

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 1, 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, HR Director, Finance Director
- Biweekly meetings with I/T Manager, Economic Development Director
- Weekly staff meeting with Directors
- Met with Assistant City Manager, HR Director and Finance Director on FY 2011-2012 budget position requests

Spoke to, attended and/or met with:

- Economic Breakfast Forum hosted by Ormond Beach Chamber and City of Ormond Beach Economic Development Department
- Rotary meeting
- Volusia County Council/FDOT SunRail workshop
- Webinar on Government Success with Enterprise Content Management Solutions
- As requested, reviewed agenda with Commissioner Stowers
- Volunteered for United Way

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:

- Packet Preparation for July 5, 2011, CIP Continuation Workshop
- Packet Preparation for July 5, 2011, City Commission Meeting
- Attended Customer Service Training Workshop at ATC

Community Development

Planning

- Educational workshops for the Opportunity Zone designation (aka Brownfield) have been coordinated between Main Street and the Departments responsible for facility reservation. Flyers have been developed and will be mailed to each property owner. Main Street will send out several "blast" communications to their member and non-member list one week before each meeting date. The flyer will be put in the Weekly Review also. A power point presentation has been prepared. Workshops will occur on the following dates at the facilities identified:

July 26, 2011, City Hall Training Room
August 9, 2011, The Casements
August 30, 2011, The Casements

September 13, 2011, City Hall Training Room

All meetings will begin at 6:00 pm. A PowerPoint presentation has been prepared and staff is currently reviewing the Brownfield Redevelopment Program Guidance Manual in preparation for the meetings. Contact has been made with the regional FDEP representative but no response has been received as of this report.

- The Department is getting a good response on the Customer Service Cards made available in June at the counter and on the Department's website to assess customer satisfaction with the service provided. Cards have been filled out and placed in the box as well as mailed. The Department is pleased to announce that of the cards received to date, 90% of the customers accomplished their visit's purpose the first time and both service and employee satisfaction exceeded expectation.

Building Inspections, Permitting & Licensing

- 58 permits issued with a valuation of \$287,467.00
- 226 inspections performed.
- 5 business tax receipts issued.

Development Services

- A Development Order was issued to Energizer for the new treatment process this reporting period.
- Staff met with representatives of Randy's Auto Body to discuss a redevelopment plan for properties acquired by the business. A land use, zoning, partial road vacation and PBD site plan will be part of a total redevelopment package. Staff is in support of the effort and recommended a neighborhood meeting be held to educate the adjacent neighborhood.
- St. James will be conducting a neighborhood plan tentatively scheduled for July 22 at 5:30 in the church hall. The Church has contracted to buy a residential lot at the south corner of Halifax Drive and Casements Drive, directly south of the parish offices and parking lot, at 64 South Halifax Drive, owned by Martha Hartman. The Church will be seeking a Special Exception from the City of Ormond Beach to incorporate this property into the Church campus.
- Staff had preliminary discussions for a possible land use change to accommodate an industrial expansion at the vacant south west corner of Wilmette and N. Yonge Street. The land is residentially zoned. Staff recommended a neighborhood meeting be held to inform and gauge neighborhood support. Staff's primary concerns are with the encroachment of industrial into a residential area and the intensity of the expansion.

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 mid-July.

Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in August.
- Staff is working with a business prospect interested in leasing 6 Aviator Way, a 9,000 square foot industrial building that was recently vacated.
- Staff is marketing the vacant lots along West Tower Circle Extension to potential business prospects.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff is working with the Chamber Economic Prosperity Committee to revise and update the joint business publication "Doing Business in Ormond Beach."
- Staff worked with the Chamber and Center for Business Excellence on the formulation of an Ormond Beach business survey, which was distributed to approximately 3,500 businesses that have licenses in the City. 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 was held on 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 met with a TVEDC business prospect, who is visiting industrial properties throughout Volusia County and other parts of central Florida.
- 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.
- Staff met with a bank interested in leasing property along the Main Street corridor and will be meeting with the MainStreet Design Committee to discuss improvements to the property. The company is expected to meet with the Main Street Design Committee to discuss their plans.

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. A number of economic development initiatives were presented by panelists. Staff will be conducting further research to determine the applicability of these initiatives to Ormond Beach's economic development program.

• Airport Operation and Development

- Installation of surveillance camera systems at the airport continued this week. Crews have been marking locations for new underground conduit, and have begun digging trenches and performing directional bores to install the conduit. 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 requested and has received three (3) quotes for services related to the required annual inspection of the Automated Weather Observation Station (AWOS) and the air traffic control tower radio systems. Quotes were requested from VAISALA, Inc., WOLEN, L.L.C., and Robinson Aviation, Inc. The lowest bid was received from WOLEN, L.L.C.
- The REILs (Runway End Identifier Lights) on Runway 17 were rendered inoperable by a lightning strike earlier this week. Staff was able to repair the REILs, and full functionality was restored following replacement of a transformer by FPL.
- The pilot-controlled lighting system at the airport was also impacted by lightning, and is currently inoperative. Staff has contacted the vendor to arrange a service call.
- Staff conducted a non-mandatory pre-proposal meeting for RFP 2011-19, the Master Development and Lease of Vacant Land located in the Southwest Quadrant of the

Ormond Beach Municipal Airport. Seven persons were in attendance, primarily representing aviation consulting firms.

