

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 15, 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:

- Held weekly staff meeting with directors
- Individual budget review meetings with commission members
- Weekly meeting with Finance Director and Assistant City Manager
- Met with Planning Director to discuss House Bill 7207
- Attended farewell brunch for Fire Chief Irby

Spoke to, attended and/or met with:

- Met with Doug Bell, lobbyist and Economic Development Director to discuss legislative issues
- Met with citizens Andrea Hall and Michael Gibson regarding "I am Ormond Reunion"
- Attended beachfront park community meeting at The Casements
- Greeted Fire Chief candidates prior to their assessments
- Attended reception for Fire Chief candidates
- Attended Team Volusia special meeting to discuss logo
- Participated in conference call on FCCMA 2012 conference planning
- As requested met with Commissioner Stowers to review commission agenda

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:

- Agenda Packet Preparation for July 18, 2011, Operating Budget Workshop.
- Agenda Packet Preparation for July 19, 2011, City Commission Meeting.
- Prepared 50 cubic feet of records for disposition, in accordance with Chapter 119, Florida Statutes.
- Spoke with an Agenda Automation provider, and scheduled an on-site demonstration for Thursday, July 21, 2011.

Community Development

- Planning
 - Planning for the Brownfield designation for US1 North to include the industrial portion of Ormond Crossing has begun. Preliminary boundaries, address summaries, flyers, and workshops similar to the Opportunity Zone approach has begun.
 - Staff met with representatives of Volusia County to discuss the City planned presentation on the Downtown and North Mainland CRA to the Volusia County Council in August.

- A draft of the HB7207 Primer was completed and is under review in-house. This presentation is being prepared for both the Planning Board and City Commission for the purposes of: 1) educating the Planning Board on HB7207 changes; and 2) ascertaining Commission direction regarding any possible future changes to the Comprehensive Plan based upon the Community Planning Act.
- Five candidates were interviewed for the Office Manager position.
- The City has been a participant in the Volusia County Local Mitigation Strategy (LMS) initiative since 1998. The LMS was created and adopted in order to more effectively plan disaster related responses and provide mitigation initiatives designed to reduce flooding problems and/or to protect people and property when flooding does occur. To continue participation in the National Flood Insurance Program (NFIP) and fulfill the Community Rating System (CRS) criteria, an annual progress report on the status of the project implementation is required. The LMS initiatives and status specific to the City of Ormond Beach are as follows:
 - VOL-0151 - Purchase hurricane shutters and generator power for the Performing Arts Center – **Completed.**
 - VOL-0194 – Purchase 30 emergency radios for use during emergencies – **Completed.**
 - VOL-0400 – Elevate Gordon Whitley residence located at 350 Cumberland Avenue - **Completed.**
 - VOL-0325R – Hand Ave./Laurel Creek Pump Station Generator & Central Park Pond Interconnects - interconnection of the lakes of Central Park to provide large scale drainage relief to the basin area that is subject to flooding during large storm events - **In Progress - The design for the lake interconnects is in process. The FEMA Hazard Mitigation grant obtained for the work covered in VOL-0328 below, has been modified to include an expanded scope of work including the lake interconnects. The grant will reimburse the City 75% of design fees incurred for this work.**
 - VOL-0328 – Hand Avenue roadway & drainage improvements - Elevate Hand Avenue and construct roadway and drainage improvements from Laurel Creek to east of Thompson Creek to reduce the flooding frequency of Hand Avenue – **In Progress - Project design is 90% complete. SJRWMD is finalizing permits for the project including interconnection of the Central Park lakes. This work is included in the above referenced FEMA Hazard Mitigation Grant. The City will be reimbursed 75% for design fees incurred for this work.**
 - VOL-0353 – Hand Avenue/Lake Park Circle Flood Control Improvements – Purchase additional property to construct a control structure and pipe which will interconnect existing stormwater ponds that will discharge into Laurel Creek. The discharge to Laurel Creek will occur through a control-structure connection, which has been authorized and funded under LMS Initiative VOL-0325R, Hand Ave/Laurel Creek Pump Station Generator and Central Park Pond Interconnects – **In Progress - City Commission approval of a property purchase (68 Lake Park Circle) is scheduled for the July 19th City commission meeting. This purchase is included in the above referenced FEMA grant, which will reimburse the City 75% of the purchase price.**

