

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 24, 2011

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, and HR Director
- Bi-weekly meetings with IT Manager and Police Chief
- Weekly staff meeting with Directors
- Reviewed CIP and budget staffing needs with Assistant City Manager, HR Director and Finance Director

Spoke to, attended and/or met with:

- As requested, reviewed agenda individually with Commissioner Boehm and Commissioner Stowers
- Speaking engagement with Ormond Beach Republican Club, approximately 25 members attended
- United Way Board of Directors meetings
- City Commission Redistricting and CIP workshop
- Reception at Daytona State College to meet the candidates for the President position
- As requested, met with Commissioner Kent to discuss City issues
- City/County Managers meeting
- FCCMA Strategic Planning meeting in Orlando

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 20, 2011, Historic Landmark Preservation Board
- June 20, 2011, Redistricting Workshop
- June 21, 2011, CIP Workshop
- 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

- Planning staff attended the TCC meeting of the TPO. An amendment to the XU Traffic Ops/ITS Safety Projects was approved by the committee which permits the use of XU funds for one-time sign replacement since the Federal Government has issued a mandate on new reflective signs. Sign replacement is a maintenance activity. While

- DeLand is the city that submitted for the project, the real winner will be Volusia County. Volusia County will be replacing thousands of street signs to meet the federal mandate. If this change gets approved, TPO members will see Volusia County applying since they are responsible for all the street signs on Federal aid roads. Ormond Beach has a few roads on the Federal Aid Classification System which can take advantage of this money, but not many. Ormond Beach, along with other TCC members, did not vote for this change since it dilutes the XU funds available to do projects. This sets a bad precedent.
- FDOT has announced a SR40 PD&E Study public meeting for the road segment between Breakaway Trails and Williamson Boulevard to be held at the Faith Lutheran Church located on the southwestern corner of Tymber Creek Road and SR40 for 5:30 pm on July 21, 2011.
 - After several inhouse reviews of the draft interlocal boundary agreement, it was finalized for outside review and submitted to the City Attorney's office for review, comment and further action.
 - At the June 21st City Commission meeting, the commission approved a Brownfield education program. Staff will work with Main Street since a portion of the area proposed for inclusion in the Opportunity Zone involves the downtown area.
 - The City received an appeal letter from a Miami law firm representing a property owner at 143 Ocean Shore Boulevard. The appeal involves the Director's determination that the property is a legal non-conformity for front and side yard setbacks which was requested by the property owner. The issue is the degree of non-conformity. Staff measured the setbacks using aerials since approval to access the property was not provided as part of the Determination Request from the attorney. The second issue is the meter for the guest house. The property owner has indicated it has been there for over 50 years but FP&L indicates the meter was set in 1995. In 1995 it was unlawful to have a separate meter to an accessory apartment.
 - The Department is pleased to report that it is getting a great response on the Customer Service Questionnaires prepared to gauge quality of service provision. Service cards are being filled out electronically, at the counter, and are being sent via mail without postage using the Department's First-Class Permit which was recently established.

Building Inspections, Permitting & Licensing

- 68 permits issued with a valuation of \$1,105,909.00
- 188 inspections performed.
- 3 business tax receipts issued.

Development Services

- Final approvals to Hudson Technology and Cardinal Life Station will be given before the close of business on Friday.
- There were no new projects received for review by the SPRC. Staff, however, is extensively involved with a dispute between Olive Grove and Lohman Funeral Home over an emergency access easement Lohman provided Olive Grove. This issue has become so heated at times that the Police Department has dispatched patrol cars to the disputed area. In the end, the issue appears to be a civil issue.

Economic Development

- Economic Development
Ormond Crossings

- Staff met with Tomoka Holdings regarding their revisions to the draft design standards, which are expected to be completed with the PMUD documents for a submittal to staff next week.

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 last week to approximately 3,500 businesses that have licenses in the City. The completed surveys are being received by the CBE and a report will be presented to the City Commission in July.
- The second annual Economic Prosperity Forum 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 and will be meeting with the Main Street Design Committee to discuss improvements to the property.

Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is working with staff on a number of economic development initiatives.
- Staff attended the annual Florida Economic Development Conference held in Orlando.
- Airport Operation and Development
 - Installation of surveillance camera systems at the airport began this week on Tuesday, June 21st. Staff has received approval from FDOT of an extension request for the Joint Participation Agreement between FDOT and the City which provides funding for security upgrades at the airport, which may afford the City an opportunity to utilize surplus grant funds for additional security upgrades. Staff is researching quotes to improve access gates at the airport with surplus funds.
 - Staff responded to a report from OBFD that the main gate at the airport was not functioning properly, and that a sensor designed to afford emergency vehicles access to the airport has been blocked by foliage near the gate. Staff was not able to duplicate the problem reported by OBFD, as the gate responded normally to codes input via the alpha-numeric keypad and the proximity card reader. Staff will trim a small tree near the sensor to provide additional clearance, although the sensor is currently aimed so as to be activated at a point which is clear of the tree. Staff suggests painting a line on the