- Staff responded last week 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 has completed trimming the foliage. The sensor has been tested and is functioning properly.
- Staff met with the Florida Wing Director of Operations for the Civil Air Patrol (CAP) regarding the ongoing CAP project to establish a new Florida Wing headquarters at OBMA. An initial survey and topographical study of the site has been completed. The Florida Wing has approved \$20,000.00 to fund site design and building plans, and will shortly advertise for bids to conduct this work.
- Staff continued to work with the City Attorney this week to process an application for FBO status for Aerospace Holdings, LLC. It has been determined that FBO Category 4 is the appropriate designation, and staff is working with Aerospace Holdings, LLC to submit their application for this category. This new FBO, if approved, will provide additional aircraft sale and leasing services at the airport. The new FBO also plans to lease office space for on-airport FAA medical examinations, including services for international pilots. OBMA would be the only airport on the east coast of the United States to offer domestic and international pilot medical examinations, which could be of significant economic benefit to airport and other local businesses.
- Staff continues to 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.
- Staff notified airport tenants to comply with aircraft and auto vehicle parking requirements on the airport, which will reduce the risk of potential safety problems.

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 36 Journal Entry Batches (# 3681 – 3774).
 - Approved 8 Purchase Requisitions totaling \$22,009.09.
 - Issued 9 Purchase Orders totaling \$24,301.26.
 - Issued Addendum No. 1 for Bid No. 2011-07, SR40 Traffic Signal Fiber Optic Interconnect between Nova Road and A1A, on 06/27/2011.
 - Held pre-proposal conference for RFP No. 2011-19, Master Development and Lease of Vacant Land Located in the Southwest Quadrant of the Ormond Beach Municipal Airport, on 06/29/2011.
 - Held opening of Bid No. 2011-07, SR40 Traffic Signal Fiber Optic Interconnect between Nova Road and A1A, on 06/30/2011.
 - Prepared 131 Accounts Payable checks totaling \$125,093.25 and 20 Accounts Payable EFT payments totaling \$31,657.92.
 - Processed 3,429 cash receipts totaling \$930,085.87.
 - Processed 957 utility bill payments through ACH totaling \$69,304.16.
 - Processed and issued 5,449 utility bills with billed consumption of water of 36,790k.
 - Issued 278 past due notices on utility accounts.
- Public Information
 - Press Releases

- East Granada Boulevard (SR40) Paving Project
- Joshua Fruecht, City Clerk (Reception 7/5 at 6:30 p.m.)
- Commissioner Stowers Named 2011 Young Business Leader
- Tarragona Way Concert Update (7/8)
- Ormond Beach Celebrates Independence Day

- Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted application for FFY 2011 JAG State Funding for funding to expand the READ Program to include a bullying (inclusive of cyberbullying) component in the amount of \$5,415.30.

Fire Department

Weekly Statistics

- Fires: 8
- Fire Alarms: 7
- Hazardous: 6
- EMS: 59
- Motor Vehicle Accidents: 11
- Public Assists: 34

TOTAL CALLS: 125

- Aid provided to other agencies: 17 calls – Volusia County (14), Daytona (2), Holly Hill (1)
- Aid received from other agencies: 2 calls – Volusia County (1), Holly Hill (1)
- Total staff hours provided to other agencies: 16 hours
- Total staff hours received from other agencies: 2 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- # of overlapping calls: 32

Medical Call Type

- Abdominal Pain: 1
- Allergic Reaction: 1
- Assault: 2
- Breathing Problem: 5
- Chest Pain: 2
- Convulsions: 1
- Diabetic: 2
- DOA: 1
- Fall Victim: 9
- Gynecological: 1
- Heart Problems: 1
- Ingestion/Poisoning: 1
- Overdose: 2
- Sick Person: 2
- Stroke: 3
- Traffic Accident: 4
- Traumatic Injury: 1

- Unconscious: 1
 - Unknown Medical: 8
- TOTAL EMS PATIENTS TREATED: 48**

Training Hours

- Aerial Operations: 16
 - Brush Fire Safety: 2
 - Customer Service: 25
 - EMT Refresher: 9
 - Pump Operations: 11
 - Tactics: 13
 - Technical Rescue: 6
 - Tools and Equipment: 2
- TOTAL TRAINING HOURS: 84**

Operations

- Attended Volusia County Fire Chief's Association meeting in Edgewater.
- Attended Higher Class Clearing Process committee meeting.
- Participated in webinar regarding staffing software.
- Updated radio profiles for upcoming re-banding of Fire Department's communications equipment.
- Covered neighboring county district's calls while they were being utilized on wildfires.

Station Activities

- Serviced 19 hydrants to include: flow testing, inspecting and flushing.
- Updated 35 pre-fire plans.
- Conducted 3 fire inspections.