The City has progressively achieved or is continuously striving to achieve each of the City's mitigation initiatives. An electronic copy of the Countywide 2010 *Plan Update* is available for review at the County of Volusia website:

http://www.volusia.org/emergency/VOLUSIA_LMS_2010.pdf

- Building Inspections, Permitting & Licensing
 - 52 permits issued with a valuation of \$472,580.00
 - 125 inspections performed.
 - 4 business tax receipts issued.
- Development Services
 - A Development Order was approved for that portion of the Riverbend Church in Ormond Beach this week.

Economic Development

Ormond Crossings

- Tomoka Holdings is preparing 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 August.
- Staff met again with local banks to discuss lending options for business development. Further action steps are underway to refine the concepts outlined with the banks.

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. Energizer officials are preparing for construction next week.
- 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. The company is expected to meet the Main Street Design Committee to discuss their plans.

Special Economic Development Projects

- Staff is preparing plans for the Strategic Economic Development Plan update for a community workshop in mid-September.

- Airport Operation and Development

- Staff responded to an aircraft incident on Sunday, July 10th, wherein an aircraft operated by the Euro-American School of Aviation encountered difficulty while attempting to depart from Runway 26, and was forced down into the wooded area approximately 900 feet from the west end of the runway. The air traffic control tower reported that there were injuries, and that emergency services had been notified and had responded to the scene. OBPD secured the scene, and the FAA Flight Standards District Office was notified of the incident. Staff conducted a thorough safety inspection of Runway 8/26 shortly after the incident occurred. After inspecting the full length of the runway and finding no debris or other hazards, staff contacted the control tower and advised that the airport was cleared for normal operations. Staff has scheduled a meeting next week with OBPD, OBFD, and the air traffic control tower manager to utilize this incident as a teaching opportunity to refine emergency response procedures for the airport.
- Installation of surveillance camera systems at the airport continued this week. Crews have largely completed the work of digging trenches and performing directional bores to install conduit in and around the general aviation ramp area. Technicians have begun working at the air traffic control tower to install systems to support three cameras on the roof of the tower.
- A quarterly meeting of the Aviation Advisory Board was held this week on Monday, July 11th. Mr. Wilbur Mathurin of Hoyle, Tanner & Associates, presented an overview of ongoing projects at the airport, including the relocation of Taxiway "A," the rehabilitation of Taxiway "C," the realignment of Taxiway "E," the construction of a public-use heliport, and the construction of a new compass rose.
- The PAPIs (Precision Approach Path Indicators) on Runway 17 remain out of service. Staff is working to repair the PAPIs in consultation with the equipment manufacturer.
- Staff solicited bids from three firms to perform the FAA-required annual inspection and certification of our air traffic control tower communications and Automated Weather Observation Station (AWOS) systems. Bids were received from Vaisala, Inc., Robinson Aviation, Inc., and Wolen, LLC. The most competitive bid was submitted by Wolen, LLC.
- The pilot-controlled lighting system at the airport remains out of service. Staff has contacted the vendor (Wolen, LLC) to arrange a service call, which will likely be coordinated with the annual inspection and certification of our ATC tower communications and AWOS systems in order to reduce costs.
- Staff participated in a meeting with representatives of FDOT to conduct the annual FDOT 5-year "gaming meeting," which is designed to coordinate and plan state funding for airport projects through 2017.
- Staff compiled and submitted the FDOT Active Aviation Grants Status Report this week.
- 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 advertisement.
- 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. Staff recently communicated with TowerCom, and will schedule a meeting with TowerCom within the next few weeks to discuss the details of the proposed lease.
- Staff continued to work with the City Attorney to clarify lease language to assist Sunrise Aviation in their efforts to secure financing for additional facilities at the airport.