- pavement near the gate to indicate where emergency vehicles should stop for proper alignment when preparing to use the sensor for access.
- Paul Porter recently attended an airfield lighting seminar, where he took the initiative to discuss airfield lighting issues at our airport with industry representatives also in attendance. In particular he discussed three (3) taxiway lighting components that have been problematic and have defied resolution locally. As a result of Paul's discussions at the seminar with representatives of the component manufacturer, the manufacturer agreed to supply three new lighting components to the City free of charge, in exchange for the opportunity to investigate issues with the existing, problematic components. Paul Porter's perseverance and initiative in this matter has both solved an ongoing airport lighting problem and has afforded the airport over \$1,800 worth of new airfield lighting components at no cost to the City.
 - Staff met and conducted a site visit at the airport with representatives of the Leisure Services Department regarding the airport community event proposed for Saturday, October 1, 2011. Staff is currently working to designate event staging, parking, vendor, and static display locations at the airport.
 - Staff continued to work with the City Attorney this week to process an application for FBO Category 2 status for Aerospace Holdings, LLC. There has been some discussion that FBO Category 4 may be a more appropriate designation, and staff is working with Aerospace Holdings, LLC to consider this change in their application. 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 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. A new survey of the CAP leasehold near Airport Road will be made available to better define one area currently under consideration by TowerCom.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff is preparing draft of the personnel budget and the operating budget for FY 2011-2012.
- Completed Projects - Weekly
 - Processed 29 Journal Entry Batches (# 3582 – 3679).
 - Approved 17 Purchase Requisitions totaling \$42,832.19.
 - Issued 32 Purchase Orders totaling \$109,483.26.
 - Issued Addendum No. 1 for SOQ No. 2011-15, Pre-Qualification for Bidding of the City of Ormond Beach's Airport Road Force Main and Reclaimed Water Main Improvement Project, on 06/17/2011.
 - Held opening of SOQ No. 2011-15, Pre-Qualification for Bidding of the City of Ormond Beach's Airport Road Force Main and Reclaimed Water Main Improvement Project, on 06/22/2011. Eleven (11) statements of qualifications were received.
 - Prepared 188 Accounts Payable checks totaling \$696,826.74 and 36 Accounts Payable EFT payments totaling \$1,026,641.01.

- Prepared 67 Payroll checks totaling \$48,538.22 and 311 Direct Deposits totaling \$363,830.36.
- Transferred IRS 941 payment of \$135,512.78.
- Processed 2,956 cash receipts totaling \$776,850.02.
- Processed 416 utility bill payments through ACH totaling \$31,445.80.
- Processed and issued 5,853 utility bills with billed consumption of water of 51,607k.
- Issued 379 past due notices on utility accounts.
- Attended Government Services Privatization Conference on 6/24/2011.

- Public Information
 - Press Releases
 - Movies on the Halifax – Shark Tale (7/1, 8:30 p.m.)
 - Summer Sports Clinics
 - Walking with the Manager (7/8)

 - Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Bulletproof Vest Partnership application for \$4,131 in funding which represents 50% of the costs of the vests which are required to be replaced every 5 years.

Fire Department

Weekly Statistics

- Fires: 7
- Fire Alarms: 5
- Hazardous: 7
- EMS: 53
- Motor Vehicle Accidents: 3
- Public Assists: 39

TOTAL CALLS: 114

- Aid provided to other agencies: 23 calls – Volusia County (22), Daytona (1)
- Aid received from other agencies: 7 calls – Volusia County (5), Daytona (2)
- Total staff hours provided to other agencies: 80 hours
- Total staff hours received from other agencies: 7 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- # of overlapping calls: 36

Medical Call Type

- Abdominal Pain: 1
- Assault: 2
- Back Pain: 1
- Breathing Problem: 7
- Cardiac Arrest: 3
- Chest Pain: 1
- Convulsions: 5
- DOA: 1
- Fall Victim: 7

- Overdose: 1
 - Pedestrian Accident: 1
 - Stroke: 1
 - Traffic Accident: 4
 - Traumatic Injury: 1
 - Unconscious: 7
 - Unknown Medical: 4
- TOTAL EMS PATIENTS TREATED: 47**

Training Hours

- Aerial Operations: 12
- EMT Refresher: 12
- Ladder Operations: 9
- Search & Rescue: 10
- Tactics: 14
- Technical Rescue: 6
- Ventilation: 9

TOTAL TRAINING HOURS: 72

Operations

- Attended wildfire meeting at Volusia County Fire Services training center.
- Attended Volusia County area commands daily briefings.
- Held a labor/management meeting.
- Established a higher class committee to determine a clearing process.
- Attended presentation of Dalmatian statue by Halifax Humane Society to Station 92 c-shift crew for rescue of dog from house fire.

Station Activities

- Serviced 40 hydrants to include: flow testing, inspecting and flushing.
- Updated 5 pre-fire plans.
- Conducted 3 fire inspections.
- Conducted public education presentation to Citizens Police Academy – 50 people in attendance.
- Provided tour of Station 91 to Tae Kwon Do class – 25 children

Significant Incidents

- 6/13/11, 8:11 PM: 750 W Granada Blvd – Brush Fire – off roadway 200' into woods – 100' x 100' area burning in heavy fuel – inaccessible by vehicle – hand tools and 1" hose used to bring fire under control and extinguish.
- 6/15/11, 11:34 AM: Plantation Pines Subdivision – Brush Fire – provided automatic aid to Volusia County – 30' x 15' fire in heavy fuel burning 50' within brush line behind home – utilized 4,000 gallons of water and 2 gallons of foam to extinguish.
- 6/15/11, 3:02 PM: SR-40 & CR-11 – Wildfire – provided automatic aid to Volusia County – performed structural protection to various homes endangered by fire – approximately 250 acre fire contained in swampy area NE of intersection.
- 6/19/11, 9:25 AM: I-95, Mile Marker 271 – Motor Vehicle Accident – pickup truck rolled over multiple times after side-swiping another vehicle – truck located on northbound side of interstate against woods line on east side of roadway – truck rested on passenger side with heavy damage – vehicle stabilized and roof cut to extricate driver – patient was non-critical, transported to hospital – second vehicle's driver refused medical treatment.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works Department/Fleet Operations – Mechanic III changed to Mechanic II
 - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II
 - Finance Department – Account Clerk II
 - Public Works Department/Streets – Maintenance Worker II

- Approved/Active Recruitment
 - 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.
 - Planning Department – Office Manager position advertised and closes 07-01-11

- Screening/Interviews Scheduled
 - Police Department - Police Officer advertised on the City web site and closed on 04-15-11. Fifty-seven (57) applicants applied and were reviewed by the Department. Fifteen (15) candidates were interviewed on 06-15-11 and 06-16-11. Interviews with the Chief scheduled for top six on 06-30-11.
 - Fire Department - Fire Chief recruitment process received approximately eighty (80) applications and are being reviewed.
 - 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. Interviews are being scheduled.
 - Public Works Department/Wastewater Plant – Treatment Plant Operator. Interviews are still ongoing.