Significant Incidents

- 6/24/11, 1:25 PM: N US-1 & Coquina Ave – Motor Vehicle Accident –motorcycle rider wrecked and was then struck by a secondary vehicle – due to major injuries a trauma alert was called – patient was transported by ground to hospital – two firefighters accompanied EVAC during transport to assist with patient care.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works Department/Fleet Operations – Mechanic III changed to Mechanic II
 - Finance Department – Account Clerk II
- Approved/Active Recruitment
 - Planning Department – Office Manager – Position advertised and closes 07-01-11
 - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II – Position advertised and closes 07-15-11.
- 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. Three (3) approved staffing requisitions to fill vacancies.
 - Fire Department - Fire Chief - Received approximately eighty (80) applications which are in the process of 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.
- Leisure Services Department/Performing Arts Center – PT Box Office Attendant. Department requested position be re-advertised. Re-advertised 06-09-11 and closed 06-24-11. Fifteen (15) applications have been received and forwarded to department for review.
- Background/Reference Checks
 - Leisure Services Department – Seventeen (17) summer camp counselors were 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. Three (3) counselors for Envirocamp began on 6/27/11.
 - Public Works Department/Streets – Maintenance Worker II candidate has been selected and will begin processing from previous recruitment/interviews held end of May.
 - Volunteer background check completed applicant to work with Neighborhood Improvement Division of the Police Department.
- Job Offers
 - Support Services Department - City Clerk anticipated start date of 07-05-11.
 - Public Works Department/Wastewater – Maintenance Worker II candidate has been cleared and will begin employment on 07-11-11.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 05-31-11: 3.68% (excluding retirements)
 - Police Department – Police Officer retirement effective 06-30-11.
 - Fire Department – Fire Chief resigning effective 07-15-11.
- Public Records Requests
 - Request by the Volusia County Justice Center to review personnel file of former Police Officer.

City Events/Employee Relations Update

- Police Officer selected for Employee of the Quarter for the 3rd Quarter. Presentation will be held at the 07-05-11 City Commission meeting.

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20th and November 9th, 2011. Next sessions are scheduled for 08-03-11. To date, 28% of full time employees have completed the Customer Service training.

HR Process/Systems Issues/Improvements

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

Regulatory & Compliance Issues

- Staff is now utilizing federal government's E-Verify System to verify identity and employment eligibility of new hires to work in the U.S.

Risk Management Projects

- 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: - 49 New work - 48 completed - 47 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,099	Inbound E-Mails Blocked	10,774
Delivered Inbound E-Mails	10,105	Quarantined Messages	220
Percentage Good Email	47.9%	Virus E-Mails Blocked	32

- Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 37 Changes: 0 Corrections: 0
- Map/Information Requests: 10
- Information Requests from External Organizations: 1
- 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
- Agenda Items Preparation
- Met with Campus Outreach Staff daily
- Personnel Issues Meeting
- Softball Litigation review
- Ormond Beach Middle School discussion
- Volusia Trails Vision 2011 Meeting
- July 4th Preparation

Athletics

- The Lady Renegades continued practices this week at the Sports Complex.
- 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 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.
- 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 continued 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 continued this week with games at the Ormond YMCA on Tuesday, Nova Gym on Wednesday, and Port Orange YMCA on Thursday. Twelve (12) teams are currently signed up to compete.
- Challenger British Soccer Clinic was held this week at the soccer fields. This is a yearly rental, which trains 75 to 150 kids each day, Monday through Friday from 9am to 12 noon, and 5pm to 8pm.
- 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 the soccer fields
 - Continued mowing 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 Renegade's softball at the Airport complex
 - Continued cutting out worn-out turf on the soccer fields, prepared for sod replacement; 10,000 sq. feet has been completed so far
 - Began spreading limestone on the fields to help the PH levels of the soil
 - Worked on aerating all fields, starting at the Airport complex
 - Started top dressing all fields after they have been aerated
 - Sprayed fence lines and parking lots for weeds
 - Moved bleachers to Memorial Gardens for surfer movie night
- Senior Center
 - Granada Squares Dance, Tuesday
 - Daytona Community Church, Thursday
 - Big Band America, Thursday
 - Tomoka Duplicate Bridge, Saturday
- Performing Arts Center
 - Staff prepared for Volusia Academy of Ballet recital rehearsal (Friday) and performance (Saturday)
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:

- Monday – Hawaiian Dance, Show Club, Kopy Kats, CMT
- Tuesday – Theatre Workshop, Theatre Workshop Dance, Webb Jazz & Tap, CMT Dance, 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:
 - Tarragona Way In Concert, July 8th, 7:30pm
 - Big Band America In Concert, July 9th, 2pm
- 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
 - Youth Basketball Saturday
 - 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 Summer Sounds Concert Series
 - Display of flags, bunting, pull downs etc. for July 4th Celebration
 - Assisted with Campus Outreach projects
 - July 4th confirmation of vendors, maps, entertainment, staff scheduling
- Gymnastics
 - Held Monday morning session of gymnastics for Nova Summer Camp participants
 - Boys' competitive team prepared for national meet
 - Planned for two new summer clinics
 - 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 second week with the special needs participants. The campers enjoyed games, sports, movies, arts and crafts, swimming at the YMCA and the splash pad at South Ormond Neighborhood Center. The campers were treated to a visit by a Master Gardener 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 fourth week enjoyed games, sports, arts and crafts, movies and fun that the counselors provided. Jumpin' Beans provided two inflatables for water day on Thursday. Parents, families and friends enjoyed the Talent Show 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 second 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" will be leaving the gallery on June 30th.
 - "Art Explosion" summer art camp took a break this week and next due to the July 4th holiday. Classes will resume on July 11th from 9:00am to noon. Instructor Pat Spano.
 - Instructor Terri Lawson ended her four week session of Paper Clay Sculpture this Tuesday evening 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.
 - Enviro Counselors started this week to prepare for campers on Tuesday. The month long program will have four themed weeks all environmentally inspired with games, crafts and educational activities.
 - The Guild assisted with a group of young adults visiting the area by providing a special tour.
 - The Casements was the site for a new Women's Tour Group meeting on Thursday evening from 6:00pm to 8:00pm.
 - Staff previewed the movie and prepared for the monthly "Movies on the Halifax" this week with the featured presentation of "Shark Tale" showing at 8:30pm.

