- Water Plant SCADA – A City Commission meeting memorandum recommending that McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations was prepared. The memo is being reviewed prior to submittal to the legal department.
- SPRC – Received water and wastewater permits for Tire Kingdom. Received updated Industrial Use Survey and updated plans for Energizer water process project. City to obtain 3 quotes for contractor supported meter installation activities. Randy's Auto Body met with staff for site improvements. Cardinal Life Guard Station revised plans received for review.
- Public Works Utilities staff collaborating with engineering for repair methods and proposals for sewer and storm piping cracking discovered at SR40 and Halifax Ave.
  
- Water Distribution
  - Exchanged 19 water meters, installed 2 new water services
  - Responded to or repaired 12 water service leaks
  - Flushed 8 cloudy water complaints, and assisted 3 customers with miscellaneous water issues
  - Replaced 6 water services, and 16 meter boxes/lids
  - Responded to 5 low pressure complaints
  - Repaired a 2" water main break at the intersection of John Anderson Dr and Brendale Dr
  - Tested 2 ea. 2" and 1 ea. 6" water meters on the high user list, scheduled 2 meters for testing
  - Tested 10 and installed 4 city owned backflow preventers serving irrigation in South 40 subdivision.
  - Performed inspections and maintenance on 37 fire hydrants in the Fiesta Heights, Winding Woods, Breakaway Trails subdivisions, also located valves and performed two mock shut downs prior to fire hydrant replacement on N. Beach St and Vining Court
  - Flushing: The Trails Subdivision, Bridget Ter, Longwood Dr, John Anderson, N. Beach St
  - Inspected SR40 / Tomoka River crossing, cleared brush and cut down trees growing between pipes. Found one leak at a coupling, will replace bolts and stop leak.
  - Rescinded the boil water for Bridget Ter
  - Cleaned and organize all storage bays
  
- Water Treatment
  - Delivered 43.464 million gallons for week of June 12 (6.209 MGD)
  - Backwashed 12 filters for a total of 531,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Activated Breakaway Trails Potable Water Interconnect a couple of times this week due to irrigation use exceeding capacity of raw water supply.

- Waste Water Collection - Reuse
  - Crews responded to seven trouble calls out west Breakaway/Hunter's Ridge area and two in town.
  - Televised six sewer laterals, root controlled five sewer laterals and cleaned eight sewer laterals.
  - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
  - Crews repaired 6" force main and 8" gravity sewer main at Santa Lucia Ave. intersection with N. Beach St. due to Volusia county drainage replacement project.
  - Crew from P&S Paving picked up new rings and covers for replacement of old rings & covers on E. Granada Blvd. paving project.
  - Found clean out at 195 W. Granada Blvd.
  - Open force main valves to Influent Pump Station and shut down bypass to WWTP for Cen-State for start up for testing of new impeller on pump #2.
  - 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. Inspected and cleaned pond filter. (Stormwater pond source water not available due to lack of rainfall)
  - Cleaned all building and fueled all equipment for the weekend.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 28.00 Million Gallons.
  - Produced 26.48 Million Gallons of Reuse.
  - Produced 1.52 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.00 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 122.50 (14%-18% Solids).
  - Chronic Bioassay samples were sent to the contract laboratory for testing.
  - Annual Reuse Analysis Report was submitted to FDEP.
  - Influent Pumping Station – current week IPS has been placed in partial operation with new impeller installation. Operations assisting consultant and contractor crew with pump control setting results
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
  
- Utilities Maintenance Division
  - Water Plant - Well Fields - Booster Stations
    - Pulled the #2 disc flow pump for rebuild.
    - Pulled the #2 exhaust fan of the roof of the R.O. building for repair
    - Installed the wafer check valve at Hull Road ball field irrigation pump #2, also replaced leaking pump seal. All work requested by Ballfield Maintenance for Utilities Maintenance assistance completed at complex.
    - Installed new V belts on the Hypochlorite generator blowers.
    - Installed VFD on Centrifuge at Water Plant.
    - Delivered equipment to Fleet for routine service
    - Assisted Wastewater Treatment maintenance techs with temporary wiring of second post anoxic mixer after underground wiring failure.
    - Repaired leak on the water softener for the chlorine generator
    - Worked on the Maintenance office painting.
    - 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.

Wastewater Plant – Lift Stations – Reuse System

- Deliver equipment to Fleet for scheduled maintenance

- Deliver Collections division sewer cleaner to Central Hydraulics for repair
- Replaced davit cranes & hand operated winches near sand filters with inventory cranes & electric winches per request from Operations
- R.A.S. pump #1 and #3 – adjusted pump packing as needed
- Chlorine Dosage Meter – replaced foot valve at suction pipe
- Break Away Trails reuse pumping station - 50HP motor had failed and blew a 400 amp fuse. Replaced fuse - began motor removal activities
- SCADA Repair to 6 liftstations.
- 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 23 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 3stations( Pull pumps, etc)
- Utilities Division completed 85 work orders as reported in MP2 computerized maintenance management system, of which 55 were PM work requests and 30 were repair work orders.