- Background/Reference Checks
 - Leisure Services Department – Seventeen (17) summer camp counselors are being processed and nine (9) counselors began day camp at Nova and SONC on 06-06-11. One (1) counselor has not started working with the children because they have not been cleared by DCF yet.

- Job Offers
 - Support Services Department - City Clerk selected, candidate start date 07-05-11.
 - Public Works Department/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV candidate began pre-employment processing on 06-21-11.
 - Public Works Department/Wastewater – Maintenance Worker II candidate will begin pre-employment processing on 06-24-11.

- Terminations/Resignations/Retirements
 - Police Department – Police Officer retirement effective 06-30-11.
 - Fire Department – Fire Chief resignation effective 07-15-11.

- Promotions
 - Public Works Department/Streets – Maintenance Worker II applied for and was selected for promotion to Maintenance Worker III effective 06-21-11.

- Transfers
 - Maintenance Worker II in Leisure Services applied for, and was selected, for a lateral transfer to Maintenance Worker II in the Streets Division of Public Works effective 06-20-11.

- Public Records Request
 - Request by the Volusia County Justice Center to review personnel file of former Police Officer.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program **May 2011 monthly report reflects savings of \$39,872** for City residents during the year that the program has been in effect in Ormond Beach. Over 930 residents have utilized the program during that time.

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20 and November 9, 2011. Next sessions are scheduled for 06-23-11.

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

- Attended Beautification Award to Bailey Riverbridge Gardens for the Chamber of Commerce.
- Reviewing job description for driving requirement.
- Researching language on employee benefit forms for use in new employee orientation.
- Health Fair planning meeting; theme and logistics discussed.
- Preparing memos to Finance/Purchasing as advice for continuing contracts.
- Preparing RFP for Property & Casualty insurance coverage.
- Preparing agreement for drug-free workplace testing services.

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: - 61 New work - 61 completed - 43 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	18,491	Inbound E-Mails Blocked	9,249
Delivered Inbound E-Mails	9,064	Quarantined Messages	178
Percentage Good Email	49.0%	Virus E-Mails Blocked	1

- Notable Events: None.

- Geographical Information Systems (GIS)

- Addressing Additions: 2 Changes: 12 Corrections: 0
- Map/Information Requests: 15
- Information Requests from External Organizations: 1

- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Participated in Commission Zone Redistricting work shop.

Leisure Services

- Administration
 - Administrative staff meeting
 - Public Works staff meeting
 - City Manager staff meeting
 - City Commission CIP Budget Workshop
 - City Commission Meeting
 - Agenda Items Preparation
 - Met with Campus Outreach Staff daily
 - Tee-ball Complex meeting
 - Park Site Meeting
- Athletics
 - The Lady Renegades continued practices this week at the Sports Complex.
 - The Men's Baseball League continued 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 4th. 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 games this summer 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.
 - The YMCA's Men's Summer Basketball League began this week with games at the Ormond YMCA on Tuesday, Nova Gym on Wednesday, and Port Orange YMCA on Thursday. Games are held nightly. Twelve (12) teams are currently signed up to compete.
 - Upcoming Events: 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 men's league and baseball
 - Continued to fix irrigation problems on many fields at all locations

- Prepared 2 fields for Lady Renegades weekend tournament at Nova Park
- Prepared 5 fields for Lady Renegades softball at the Airport complex
- Prepared soccer fields for competitive youth try outs
- Continued cutting out worn-out turf on the soccer fields, in preparation of sod replacement; 5,000 square feet have been completed
- Continued work on aerating all fields, starting at the Airport Complex
- Finished adding crushed shell to the walkways at Riverbend Park

- 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, Horan Judo, CMT Jazz & Tap
 - Wednesday - Show Club Skits, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT
 - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
 - Friday –Theatre Workshop, Green Dance, CMT
 - The Performing Arts Center is preparing to host the following event:
 - CMT Dance Camp, June 20th-June 24th

- South Ormond Neighborhood Center
 - Splash Pad open daily, 10am until dusk
 - Open weight room, summer hours
 - Neighborhood Park open daily from sunrise until 11pm
 - Open Play basketball, 6pm to 9pm
 - Pavilion Rental Saturday, 1pm until 4pm
 - 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
 - Attended Health Fair Meeting
 - Pre planning activities for upcoming events: July 4th Celebration, Summer Sounds Concert Series
 - Preparation of flags, bunting, pull downs, etc. for July 4th Celebration
 - Assisted with Campus Outreach projects
 - Sponsorship recognition projects for July 4th
 - Final July 4th flyer distribution