- Parks and Irrigation
 - Synchronized timers and installed new battery on S. A1A medians, reset run delays
 - Ran all zones at Public Works Dept., replaced 4 rotors, 2 spray heads, adjusted all heads and checked timers
 - Ran all zones at the American Legion, replaced 2 heads, adjusted all heads, reset timer
 - Ran zone 19 at Cassen Park, replaced 2 damaged rotors
 - Inspected trees, grass, shrubs at the new Limitless Playground
 - Replaced 12" spray head on Granada Blvd. streetscape
 - Repaired split PVC pipe on backflow feed pipe at Plaza Grande medians

- Installed new 4-station timer on median #1 on S. A1A, ran system, replaced 1 broken spray head
- Ran zones at rear Police Dept. parking area, flagged damaged heads, scheduled repairs
- The following required immediate attention:
 - Installed new battery in timer and ran zone on St. Marks Circle
 - Ran zone at the beachside Post Office, replaced 1 damaged spray head and 2 nozzles
- Building Maintenance
 - Put down shell on pathways around lake at Central Park I
 - Put new mulch in exercise stations at Central Park I
 - Constructed river barricades for fireworks display
 - Repaired men's room toilet at the Ormond Art Museum
 - Installed new water heater in the kitchen area at Fleet Maintenance Dept.
 - Installed wall mounted television at the Senior Center
 - Formed up slabs for picnic table and trash can installation at Central Park I
 - Repaired hurricane shutters at fire station # 94
 - Repaired toilet in public restroom at fire station #92
 - Repaired vandalized fountain in the City Hall courtyard
 - Constructed barrier to keep turtles safe in the waterfall feature at the Art Museum
 - Repaired lighting in the gallery at the Art Museum
 - Assisted in hanging art for new display at the Art Museum
 - Repaired landscape timbers for exercise stations at Central Park I
 - Conducted weekly inspections of the Ormond Beach Municipal Airport

Police Department

- Administrative Services
 - Chief Osterkamp attended the Florida Police Chiefs Association Conference in Orlando this week.
 - Lt. Hayes attended the weekly staff meeting at City Hall on behalf of the Chief.
- Community Outreach
 - The Police Explorers participated in the Florida Association of Police Explorer State Conference. Once again, they made their agency proud:
 - 1st Place Traffic Crash Investigation
 - 1st Place Physical Agility Test
 - 3rd Place In-Progress Response
 - 5th Place OVERALL Champions (of 31)
 - The PAL summer tutoring program continued, and 32 youths are participating.
 - Thirty youths in the PAL summer art program created sketches of animals for the interior wall mural in the art room at the SONC.
 - Members of YDC held a meeting at the SONC to review upcoming community service projects.
 - Youths will be attending the USSSA State Championship in Cocoa July 1 - 4, 2011.
 - The Outreach Unit held a meeting to review preparations for NNO and discuss the development of an anti-bullying program for the upcoming school year.
- Community Services & Animal Control
 - Animal calls responded to : 52
 - Animal Reports: 9
 - Animal Bites: 1
 - Animals to FHS: 3
 - Notice of Violations: 1

- All CSO's have completed Customer Service Training
- Criminal Investigations
 - Cases Assigned: 37
 - Cases Cleared by Arrest/Complaint Affidavit: 6
 - Cases Exceptionally Cleared: 9
 - Inactive: 19
 - Fraud: 3
 - Burglary Business: 3
 - Burglary Residential: 4
 - Larceny Car break: 19
 - Grand Theft: 5
 - Auto Theft: 1
 - Assaults: 1
 - Death: 1

Narcotics:

- Seven Buy Walks
- Four Buy Walk Attempts
- One Search Warrant

Comments:

- Blood evidence was submitted to FDLE to determine the possible identity of a subject involved in a vehicle burglary in the Ormond Lakes subdivision. The blood evidence was analyzed, entered into CODIS and it came back to a known burglary suspect who resides in the area of the burglary. This suspect has been arrested for other similar burglaries by our agency. Investigators will be preparing charges against the identified suspect for the burglary.
- Investigators are looking into an aggravated assault that occurred in Sanchez Park. The investigation has revealed that the subject assaulted was attempting to purchase drugs at the time of the assault. The victim has not been completely truthful with investigators up to this point. Investigation continues.
- Several purses have been recovered from a recent rash of car burglaries and are being examined for latent evidence.