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 63 Journal Entry Batches (# 3853 – 3975).
 - Approved 13 Purchase Requisitions totaling \$87,519.73.
 - Issued 19 Purchase Orders totaling \$116,485.70.
 - Held opening of RFP No. 2011-21, Employee Group Health & Welfare Insurance Benefits, on 07/13/2011. Seventeen (17) proposals were received.
 - Prepared 193 Accounts Payable checks totaling \$613,269.78 and 27 Accounts Payable EFT payments totaling \$347,755.67.
 - Processed 3,993 cash receipts totaling \$768,589.48.
 - Processed 732 utility bill payments through ACH totaling \$61,200.13.
 - Processed and issued 6,116 utility bills with billed consumption of water of 44,465k.
 - Issued 911 past due notices on utility accounts.
- **Public Information**
 - **Press Releases**
 - Fire Chief Candidates Reception (7/13)
 - Andy Romano Beachfront Park Community to Choose! (7/12)
 - Plane Crash (7/10)
 - Pre-School Fun Day (7/16)
 - Gymnastics Tumbling Clinic (7/30)
 - Summer Sounds (7/1, 7/22, 7/29)
 - Movies on the Halifax – Pirates of the Caribbean PG13 (8/5)
 - **Other**
 - Citizen Contacts
 - Media Contacts
- **Grants**
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 7
- Hazardous: 2
- EMS: 59
- Motor Vehicle Accidents: 17
- Public Assists: 33

TOTAL CALLS: 122

- Aid provided to other agencies: 18 calls – Volusia County (12), Daytona (5), Holly Hill (1)
- Aid received from other agencies: 2 calls – Volusia County
- Total staff hours provided to other agencies: 50 hours
- Total staff hours received from other agencies: 5 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4

- # of overlapping calls: 28

Medical Call Type

- Abdominal Pain: 2
- Assault: 3
- Breathing Problem: 4
- Chest Pain: 8
- Convulsions: 5
- Diabetic: 2
- DOA: 1
- Drowning: 1
- Fall Victim: 6
- Heart Problem: 1
- Traffic Accident: 25
- Traumatic Injury: 3
- Unconscious: 5
- Unknown Medical: 6

TOTAL EMS PATIENTS TREATED: 72

Training Hours

- Policy Review: 7
- Tactics: 7
- Terrorism: 13
- Tools and Equipment: 3
- Ventilation: 10

TOTAL TRAINING HOURS: 40

Station Activities

- Serviced 31 hydrants to include: flow testing, inspecting and flushing.
- Updated 12 pre-fire plans.
- Conducted 7 fire inspections.
- Public Education Event: Freddie the Fire Truck presentation at Ormond Beach Library – 40 children in attendance.
- Instructed CPR/first aid class to Pop Warner coaches.

Significant Incidents

- 7/4/11, 8:40 PM: US-1 at Business Center Park – Motor Vehicle Accident – single vehicle accident with 1 ejection and 1 entrapment – both patients were trauma alerts – 1 patient transported to hospital by ground, 1 patient transported by Air One.
- 7/5/11, 11:19 AM: I-95, Mile Marker 270 – Motor Vehicle Accident – two vehicles traveling southbound on I-95 exited roadway – each overturning and traveling through wooded median coming to rest on northbound side of I-95 – 8 occupants involved, 3 adults and 1 child transported to hospital with non-life threatening injuries.
- 7/5/11, 3:23 PM: I-95, Mile Marker 269 – Motor Vehicle Accident – vehicle pulling a travel trailer, heading southbound, overturned – vehicle and debris took 3 hours to clear from roadway – a crane was used to remove travel trailer – no injuries.
- 7/9/11, 10:50 AM: N Nova Rd / N US-1 – Vehicle vs Train Accident – pick-up truck struck and pushed crossing guard arm into path of moving train – truck was clipped by train – vehicle fled scene – no injuries.
- 7/10/11, 11:26 AM: 740 Airport Rd – Airplane Accident – single engine plane crashed in heavily wooded area west of runway – search was conducted to locate aircraft – 2 patients, with 1 being a trauma alert – patients were immobilized and carried from woods to ambulances waiting at end of runway.

Human Resources

Staffing Update

- Job Requisitions
 - Finance Department – Account Clerk II

- Approved/Active Recruitment
 - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II position advertised and closes 07-15-11.
 - Public Works Department/Fleet Operations – Mechanic II position advertised in-house only and closes on 07-15-11.
 - Public Works Department/Wastewater Plant – Treatment Plant Operator. Department has requested to re-advertise position as open until filled.