- 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.
 - Camp T. Rec began its first week for the special needs participants. The campers enjoyed games, sports, movies, arts and crafts, swimming at the YMCA, the splash pad and Bonnie's Puppet Palace as their guest on Friday.
 - Nova Community Center's Summer Connection Day Camp continued on Monday through Friday. The children who attended the camp's third week enjoyed the games, sports, arts and crafts, movies and fun that the counselors provided. Bonnie's Puppet Palace was the guest on Friday.
 - Youth Summer Volleyball League was on Tuesday and Thursday evenings through Athletics.
 - The Men's Basketball League met on Wednesday evening for their first practice of the season at Nova's gymnasium.
- 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 "It's Raining Cats & Dogs!" a whole week of creating pets from rocks, clay and much more! Classes are held each weekday from 9:00am to noon with instructor Pat Spano.
 - Instructor Terri Lawson is back for a third session of Paper Clay Sculpture on Tuesday evenings from 6pm to 8pm.
 - Zumba classes were held Monday and Wednesday evenings from 6:00pm to 7:00pm.
 - Tai Chi classes continued this week on Wednesday evening from 7:00pm to 9:00pm.
 - Yoga classes continued on Tuesday from 10:30am to noon and Thursday from 6:30pm to 8pm.
 - Pilates Classes continued 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 Enviro Camp in anticipation of the counselors' arrival on next Monday. We are still taking camp registrations and are nearly filled for each week of July!

- Staff is in the preliminary planning stages for Caribbean Night which will take place on Saturday, August 6, 2011.
- Staff worked on the next Movie night project featuring “Shark Tales” scheduled for Friday, July 1st at 8:30pm.
- Parks and Irrigation
 - Installed three new rotor heads at Bailey Riverbridge Gardens, reset timer
 - Ran zones on Granada streetscape medians, replaced 8 spray heads, reset 1 timer
 - Ran both systems at Bailey Riverbridge Gardens, cleaned out snail trap and filter, replaced 12 damaged spray heads, adjusted all heads
 - Dug up and repaired two zone line breaks at Central Park II
 - Ran zones on Granada medians #18 and #20, replaced 2 broken heads and changed out 3 nozzles
 - Replaced timer on Granada median #20
 - Installed new timer battery on Gateway sign
 - Installed solenoid and adaptor, replaced 2 rotors, tested system
 - The following required immediate attention:
 - Replaced damaged spray head at City Hall
 - Ran all zones on Ormond Elementary parking lot and streetscape, adjusted tree bubblers and replaced four damaged spray heads
- Building Maintenance
 - Repaired the entrance door to lobby at the P.A.C.
 - Repaired water cooler at the Tennis Center
 - Installed panels on desks in new N.I.D. section at the Police Dept.
 - Repaired vandalized fountain at City Hall
 - Installed two new benches at Riviera Park
 - Repaired playground fence at Riviera Park
 - Repaired decorative streetlights on New Britain Av.
 - Repaired ladies room toilet at Central Park I & II
 - Installed control valve for hot water access at the Wastewater Treatment Plant
 - Repaired entrance gate at the S.O.N.C. splash pad
 - Repaired entrance door to the C.I.D. Dept. at the Police Station
 - Added mulch to exercise stations at Central Park III
 - Repaired split rail fence at Bailey Riverbridge Gardens
 - Replaced fill valve on fountain at Hospital Park
 - Painted parking stops for overflow parking at Cassen Park
 - Conducted weekly inspections of the Ormond Beach Municipal Airport

Police Department

- Administrative Services
 - Attended weekly Director staff meeting
 - Attended CIP workshop/City Commission Meeting
 - Conducted employee disciplinary proceeding
- Community Outreach
 - Fifty-seven youths participated in the first OBPAL summer field trip held in partnership with the South Ormond Neighborhood Center on Friday, June 17th.
 - The PAL summer tutoring program continued. Currently 32 youths are participating.
 - Thirty youths in the PAL summer art program worked on Monet inspired landscapes. They will exhibit their works at The Casements in July.
 - Members of the YDC attended the State of Florida Association of Police Athletic Leagues summer field day on Saturday, June 18th.

- Preparations are being made for youth on the 8th grade basketball team to attend the USSSA State Championship in Cocoa July 1 - 4, 2011.
 - Community Services & Animal Control
 - Animal calls responded to: 66
 - Animal Reports: 10
 - Animals to FHS: 6
 - 5 Cats, 1 Dog
 - Notice of Violations for animals: 2
 - Wildlife to Rehabber: 1
 - Possible abandoned animals at 317 Chardon Rd (CSO's) doing investigation
 - Female Pit bull removed from 249 Oleander Pl. due to aggressive behavior
 - Cat traps issued: 2
 - Criminal Investigations
 - Cases Assigned: 20
 - Cases Cleared by Arrest/Complaint Affidavit: 2
 - Cases Exceptionally Cleared: 2
 - Inactive: 9
 - Fraud: 2
 - Burglary Business: 0
 - Burglary Residential: 4
 - Larceny Car break: 9
 - Grand Theft: 3
 - Missing Persons: 1
 - Sex Offense/Rape: 1
 - Robbery: 0
 - Death: 1
- Narcotics:
- One Search Warrant
 - Four Buy Walks
 - One Buy Walk Attempt
- Comments:
- Juvenile suspects identified as being involved in local car burglaries. Subjects have been charged in one of the burglaries and several additional charges are pending.
 - The female involved in a questionable sexual assault attack reported a second sexual battery after being attacked in her home in Forest Hills. The two reported incidents generated some concerns in the community that a serial rapist may be on the loose. Both of the reported attacks have been unfounded, having never taken place.
- Records
 - Walk - Ins / Window 161
 - Phone Calls 248
 - Arrest / NTA'S 32
 - Citations Issued 187
 - Citations Entered 222
 - Reports Generated 154
 - Reports Entered 150
 - Mail / Faxes / Request 62