- Records

- Walk - Ins / Window 129
- Phone Calls 220
- Arrest / NTA'S 21
- Citations Issued 143
- Citations Entered 127
- Reports Generated 132
- Reports Entered 156
- Mail / Faxes / Request 46

- Patrol

- Total Calls 1,380
- Total Traffic Stops 171

- Operations

- 6/23/11 Car Burglary on Sherbourne Way, cash taken from unlocked vehicle.
- 6/23/11 Car Burglary on Manderly Lane, purse taken from unlocked vehicle.

- 6/23/11 Car Burglary on Pine Cone Trail - no forced entry - CD player taken
- 6/23/11 - Harassing Phone Calls on Bonita Place - affidavit completed on adult/male for making threatening calls several times to a female
- 6/23/11 - Burglary at the Econolodge - US Hwy 1 – forced entry – broken door jam attempted to take TV from the room.
- 6/23/11 - Narcotics Arrest on N. Yonge St. Adult male arrested after a K-9 alerted to narcotics in vehicle. .
- 6/23/11 Grand Theft at Scottsdale Drive of a 50" flat screen TV
- 6/23/11 Car Burglary on Autumnwood Trail - smashed window; tools and other items taken
- 6/23/11 Car Burglary on N US1 at the Daycare and Skate and Shake, windows broken, purse taken.
- 6/23/11 Theft at Wal-Mart, two shoplifters arrested.
- 6/24/11 Aggravated Battery at Sanchez Park; victim transported to the hospital.
- 6/24/11 Aggravated Assault at Bosarvey Drive female states that another female threatened her with a knife. Affidavit completed.
- 6/24/11 Vandalism at the Willow Pond pool; table was broken overnight.
- 6/24/11 Fraud - resident discovered that she had two fraudulent charges on her credit card to the Long Island Rail Road.
- 6/24/11 Found Property from two car burglaries located in a dumpster behind 150 N. Nova.
- 6/24/11 Traffic Crash, car versus motorcycle, rider taken to Halifax Hospital.
- 6/24/11 Trespass Warning issued to a transient male at 250 E Granada.
- 6/24/11 Domestic Violence on Bryant St; male arrested for pushing his girlfriend
- 6/24/11 Trespass Warning at 501 Lakebridge Dr, subjects in the pool after hours.
- 6/24/11 Crash w/Injuries on Tymber Run & Inglewood Ct; single vehicle vs. tree
- 6/24/11 Hit and Run Crash on S Halifax Dr., single vehicle vs. pole.
- 6/24/11 Disturbance at Plantation Island 187 S Atlantic Ave; Verbal between security and an intoxicated male.
- 6/25/11 Myer's act of an intoxicated subject at the corner of Hernandez and US1.
- 6/25/11 Vandalism at 500 Shadow Lakes Bv., air let out of tires and wipers damaged.
- 6/25/11 Vandalism to City Property; Birthplace of Speed Park; Man with machete was chopping wood off of the support beams to the gazebo at the park; he was arrested and transported to jail.
- 6/25/11 Battery Domestic Violence Arrest on Nottingham Dr.
- 6/26/11 - Assist Outside Agency, 2800 N Atlantic Ave., OBPD responded to a burglary in progress and detained a suspect leaving the apartment for Daytona Beach Police Department.
- 6/26/11 Death undetermined, Cameo Dr., Adult Female was found face down on the living room floor; EVAC arrived on the scene and pronounced her dead.
- 6/26/11 Theft at the Cove Hotel, 145 S Atlantic Ave, juvenile arrested.
- 6/26/11 Narcotics Arrest 700 N US 1 - drug paraphernalia located on traffic stop.
- 6/26/11 Armed Robbery at 294 W. Granada Blvd. subject broke window next to drive thru with a hammer then pointed a black hand gun at employee and demanded cash. Suspect fled on foot, found by K-9 and arrested.
- 6/27/11 Burglary of residence on Seminole Ave. – suspect entered from the garage door stole a generator, chainsaw and rototiller.
- 6/27/11 Car Burglary on Coolidge Ave, four vehicles were entered within last two days suspect stole a stereo and gas.
- 6/27/11 DUI Arrest at Neptune Drive and Oceanshore Blvd.
- 6/27/11 DUI Arrest on Amsden Rd. at Oceanshore Blvd.
- 6/28/11 Vandalism, front door of Cunningham Oil was smashed out; no entry.

- 6/28/11 Burglary at residence on Lipizzan Trail, flat screen and sneakers taken.
- 6/28/11 Accident with injuries at Hand Ave and S. Nova Rd; vehicle versus pedestrian, minor injuries.