- Screening/Interviews Scheduled
 - Fire Department - Fire Chief - Received approximately eighty (80) applications. Assessment Center for five (5) candidates held on 07-13-11 at the Advanced Technology Center.
 - Planning Department – Office Manager position closed on 07-01-11. Twenty (20) applications were received and forwarded to the department for review. Five (5) candidates have been invited for interviews scheduled for 07-15-11 and 07-18-11.

- Background/Reference Checks
 - Public Works Department/Utilities - Wastewater Part-Time Operator candidate has been selected and begins processing 07-14-11.
 - Police Department – Three (3) conditional offers of employment have been made to the top candidates from the Officer interviews held on 06-15-11 & 06-16-11. Backgrounds, physicals, polygraphs and ability testing will be conducted prior to start of employment.
 - Leisure Services Department/Performing Arts Center – PT Box Office Attendant candidate has been selected to begin processing.

- Job Offers
 - Police Department – Conditional offers of employment have been made to three (3) Police Officer candidates pending successful completion of requirements for employment.
 - Public Works Department/Streets – Maintenance Worker II candidate began pre-employment processing on 07-14-11.

- Terminations/Resignations/Retirements
 - FY Attrition Rate as of 06-30-11: 3.98% (excluding retirements)
 - Fire Department – Fire Chief resigning effective 07-15-11.

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.

City Events/Employee Relations Update

- A public reception was held at The Casements on 07-13-11 for City residents, Commission, and Staff to meet the five (5) finalists for the Fire Chief position.

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, Human Resources, Legal, Leisure Services and Police Departments.

Risk Management Projects

- A Request for Proposals (R.F.P.) was advertised for the City's Property & Casualty insurance coverage.
- Preparing agreement for Drug-free Workplace testing services.
- Attended mediation for a liability claim.
- Attended Claims Committee meeting.

Information Technology (IT)

Information Systems (IS)

- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 57 New work - 55 completed - 48 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,169	Inbound E-Mails Blocked	14,156
Delivered Inbound E-Mails	8,842	Quarantined Messages	171
Percentage Good Email	38.2%	Virus E-Mails Blocked	1

- Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 2 Changes: 2 Corrections: 0
- Map/Information Requests: 29
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 1
- Notable Events: GeoManager enhanced to export water meter type and service fields in the Active Water shapefile generated nightly.

Leisure Services

Administration

- Public Works staff meeting
- City Manager staff meeting
- Agenda Items Preparation
- Andy Romano Beachfront Park community meeting
- Met with Campus Outreach Staff daily
- Leisure Services Advisory Board meeting
- Quality of Life/Leisure Services Advisory Board Joint Meeting
- SONC Site Visit
- Nova Community Center Site Visit
- OBSC Site Visit

- Athletics
 - The Lady Renegades continued practices this week at the Sports Complex.
 - Luis Camacho continued 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 on Monday, Wednesday and Thursday at 7pm at the Wendelstedt Baseball Fields at the Sports Complex. Three teams will continue to compete throughout the rest of the summer.
 - The local American Legion Summer Baseball (now under NABF) held their final regular season games this Thursday at the Wendelstedt Fields. Games started at 4pm and 6pm. Playoffs will start on July 21st.
 - The Youth Coed Volleyball Summer Session continued this week on Tuesday and Thursday nights from 6:15pm to 8pm. The program will run through July 21st.
 - The City's Youth Baseball Fundamentals Camp was held this week at the Nova ball fields. Fifteen participants went through 4 days of training from 9am to 1pm, Monday through Thursday.
 - The YMCA's Men's Summer Basketball League continued with games at the Ormond YMCA on Tuesday, the Nova Gym on Wednesday and the Port Orange YMCA on Thursday. Thirteen teams are currently competing in the league.
 - Upcoming Event: Golf Clinic, July 25th through 29th.