- Patrol
 - Total Calls for Service: 1,351
 - Total Traffic Stops 196

- Operations
 - 6/16/11 - Theft, Golden Alley: checks stolen by an ex-roommate.
 - 6/16/11 - Traffic Control - Traffic lights west of SR40 and Williamson were out for several hours. Officers posted at major intersections for traffic control; generators and portable signs utilized
 - 6/16/11 - Fraud – Cardinal Rd; reported stolen check cashed.
 - 6/16/11 - Fraud - in progress call, S Nova Rd; female attempted to cash a check reported stolen from a residence in Holly Hill.
 - 6/16/11 – Burglary, residence – Sanchez Avenue; home entered and ransacked. Nothing reported missing.
 - 6/16/11 - Disturbance, Montana Terrace; verbal dispute between neighbors.
 - 6/16/11 – Battery, Live Oak Ave; physical altercation between two adult males. Unable to determine who started the fight. One subject went to hospital for treatment.
 - 6/17/11 – Stolen Property; advertisement sign stolen from The Casements.
 - 6/17/11 Petty Theft, Jamestown Dr.; tools and a tool box taken from back yard
 - 6/17/11 – Death – undetermined cause, Ormwood Drive; elderly female, no foul play suspected.
 - 6/17/11 - Car Break, Oak Grove; unlocked vehicle. .38 revolver taken from vehicle.
 - 6/17/11 - Car Break, Arroyo Pkwy.; unlocked vehicle. Radar detector taken from vehicle.
 - 6/17/11 - Warrant Arrest; adult male arrested on a solicitation warrant out of Daytona.
 - 6/17/11 - Domestic Violence; couple involved in domestic dispute where both subjects alleged they had been pushed and hit by the other on their way back from Ocala. Unable to show primary aggressor. Cross complaints filed.
 - 6/17/11 - Felony Battery, Live Oak; boyfriend battered pregnant female and 2 year old child.
 - 6/17/11 Car Break – Arrowhead Circle; unlocked vehicle, clothing and small electronics taken
 - 6/17/11 – Animal Complaint - Tidewater Dr; subject found 3 pit bull puppies. They were secured and transported to ACO.
 - 6/17/11 - Narcotics Arrest, Sanchez Park; subject found in the park with a trace amount of cannabis and paraphernalia in their possession; subject was issued a Notice to Appear.
 - 6/17/11 - Car Break; S Beach St; wallet, i-Pod, and radar detector taken from unlocked vehicle.
 - 6/17/11 - Trespassing Arrest, Rockin' Ranch; male patron arrested by detail officer for trespassing after warning.
 - 6/17/11 - Warrant Arrest; Rockin' Ranch; adult female arrested on an open warrant.
 - 6/17/11 - Trespassing Report; Rockin' Ranch; staff trespassed 2 adult females from property.
 - 6/17/11 - DUI Arrest; S Atlantic Ave and Bosarvey Dr.; adult male.
 - 6/18/11 - Domestic Violence - Battery and Burglary of a Residence, S. Halifax.; female subject entered the residence without permission and battered her ex-boyfriend.
 - 6/18/11 - Domestic Violence, West Granada; female battered her live-in boyfriend during argument over living arrangements.
 - 6/18/11 – Outside Agency Assist; assisted VCSO with shutting down I-95 at US1 due to an accident involving several vehicles and multiple injuries.
 - 6/18/11 - Traffic Crash with Injuries, Fluhart and Riverside; Vehicle vs Guardrail.

- 6/18/11 - Meyer's Act, Bamboo Garden; drunk transient was causing a disturbance while seeking cover from the rain. Subject was trespassed and transported to VCBJ under Meyer's Act.
- 6/18/11 - Animal Complaint, S. Orchard St; 2 dogs running at large.
- 6/18/11 – Animal Complaint, 12000 Caroline's Cove; barking dog.
- 6/18/11 – Burglary - Residence, Polar Bear Path; entry gained via unlocked sliding door. TV, computer, X-Box, and video games taken.
- 6/18/11 – Animal complaint, Brookside Cir. and Northbrook Dr; dog running at large.
- 6/19/11 – Suspicious Incident, Grove St; Fire Department assist. Estranged wife believes husband flooded house with gas by turning oven knob on high and blowing out pilot light.
- 6/19/11 Civil Complaint, Lake Isle Way; ongoing dispute between neighbors.
- 6/19/11 Warrant, 100-BLK W Granada; adult male arrested on open warrant during traffic stop.
- 6/19/11 - Stolen Vehicle Recovery, Ormond Beach Airport.
- 6/21/11 - Theft from residence, Laurel Oaks Cir; game system was stolen and sold to Blue Dragon game store.
- 6/21/11 - Traffic Stop at John Anderson Dr / SR 40; male subject provided conflicting information on identity. VCSO assisted with mobile fingerprint id and real identity was confirmed. Subject was arrested for false name/resisting arrest.
- 6/21/11 - Accident with injuries, Cheaters Bar; subject left the bar and struck a pole at a closed gas station. Subject was transported to Halifax Hospital with minor injuries.
- 6/21/11 - Meyers Act at Cheaters Bar. 1561 N. US 1.
- 6/21/11 - Narcotics Arrest, 119 S. Orchard St.; search of vehicle revealed a plastic bag containing 15 separate small baggies of marijuana. Female charged with possession with intent to distribute; transported to VCBJ
- 6/21/11 - Car Break, Horseshoe Trail; VCSO stopped the suspect car at Granada Avenue and Flomich in Holly Hill. Items stolen from the carbreak were found within the vehicle and recovered. Driver of car was arrested.
- 6/21/11 - Car Break, Rocky Ridge Trl.; wallet removed from vehicle.
- 6/21/11 - Narcotics Complaint, N US1. arrest made.
- 6/21/11 - Burglary Residence, Country Club; front window broken out. Big screen TV removed.
- 6/21/11 - Car Break, Pizza Hut; window broken out and purse taken.
- 6/22/11 - Narcotics arrest at Division/Center; juvenile male on bicycle arrested for possession under 20g and carrying a concealed weapon.
- 6/22/11 - Baker Act, 485 S Atlantic – Maverick Hotel.
- 6/22/11 – Car Break, Golds Gym; window broken out and purse taken.
- 6/22/11 – Car Break, Cassen Park; window broken out and purse taken.
- 6/22/11 - Stolen Vehicle, Cameo Circle; vehicle stolen from residence with a 3 week time frame.
- 6/22/11 - Car Break, Hull Rd; three vehicles had windows broken out and purses taken.
- Traffic Unit
 - 11-06-00292: 1100 blk Old Tomoka Rd. a van struck a power pole snapping it in half, when the pole broke it took out a second pole. Traffic lights and power was out on W. Granada from Seminole to Tymber Creek Rd. The Traffic unit along with CSO's hand directed traffic at major intersections for approx. 1.5 hrs until FPL could transfer power to all lights except Seminole. A city generator was brought to Seminole where it powered the traffic light until approx. 2030 hrs when power was restored.
 - 06/17 all the FEC crossing gates stuck in the down position and the Traffic unit, CSO's and some patrol units directed traffic around the gates for almost an hour until FEC repairman arrived.