- Traffic Unit:
 - 11-06-00473: Motorcycle Crash/Serious Bodily Injury, N US 1 / Coquina Drive: Reckless motorcyclist was reportedly weaving in and out of traffic at high speed, northbound on US1. He struck the rear end of a vehicle travelling in the same direction in the outside lane. The motorcyclist was ejected to the pavement in the inside lane and subsequently run over by another vehicle. He was transported to the hospital with serious injuries.
 - 11-06-00552: Motorcycle Crash / Serious Injury, N. Beach Street near SR 40. A motorcyclist was leaving Bailey Riverbridge Gardens, turning left onto Beach Street. Somehow lost control, turned too wide, drove over a curb and into a brick wall across the street. Multiple injuries to face and extremities, but nothing life-threatening.
 - IDC Ops Plan for police operations complete. Roster complete. Met with other City departments to finalize the details.
 - Sergeant Smith transported the police explorers to their state conference.
 - Evidence personnel were trained in traffic direction and control.

 - Traffic Citations 93
 - Crash - No Inj. 12
 - Crash - Injury 2
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - S. Yonge Street
 - SR A1A
 - 1500 BLK N. Beach Street
 - Enforced Complaints:
 - Trails Subdivision
 - Clyde Morris Blvd.
 - Kings Road

- Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones – summary of issues will be provided beginning next weekly report.

 - Zone 1: 5 Cases Initiated
 - Zone 2: 4 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 5 Cases initiated
 - 23 tree removal permit requests
 - 37 signs either removed or sign cases created.
 - Administrative staff assisted with one walk-in and 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- Project is substantially complete. The landscape plan prepared by staff was approved by the Department of Forestry and is being implemented by the contractor.
 - Halifax Sidewalk- Field check, substantial completion of Halifax Drive.

- SR40 A1A to Beach St.- Coordinated the manhole rings and cover with the resurfacing. Responded to inquiries and schedule on the final friction course
- US1 & SR40- Met with contractor on several issues.
- Alcazar-Buena Vista Drainage Area Improvements- Held Preconstruction conference.
- Selden Avenue Road and Utility Improvements- Award of bid memo prepared for Commission approval for July 19.
- Tomoka Ave. Stormdrain- Contractor has completed cleaning the line and is beginning grouting of the joints.
- 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.
- Downtown Parking (Vining Court)- The contractor continued pouring the new concrete curbing and pedestrian sidewalks and driveway aprons. All the electrical conduits have been installed and inspected by the Building Division for the proposed lighting system. The irrigation contractor has completed the installation of all sleeving under the proposed sidewalk, curbs and existing roadway.
- Wastewater Treatment Plant Expansion and Rehabilitation – Held monthly progress meeting. Contractor is working on Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping, main electrical building, Sodium Hypochlorite/Bisulfite feed area, Alum/Polymer building modifications.
- Coolidge Avenue Roadway and Drainage Improvements- Construction is ongoing. Contractor has installed all utilities and is working on restoration of Hand Avenue. Final paving was completed

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 conceptual site plans 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 plans which the consultant will then adapt into the final site plan for the park site.
- Central Park Paving- Prepared scope of work for design. Soil borings and geotechnical report was prepared.
- Granada Underground Utilities- Contacted FPL and set up meeting for processing the binding estimate. Compiled and sent information requested by Utilities. Investigated for ornamental street lights.
- CC Surveillance- Met with contractor to layout the location and route for the CCTV installation.
- SR40 Nova to A1A Interconnect- Responded to FDOT, compiled minutes of pre-bid meeting, and addendum for bid documents.
- Sanchez Park Finger Pier Repairs- Put together scope and plan for obtaining three quotes.
- SR40 Washington to Beach St.- Responded to consultant's request for right of way in project limits.
- Riviera & Ames Park Seawall- Reviewed two lowest bidder qualifications and products.
- Ormond Scenic Loop- Reviewed submittal and contacted J James on meeting for review.
- Transfer Station Pump Station- Preliminary design plans for system improvements are being prepared.
- Tymer Creek Phase I & II- County has completed remaining property acquisition for right-of-way.

- Airport Rd. Forcemain Ext. / Reclaimed Water Ext.- Received Statement of Qualification packages from 11 contractors to be considered for bidding the project.
- 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 Paver Renovation – Staff is working on a plan to repair the pavers west of the railroad crossing to Thompson Creek Road.
- Downtown Wayfinding Signage- Staff has scheduled 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.
- Stormwater Study – Staff is waiting on FEMA 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

- Pavement Reclamation- Visited a roadway reclamation operation to investigate suitability for local road reconstruction. The process blends the asphalt and base material onsite to create a new and improved road base ready for asphalt paving.
- CIP Budgeting- Composed memo to discuss CIP budgeting process, plan development and bidding.
- Stormwater Consultants- Met with consultants to discuss current and future stormwater CIPs.
- Responded to County regarding SR 40 median beautification west of Tymber Creek.
- Researched and approved and created easement vacation documents for 321 Saw Mill Court easement vacation request.
- Created exhibit drawings for commission memo for the proposed Central Park Lakes / Lake Park Circle retention pond interconnects.
- Researched old city archives to determine ownership and size of lot for Rosewood Park.
- Site inspected several beachfront parks in the area with the consultant

Customer Service

- Tree located at 745 Buena Vista Ave. for Streets Division.

Meetings

- Attended meeting with FDOT and County on A1A widening at Lynhaven.
- Attended meeting with Main Street Board on underground utilities.
- Meeting with FPL regarding underground utilities and street lights.
- Onsite meeting with Stormwater Div at Alsaw Subdivision retention pond to review proposed new top of bank elevations.