- Athletic Field Maintenance
 - At the South Ormond Neighborhood Center (SONC), mowed the outfield, prepped the infield, and cleaned the tennis and basketball courts.
 - At Osceola Elementary School, tended to the infields, tennis and handball courts.
 - At Nova Park, mowed the infields and outfields, and cleaned the Skateboard Park, tennis and handball courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned the restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Repainted the soccer fields for 6 vs. 6 leagues.
 - Prepared fields and maintained the area for the men's league and for baseball games.
 - Continued to fix irrigation problems on many fields at all locations.
 - Finished cutting out worn-out turf on the soccer fields in preparation for sod replacement.
 - Replaced sod; installed 13,000 square feet to date.
 - Worked on aerating all ball fields, starting at the Airport Sports Complex.
 - Continued the process of top dressing all ball fields after they had been aerated.
 - Prepared and painted soccer field #7 for a weekend Rugby tournament.
 - Coordinated employees to work at the Independence Day Celebration.

- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm in the Ballroom.
 - The Daytona Community Church was held on Thursday from 6:30pm to 8:30pm in the art room.
 - A joint meeting of Leisure Services Advisory Board and Quality of Life Board for Ormond Beach's Andy Romano Beachfront Park was held on Thursday evening at 7pm in the ballroom.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm in the Ballroom.

- Performing Arts Center
 - Staff prepared for Children's Musical Theatre (CMT) Camp Monday through Friday.
 - 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, and CMT.
 - Thursday: Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, and CMT Dance.
 - Friday: Theatre Workshop, Green Dance, and CMT.
 - The Performing Arts Center is preparing to host the following event:
 - CMT Theatre Camp, Monday, July 11th through Friday, July 29th.
- South Ormond Neighborhood Center
 - The splash pad was open daily from 10am until dusk.
 - The weight room was available during summer hours.
 - The Neighborhood Park was open daily from sunrise until 11pm.
 - Open Play basketball was held from 6pm to 9pm.
 - Youth Basketball Nationals 8th grade boys' team was held at the gymnasium Thursday through Sunday.
 - Summer Camp Connection continued Monday through Friday, from 8am to 5:30pm.
 - The SONC was host to the "I Am Ormond Reunion" on Saturday from 11am until midnight.
- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended a weekly staff meeting.
 - Attended a Senior Games meeting.
 - Assisted with various Campus Outreach projects.
 - Assisted in coordinating the Fire Chief's Meet and Greet Reception, held on Wednesday evening from 5:30pm to 8pm at The Casements.
 - Prepared for the Summer Sounds Concert Series in Rockefeller Gardens on Friday, with set-up, execution and strike.
 - Attended a helicopter event planning meeting with Economic Development and Ormond Beach Municipal Airport personnel.
- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday/Wednesday, 1:30pm to 2:30pm.
 - Pre-School: Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Monday/Wednesday, 4:30pm to 5:30pm.
 - Level 2 girls: Tuesday/Thursday, 5:30pm to 6:30pm.
 - Level 3 girls: Tuesday/Thursday, 6:30pm to 7:30pm.
 - Level 4 girls: Monday/Wednesday, 5:30pm to 7:30pm.
 - Levels 5, 6, 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
 - Boys 1: Friday, 3:30pm to 4:30pm and Monday, 4:30pm to 5:30pm.
 - Boys 2: Friday, 4:30pm to 5:30pm.
 - Friday Rec. Gymnastics: Friday, 3:30pm to 5pm and 4:30pm to 6pm.

- Teen Gymnastics girls: Friday, 4:30pm to 6pm.
- Power Tumbling: Monday, 7pm to 8pm.
- Cheer Class: Wednesday/Friday, 6pm to 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 of the second session with the special needs participants. The campers enjoyed games, sports, movies, arts and crafts, swimming at the YMCA and the splash pad at the South Ormond Neighborhood Center. The campers were treated to a visit by a representative from Blue Springs 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 second week of the second session enjoyed the games, sports, arts and crafts, movies and fun that the counselors provided. Diamond Jim visited the camp on Friday for magic, balloon art and fun.
 - Youth Summer Volleyball League was on Tuesday and Thursday evenings through the Athletics Division.
 - The Men's Basketball League played on Wednesday evening at the Nova gymnasium.