- 11-06-00394: serious crash motorcycle versus car on Nova Rd in front of the Trails shopping center. A Northbound car turned in front of a southbound motorcycle. The motorcycle rider was taken to Florida Memorial Hospital with serious injuries. Nova Rd was shut down for 25-30 minutes.
- 11-06-00411 DUI Arrest by Ofc. Borzner. Call came in as a silver Chrysler westbound on Wilmette from US1 being operated in a reckless manner. The next call had the vehicle at 555 West Granada driving around the parking lot striking a red pickup truck 2 times as it drove around the parking lot. The driver was arrested for DUI and illegal possession of prescription narcotics.

- Traffic Citations 146
- Parking Citations 7
- Crash - No Inj. 18
- Crash - Injury 3
- 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
 - Netune/N Halifax Dr.
 - N. Beach St.
 - Enforced Complaints:
 - Riverside Drive
 - Trails Subdivision
 - Clyde Morris Blvd.
 - Kings Road

- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 6 Cases Initiated
 - Zone 2: 4 Cases initiated
 - Zone 3: 1 Case initiated
 - Zone 4: 1 Case initiated
 - 10 tree removal permit requests
 - 43 signs either removed or sign cases created.
 - Administrative staff assisted with one walk-in and sixty-nine (69) 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- Met with consultant and contractor to perform substantial walkthrough meeting which included testing electrical systems, telemetry, generator, pumps, water quality check, facilities and site work.
 - Halifax Sidewalk- The sidewalk is completed, working on the clean up and laying of sod.
 - Alcazar-Buena Vista Drainage Area Improvements- Contracts have been executed and pre-construction meeting is being scheduled tentatively for next week.

- Selden Avenue Road and Utility Improvements- An award of bid memo was prepared for Commission resolution for July 19.
- Tomoka Ave. Stormdrain- Contractor has begun to clean the stormdrain, which is anticipated to take approximately three days, after which root intrusion will be removed and grouting of pipe joints will proceed.
- Downtown Parking (Vining Court)- The contractor began pouring the new concrete curbing and pedestrian sidewalks and driveway aprons. All the electrical conduits have been installed and inspected by the Building Division for the proposed lighting system. The irrigation contractor has completed the installation of all sleeving under the proposed sidewalk, curbs and existing roadway.
- Wastewater Treatment Plant Expansion and Rehabilitation – 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 24th.

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- Attended the Main Street Design Committee Meeting, coordinated with all the utilities to get a binding estimate for the locations to be underground, provide scope of work for plans preparation to combined all the work, provided a schedule.
- SR40 Nova to A1A Interconnect- Prepared minutes from pre-bid meeting, responded to FDOT on the inspections to be done by the City.
- SR40 A1A to Beach St.- Resolved conflicts with the contractor and the signal Halifax Dr. Investigated the storm water and sewer pipes that were broken.
- SR40 Washington to Beach St.- Coordinated the public hearing meeting with FDOT and consultant.
- Riviera & Ames Park Seawall- Review submittal of lowest bidder.
- Ormond Scenic Loop- Coordinated the second public hearing meeting with consultant.
- 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 right-of-way.
- Airport Rd. Forcemain Ext./Reclaimed Water Ext.- Prepared Addendum for Statement of Qualifications submittal.
- 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.

- South 40 Medians- Staff is processing the PO for this small landscape and irrigation work. The project has been scheduled to begin on July 18th per the direction of the HOA president.
- 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 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 on FEMA to approve Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Held public meeting and will be reviewing options regarding reducing impacts to the existing trees and present this to the City Commission.
- Hand Avenue – Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. An amendment to the existing agreement will be presented to the City Commission for approval. Have requested an extension of time due to the delay for the incorporation of the additional work to the grant. The SJRWMD has indicated they intend to issue the permit for the interconnection of the lakes between Hand Avenue.

Department Activities

Administration

- Prepared project invoices/pay requests totaling \$32,185
- Prepared work authorizations totaling \$2,750
- Discuss with FDOT and County A1A widening at Lynhaven.
- During recent activity of FDOT resurfacing, it was discovered that the sanitary sewer on N. Halifax Dr. and a stormdrain on S. Halifax Drive near the intersection had cracked pipe. The pipe was televised and quotes have been solicited to obtain contractual services to repair the pipes with cured in place PVC liner.
- Plotted and filed the proposed Beachfront Park site survey.
- Filed the base survey for Wilmette Flap Gate project.