- Onsite meeting with Stormwater Division at Ocean Village Villas to show extents of survey request to determine ownership and maintenance of runoff storage facility.

Other

- 35 projects were inspected.
- Researched and located Hull Road survey information and sign location requirements for the proposed Ormond Beach Sports Complex Information Sign.

- Environmental Management

- Street Maintenance

- Asphalt / Concrete

- Repaired basin and gutter on Willow Run
 - Repaired basin and gutter on Country Club Drive
 - Repaired asphalt berm at 622 and 638 E Ridgewood Ave.

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
 - Removed stump at Horseshoe Drive.
 - Assisted Waste Management in removal of large limb that fell on truck on Hidden Hills Dr.
 - 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
 - Assisted with flagging for Stormwater Section

- Maintenance Crew

- Rotated Special Event Bridge signs
 - Debris cleanup on Granada Bridge and Memorial Gardens
 - Repaired washout at Fortunato Park
 - Displayed holiday flags on the Granada Bridge
 - Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
 - Cleaned edge of road at Burns Ave.
 - Delivered barricades and barrels to various locations in preparation of July 4th event.
 - Delivered 40 cones to top of Granada Bridge in preparation of July 4th event.
 - Cleaned parking lots at City Hall, City yard, and Corbin school.
 - Assisted Building Maintenance Section at Central Park I.
 - Daily maintenance of various vehicles in Public Works Yard
 - Printed daily work orders and distributed for job assignments

- Sign Shop

- Repaired or replaced signs at the following locations:
 - Division Ave, east of S Old Kings Rd. Reinstalled the in-street Pedestrian Crossing sign that was pulled out of its base.
 - Tanglewood Cir and N Halifax Dr (north end). Replaced a Stop Sign that had been vandalized.
 - Atwood Ln. and N Halifax Dr. Replaced a Stop Sign that had been vandalized.
 - N. Orchard St. at Lincoln Ave. Reinstalled a Pedestrian Crossing sign that had been hit by a vehicle.
 - 584 Robin Rd. Replaced the 25 MPH sign and straightened the post.
 - Jamestown Dr. and Loyola Dr. Replaced the Stop Sign and straightened the post.

- Fabricated an 18-inch sign for Leisure Services “No Thruway to Cassen Park” and installed at the entrance to the pier at Riverbridge Gardens on July 1st. Parts of the pier will be closed when fireworks are being loaded on the barge.
- Performed a citywide check of traffic signals and flashing yellow lights per list from City Hall.
- Began a citywide survey of existing street lights.
- Continued fabrication of High Intensity Prismatic street names for various intersections citywide.
- Researched proper verbiage to be used in the fabrication of “School Times” sign that is installed below the school speed limit signs.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- New pollution control box on Hand Ave – inspected and cleaned with Vactor
- Hull Road pond – Performed chemical spraying
- Reachout Mowing – Granada Blvd., (4) ponds, 80,000 ft of ditches
- Vacon – (5) basins at 30 Riverview Dr. System inspection of Valencia Dr. (2) basins on Fleming Ave. (2) basins on Northbrook Dr. and Brookside Cir. (4) basins at 14 and 18 Brookside Cir.
- Rebuilt a basin on Country Club Dr.
- Added dirt to Winding Woods pond.
- Sprayed (2) ponds at Sports Complex
- System Inspection at Coolidge Ave. and Hand Ave.
- Cleaned tree overgrowth from Northbrook ditch.

Streetsweeper/Street Sweeping

- 108.5 miles of road cleaned
- 28.5 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
38,792

PM Services completed for the week

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

27

Road Calls for the week

1

Accidents for the week

1- #098 PD

Quick Fleet Facts:

- Fleet has 12,469 gallons of unleaded fuel 6,458 gallons of diesel fuel on hand.
- Fleet completed 81 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 - A draft permit was issued from Volusia County Health Department (VCHD). Initial dialogue with Health Dept. official concerning a reduction in the minimum free chlorine residual requirement as it is considerably higher than the minimum necessary to achieve 4-log virus removal is to be considered. Formal written request to be prepared by staff for Health Dept consideration.
- Chemical Bids – Reviewed draft bid documents from Palm Coast and sent comments to them for inclusion in the final specifications. The bids are scheduled to be advertised next week.
- 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 received 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. The proposed cost is \$16,680. The proposal is being reviewed by staff. 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. Contractors submitted qualifications to bid on the project. Contractor qualifications need to be reviewed. Easements forthcoming for CC consideration for a portion of the project corridor.
- Fire Hydrant Replacement Program – An agreement was sent to the contractor for execution.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities. All pumps were retrofitted with a 2 vane impeller configuration and the station is presently in service. Typical operation results in a small amount of rags wedged between the impeller and wear ring upon inspection after 24 hour operation period. The pumps were deemed to be reliable enough to allow Brasfield & Gorrie to proceed with relocation of the force main bypass piping. Recommendations were requested from the manufacturer and engineer to reduce the frequency and amount of rags that get caught. The manufacturer suggested that the clearance between the impeller and wear ring be reduced. The consultant is preparing a letter to the contractor concerning this option and also requesting a date when the vibration tests will be conducted. Punch list items were prepared by the consultant and review was requested from staff to determine if any additional items need to be included for consideration.
- Ormond Beach Wastewater Treatment Plant Expansion – Clarifier 4 leak testing is completed and piping is being constructed. Delays resulting from inability to perform piping relocation work were discontinued this week. The monthly progress meeting was conducted.