- The Casements
 - Tours of The Casements continued from 10am to 4pm, Monday through Friday.
 - Enviro Camp began week two, themed "Space Jam! All things science!" The children flew a 30-foot solar balloon out in Rockefeller Gardens and made their very own solar system. They learned how much they would weigh and how old they would be if they lived on the other planets. Fun activities were enjoyed all week long by the Enviro Camp participants!
 - "Art Explosion" summer art camp took a break this week and will resume July 18th from 9am to noon. The instructor for the camp is Pat Spano.
 - Staff set up for the Andy Romano's Beachfront Park meeting, held on Tuesday evening from 7pm to 9pm.
 - Staff set up for the Fire Chief's Meet and Greet Reception, held on Wednesday evening from 5:30pm to 8pm.
 - The new "Tiny Tots Yoga" class continued this Wednesday afternoon at 3pm, with Instructor Sharon Vandevender.
 - Zumba class was held on Wednesday evening from 6pm to 7pm.
 - Tai Chi class was held on Wednesday evening from 7pm to 9pm.
 - Yoga classes were held on Tuesday from 10:30am to noon and Thursday from 6:30pm to 8pm.
 - Pilates classes were held on Tuesday and Thursday afternoons from 3:30pm to 4:30pm, as well as Wednesday and Friday mornings from 8:30am to 9:30am.
 - Staff assisted with the weekly Farmers' Market on Thursday, with set up beginning at 7am and strike at 1pm.
 - Staff set up for two private rental baby showers scheduled for Friday and Saturday.

- Parks and Irrigation
 - Turned on water to the irrigation systems after the July 4th Celebration.
 - Assisted Building Maintenance staff with loading floats on a skid and trailer at Cassen Park.
 - Replaced a rotor at the Nova ball field.
 - Marked out the mainline and zone lines for a contractor at Nova Recreation Center.

- Lowered all exposed rotor heads on the W. Granada Blvd. medians.
- Ran zones at Nova Recreation Center for a contractor. Three zone lines were hit by a trencher.
- Replaced 8 heads at the Post Office and streetscape on Granada Blvd.
- Lowered rotor heads on W. Granada Blvd. medians #2, #3, and #4, and replaced several leaking heads.
- Ran zones at Nova Recreation Center and checked the heads.
- Lowered more rotors on W. Granada Blvd. median #6.
- On the streetscape, crews finished running zones, repaired one line break, and installed one bubbler.
- Building Maintenance
 - Gathered and put away barricades used for the Independence Day Celebration.
 - Replaced a windsock at the Ormond Beach Municipal Airport.
 - Replaced a decorative street light on Granada Blvd. which was damaged by a vehicle.
 - Installed new retrofit taxi way lights at the Ormond Beach Municipal Airport.
 - Repaired decorative street lights on Lincoln Avenue.
 - Repaired loose deck boards at Cassen Park.
 - Removed a broken bench at Birthplace of Speed Park which was damaged by a vehicle.
 - Cleaned graffiti in the restrooms at Fortunato Park.
 - Repaired a vandalized drinking fountain at Nova Recreation Center.
 - Repaired an A/C unit leak at the Ormond Beach Municipal Airport tower.
 - Replaced the thermostat in the City Clerk's office at City Hall.
 - Repaired a faucet in the ladies restroom at Nova Recreation Center.
 - Installed a new memorial bench at Fortunato Park.
 - Repaired an A/C unit at fire station #91.
 - Performed preventive maintenance on the electronic gates throughout the City.
 - Conducted weekly inspections of the Ormond Beach Municipal Airport.
 - Repaired a toilet at Cassen Park.

Police Department

- Administrative Services
 - Initiated internal investigation into employee misconduct allegations.
 - Attended weekly staff meetings (PD and Department Directors).
 - Attended Fire Chief Candidate reception at The Casements.
 - New alarm system installed on Evidence Room.
- Community Outreach
 - The PAL summer tutoring program continued. Currently 24 youths are participating.
 - Approximately 35 youths participated in a PAL Summer Field Trip at Daytona Lagoon on July 14th.
 - Preparations were made for the summer mural project at the South Ormond Neighborhood Center.
 - Save the date notices were sent out for the upcoming PAL Golf Tournament fundraiser to be held on October 29th.
 - YDC youths held a meeting to review upcoming community service projects.
 - Three members of the YDC were invited to audition for the State PAL Youth Conference Committee.
- Community Services & Animal Control
 - Animal calls responded to : 44
 - Animal Reports: 8
 - Animal Bites: 1
 - Animal Traps issued: 2