Customer Service

- Responded to residents on SR 40 resurfacing and manhole covers.
- Responded to residents on the crosswalk at A1A and Rockefeller intersection.
- Assisted resident on dock permit.
- Provided information to Homeowner at 95 Timucuan as to how staff determined the ownership of the dying tree located on the citizen's property.
- Researched and created PDF's for Alan Engineering regarding available utilities along N US1 in front of Hawaiian Tropic.
- Researched 5 Stratford Place for any possible easement vacations per mortgage bank request.
- Provided right-of-way locations along 300 Main Trail (Tennis Center) for NID request.

Meetings

- SR 40 fiber interconnect Nova to A1A pre-bid meeting.
- Attended the Main Street Design Committee Meeting.
- Attended the VAME meeting.
- Airport and Sport complex/Nova surveillance pre-construction meeting.
- On site meeting with Streets Div and Temple Beth El representative to determine property line location along DOT pond to determine maintenance requirements.

Other

- 31 projects were inspected.
- Updated and plotted Sanchez Park Boat Ramp drawings.
- Updated and plotted Cassen Park Fishing Pier drawing set.
- Staked out proposed top of bank elevations for the Alsaw Subdivision retention pond.

- Environmental Management

- Street Maintenance

- Asphalt / Concrete

- Repaired a sidewalk at S. Center St & Arrowhead
- Replaced a damaged guardrail at Fluhart & Riverside Dr.
- Asphalted patches at Hand Ave. & US1, New Britain between Ridgewood & N. Beach and N. Orchard Public Works Complex
- Asphalt potholes at citywide locations
- Assisted the Water Department with concrete removal on New Britain

- 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
- Stump removals at Nova Recreation
- Helped with flagging on Tomoka Avenue
- Picked up trees at various citywide locations

- 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
- Assisted concrete crew at Fortunato Park
- Assisted Parks Department with mulch pick up & delivery to Central Park III
- Assisted Building Maintenance with shell using the end loader and then using the tractor to spread the shell at Central Park I
- Weed control (DOT) on Nova Rd.
- Delivered barricades for function happening at Memorial Gardens
- Employee attended the Customer Service Training at Advance Technology Center

- Sign Shop

- Repaired or replaced signs at the following locations:
 - 590 John Anderson Dr., replace damaged 15" round memorial sign
 - SE N. Halifax Dr. & Neptune Ave., removed graffiti from a stop sign
 - Park Crossing Cir. & Park Ridge Way, installed HIP (High Intensity Prismatic) street names
 - Aston Cir. & Fleming Ave., installed HIP street names & a stop sign
 - Carson Dr. & Aston Cir., installed HIP street names at both intersections

- 591 & 668 N. Halifax Dr., cleaned signs & removed stickers & signs damaged by vandals
- Andalusia & Fleming Ave., replaced a broken stop sign post & bent street names
- Checked signs on the beachside, south of E. Granada Blvd. for repair or replacement
- Inspected all intersections in the Hidden Hills area to determine the number of street names to replace
- Installed a 36" square directional sign at the Airport Sports Complex
- Assisted Building Maintenance by cutting new words, "Fireworks Area Keep Out" and will be attaching them to wooden boards for use on floats in the river
- Began fabricating High Intensity Prismatic (HIP) street names for (22) intersections in the Hidden Hills area

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Reachout Mowing – Tomoka Ave., North US1, and SR40
- Vacon – Pipe cleaning at Northbrook, John Anderson Dr., Santa Fe, and Hand Ave.
- Flagged for pipe repair crew on Tomoka Ave. from US1 to Beach St. – American Inliner Co. is grouting the joint from west to east
- Pipe Repair – Tomoka Ave.
- Basin Cleaning – Zones 1 and 2, due to heavy rain
- New System Inspection – Hand Ave. and Coolidge Ave., lamped lines, inspected manholes and outfalls to pipe

Street Sweeping/Streetsweeper

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

- Fleet
Mileage Traveled by all City Departments for the week
34,367

PM Services completed for the week

Emergency—Vehicles and Equipment
7

Non-Emergency Vehicles and Equipment
18

Road Calls for the week
0

Accidents for the week
0

Quick Fleet Facts

- Fleet has 7,039 gallons of unleaded fuel 7,364 gallons of diesel fuel on hand.
- Fleet completed 64 work orders this week.