- Lift Station Repair and Replacement Project - Lift station OM start up occurred this week and was successful.
- Rima Ridge Wells – The Operation and Maintenance manual comments received from staff were sent to the contractor by the Engineering Division. Substantial completion meeting was held. Wells need to be cleared for service by Volusia County Health Department.
- Tiffany Circle Water Main Replacement – Revised shop drawings were received. The notice to proceed was issued.
- Town Square and Lift Station 4M1 Rehabilitation – 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: City is obtaining 3 quotes for contractor supported meter installation activities for Energizer. Cardinal Life Guard Station approved plans were received.
- Public Works Utilities staff working with Engineering for repair methods and proposals for sewer and storm piping cracking discovered at SR40 and Halifax Ave. Estimates were received for the repairs.
- Attended meetings: SJRWMD Minimum Flows and Levels and met with Volusia County staff concerning Shockney Drive future utilities discussion.

- Water Distribution
 - Exchanged 15 water meters, upgrade a ¾” to a 1” water service
 - Responded to and/or repaired 8 water service leaks
 - Flushed 5 cloudy water complaints, and assisted 1 customers with miscellaneous water issues
 - Replaced 11 (4 under roads) water services, and 15 meter boxes/lids
 - Responded to 4 low pressure complaints.
 - Replaced a 2” BFP serving the Granada Streetscape
 - Tested an 8” water meter for San Marco Apartments, scheduled 2 meters for testing
 - Performed inspections and maintenance on 6 fire hydrants, and replaced a fire hydrant, including tee and valve, on Oakmont Cir in Tomoka Oaks Subdivision
 - Flushing: Forest Hills Sub, Woodlands Sub, The Village, Fox Hollow, S. Nova Rd, Oak Dr, Magnolia Dr
 - Assist plumber with a shutdown on the fire system at 904 S. Atlantic Ave (Aiki Plaza)
 - Crews attended the customer service workshop
 - The city’s backflow tester, Jason Gainey, attended and passed (98%) UF TREEO Center - CCC Program Manager School – obtained certificate.
 - Repaired the water service boring tool, delivered equipment to fleet maintenance for service
 - Rescinded the boil water for Vining Court
 - Cleaned and organized all storage areas

- Water Treatment
 - Delivered to the City 39.966 million gallons for the week ending June 26, 2011 (5.709 MGD)
 - Backwashed 11 filters for a total of 474,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Waste Water Collection - Reuse

- Crews responded to six trouble calls out west Breakaway/Hunter's Ridge area and none in town.
- Televised five sewer laterals, root controlled four sewer laterals and cleaned ten sewer laterals.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course.
- Attended start up of new Ormond Mall lift station.
- Crew repaired sewer laterals at 1512 Popular Dr. 405 Main Trail
- Closed force main valves to master lift station and open bypass to WWTP for start up for testing of relocated 24" force main in plant.
- Checked irrigation system at Breakaway and Hunters Ridge.
- Cleaned all building and fueled all equipment for the weekend.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.21 Million Gallons.
 - Produced 20.57 Million Gallons of Reuse.
 - Produced 8.64 Million Gallons of Surface Water Discharge.
 - Influent flows average for the week is 4.17 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 105.70 (14%-18% Solids).
 - Chronic Bioassay Passed and sent to FDEP.
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
 - Water Plant - Well Fields - Booster Stations
 - Repaired the broken water line that the lawn people ran over with mower
 - Replaced the hose on Hypochlorite pump #4.
 - Pulled the #6 H.S.P. motor for bearing replacement. Replaced Bearings and reinstalled.
 - Installed new motor for pump #1 at Breakaway Trails irrigation system
 - Replaced motor starter contacts on #2 motor at Granada Booster station.
 - Replaced the flow gauge on scrubber # 1 LPRO
 - Pulled the #4 sand filter valve motor for repair
 - Tightened expansion couplings at wells 36 and 38R discharge piping.
 - Replaced RTU batteries at wells 5D and 12D.
 - 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
 - Replaced RTU Batteries at 8P liftstation.
 - Repaired J-box for Collections Division at #1 Canterbury Woods.
 - Assembled new davit crane & electric winch for Sand Filter gates
 - Bryson Crane at Pre-aeration – assisted operations as needed with deragging of splitter box and weirs.
 - Sand Filter #2 – replace north davit crane assembly with new
 - Ormond Mall – inspected and primed pumps as needed – pump down station using gas powered pump as needed daily. (Demo this week)
 - Assist vactor crew at Clarifier gravity drain line.
 - SCADA Repair to 7 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 daily deragging activities.
 - Assisted contractors with plant rehab activities
 - Assisted operations staff cleaning tele-valves on clarifiers.
 - Attended weekly staff meeting

Honorable Mayor and City Commissioners

July 1, 2011

Page 23

- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 11 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 2 stations (Pull pumps, etc)