- Utilities
Projects Summary

- Received acceptance for City request for time extension to SJRWMD for responding to 2nd 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.
 - Chemical Bids – Specifications were sent to Palm Coast for inclusion in the joint bid for water and wastewater chemicals for the upcoming fiscal year. Received draft bid documents from Palm Coast for review – comment.
 - 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 was prepared for interested proposers. Easements forthcoming for CC consideration for a portion of the project corridor.
 - Fire Hydrant Replacement Program – The contract was awarded to R&M Service Solutions for \$160,791.06 at the 6-21-11 CC meeting. Preparing execution of agreement.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities. All pumps were retrofitted with a 2 vane impeller configuration. The station is presently in service. Prepared summary of operational evaluation and forwarded to engineer and contractor. The new impellers illustrate a significant improvement with passing rags and debris as compared to original impeller setup. Consultant established set points for pump operation and is continuing control program updates for high-low flow conditions. A small amount of rags found in all three pumps wedged between the impeller and wear ring upon inspection after 24 hour operation period. Further testing will be conducted as necessary. Awaiting recommendations from engineer, contractor and pump manufacturer to determine reliability status of pumping facility for support or non-support for contractor to begin relocation of bypass piping associated with Expansion Project in near term.
 - Ormond Beach Wastewater Treatment Plant Expansion – Contractor continues to proceed with construction of Clarifier 4 and the fire flow system. Delays resulting from inability to perform piping relocation work as current bypass and IPS pump concerns are anticipated to be discontinued next week.
 - Lift Station Repair and Replacement Project – Asphalt work is completed. Electrical work is completed at Lift Station OM and a pre-start up inspection performed. Lift station is scheduled for start up early next week.
 - Rima Ridge Wells – The Operation and Maintenance manual was reviewed by staff and comments sent to the Engineering Division. Substantial completion meeting scheduled for next week.
 - Tiffany Circle Water Main Replacement – Shop drawings were reviewed and comments sent to the contractor. Revised shop drawings are being prepared. 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. Plans are being prepared for bids.
 - Water Plant Aerator Rehabilitation – A City Commission packet is being reviewed for inclusion on future agenda for a sole source award to the original manufacturer, DeLoach Industries, Inc.
 - Water Plant SCADA – A City Commission meeting memorandum recommending that McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations was prepared. The memo is being reviewed prior to submittal to the legal department.
 - SPRC – Reviewed updated Industrial Use Survey and plans for Energizer water process project. Presently no permit will be required for industrial waste. The site will be periodically monitored to determine if any parameters become significant. City is obtaining 3 quotes for contractor supported meter installation activities. Randy's Auto Body met with staff for site improvements. Cardinal Life Guard Station revised plans were reviewed. Revised plans for Chase Bank were reviewed. A preconstruction meeting was held on-site for Eagle's Lodge. The City will provide materials for a cleanout to be installed on the north end of the force main that can be used to future cleaning activities using a poly pig.
 - 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 5 water meters
 - Responded to and/or repaired 13 water service leaks
 - Flushed 4 cloudy water complaints, and assisted 2 customers with miscellaneous water issues
 - Replaced 9 (3 under roads) water services, and 5 meter boxes/lids
 - Responded to 1 low pressure complaint
 - Repaired a 2" water main break at 825 S Yonge St, and a 6" main break on Vining Ct
 - Tested 5- 2" water meters on the high user list, scheduled 3 meters for testing
 - Performed inspections and maintenance on 4 fire hydrants in Breakaway Trails, also located valves and performed 3 mock shut downs prior to fire hydrant replacement on N Ridgewood Ave and Peninsula Dr areas. Repaired a fire hydrant struck by a vehicle at 560 S. Yonge St. Delivered an upper barrel for sandblasting and painting to replace an extremely aged hydrant on N. Beach St.
 - Flushing: The Trails subdivision, repaired permanent flushers on Arroyo Parkway and Curved Creek Way
 - Repaired a leaking 24" coupling on the SR40/Tomoka River crossing.
 - Valve Maintenance: Locate, raise/repair, and install fiberglass markers on all valves in the Rima Ridge Well Field.
 - Replace sod on Rio Pinar Dr, Aaron Cir, and Fleming Ave due to water service replacements.
 - Water Treatment
 - Delivered to the City 42.499 million gallons for the week ending June 19th, 2011 (6.071 MGD)
 - Backwashed 10 filters for a total of 397,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Attended review of new Rima Ridge wells project for substantial completion and developed punch list.

- Waste Water Collection - Reuse
 - Crews responded to four trouble calls out west Breakaway/Hunter's Ridge area and two in town.
 - Televised five sewer laterals, root controlled five sewer laterals and cleaned eight sewer laterals.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Crew replaced five brass clean out caps at 63 W. Granada Blvd.
 - Responded to mainline backup at 66 John Anderson Dr.
 - Opened force main valves to master lift station and shut down bypass to WWTP for start up for testing of new impellers on pump #1,2 and 3.
 - Crew located and cleaned out seven sewer valves in Breakaway Trails phase I & II.
 - Checked irrigation system at Breakaway and Hunter's Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 28.35 Million Gallons.
 - Produced 27.55 Million Gallons of Reuse.
 - Produced 0.80 Million Gallons of Surface Water Discharge.
 - Influent flows average for the week is 4.05 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 144.40 (14%-18% Solids).
 - Discharge Monitoring Report sent to FDEP.
 - Influent Pumping Station was bypassed until Monday morning as pump operations with new impeller configurations are being evaluated.
 - 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
 - Replaced remote relay to Well 28 start circuit.
 - Repaired well #28H Bermad valve. Found ant in the limit switch.
 - Installed relay on pump #4 at Breakaway Trails reuse.
 - Installed blind flanges on the pipe at the Discflo pumps.
 - Installed new GFI at pole light at sludge pumps.
 - Pulled motor off #2 pump at Riverview Booster Station, pump was non-repairable-ordered new one.
 - Replaced the pressure gauge at Breakaway Trails reuse discharge piping.
 - Installed new Flow meters at Breakaway Trails well pumps C and D.
 - Checked well 10D for operations, well needs to be pulled and replaced but due to proximity of power lines a contractor will need to perform work, will obtain quotes and proceed when received.
 - 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.
 - Cleaned shop and put away spare parts.
 - Performed Reuse pump station PM's and repairs.

 - Wastewater Plant – Lift Stations – Reuse System
 - Reset Fire pump at Shadow Crossings after power failure, all ok.
 - Replaced post anoxic mixer motor.
 - Installed new pump at 10M liftstation.
 - Replaced batteries at Aberdeen 1, 4 and 5 liftstations.
 - Delivered Stihl equipment to Fleet for factory recall notice.
 - Ormond Mall – flushed force main using gas powered pump
 - Centrifuge #1 – Adjusted scroll drive belt as needed

- Fermentation #6 and 7 – reset motor starter
- R.A.S. Room – repaired wash down hose mounting bracket
- SCADA Repair to 6 liftstations
- Checked BAT and Shadow Crossings reuse wells, all running. Tanks are having trouble keeping up due to heavy usage in area.
- Assisted at influent pumping station with start up activities.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 17 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 2 stations (Pull pumps, etc)
- Utilities Division completed 90 work orders as reported in MP2 computerized maintenance management system, of which 65 were PM work requests and 25 were repair work orders.