- Animals reclaimed: 1
- Animals to FHS: 7
- Alarm Warnings: 2
- Solicitor Permits: 2

- Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 12
- Inactive: 15
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 5
- Grand Theft: 3
- Missing Persons: 1
- Recovered Missing Persons: 1

Narcotics:

- Two Search Warrants
- Three Buy-Walks

Crime Trends:

- Car Burglaries throughout the City continue to be a problem despite the identification and arrests of several individuals responsible for numerous offenses.

- Records:

- Walk - Ins / Window 159
- Phone Calls 261
- Arrest / NTA'S 28
- Citations Issued 122
- Citations Entered 161
- Reports Generated 136
- Reports Entered 125
- Mail / Faxes / Request 59

- Patrol

- Total Calls 1,324
- Total Traffic Stops 154

- Operations

- 7/7/11 - Car Burglary – Pine St.; window broken out to gain entry.
- 7/7/11 – Possible fraud – Roosevelt Drive; female believes someone removed \$500 from her bank account.
- 7/7/11 - Narcotics arrest as a result of traffic stop, Adult female arrested.
- 7/7/11 - Shoplifting at Wal-Mart; adult female arrested and issued a Notice to Appear.
- 7/7/11 - Suspicious Person, Lakebridge Dr; resident from the area and his dog were found in the pool area around 2340 hours.
- 7/7/11 - Warrant Arrest; Kim Ct.
- 7/7/11 - Harassing Phone Calls, New Britain Av; unknown person posted a fake ad on Craig's List with reportee's phone number.
- 7/7/11 - Suspicious Incident, Ormond Lanes; subject reported he thought his father's truck had been moved in the parking lot. He said he came out and it was in a different

- location and had two flat tires. Officer found tire marks where it had been used to attempt to jump a planter in the parking lot.
- 7/8/11 - Identity Theft at Levee Lane; resident found that her ATM card number was used to make purchases in Tennessee but was still in possession of the actual card.
 - 7/8/11 - Car Burglary, Bosarvey Drive.
 - 7/8/11 – Drowning, Laurel Oaks Cir.; 68 year-old female drowned at her residence located. Medical Examiner ruled death as being accidental.
 - 7/8/11 - Suspicious Incident; female that lives on N. Beach St. stated that a male subject she thought was her public defender came by and took her criminal case file records. Public Defenders office advised no one from their office had been to her residence to obtain any files or records.
 - 7/8/11 - Disorderly Intoxication, Dollar General Store; adult male begging for money became disorderly in the store and refused to leave. Subject was arrested for disorderly intoxication after struggling with officers.
 - 7/8/11 - Baker Act - Suicidal Person, 1 Laurel Oaks Cir; adult female.
 - 7/9/11 - Theft - credit card stolen from resident at Fishermans Circle –suspect attempted to use the card at Smokers Express store.
 - 7/9/11 - Burglary Attempt, Benjamin Drive; dead bolt on door damaged. No entry made to residence.
 - 7/9/11 - Car Burglary, Central Ave.; 380 Semi-automatic Body Guard pistol taken. Theft may have also occurred at Taco Bell on Granada
 - 7/9/11 - Death Natural, Cameo Circle; adult male.
 - 7/9/11 - Domestic Violence - Battery DV, S Atlantic Avenue motel; adult female arrested.
 - 7/9/11 - Loitering and Prowling, Central Avenue; adult male arrested for violation of parole after being contacted by officers.
 - 7/9/11 - Myers Act, 520 S Atlantic Avenue; intoxicated adult taken into protective custody due to his intoxicated state.
 - 7/9/11 - Car Burglary, Old Canyon Lane.
 - 7/10/11 - Burglary – residence, Byron Ellinor.
 - 7/10/11 - Warrant Arrest, S Atlantic Avenue; adult male arrested for open warrants. Exposure paperwork and complaint affidavit also completed.
 - 7/10/11 - Domestic Violence, Aggravated Assault, Stratford Place; adult female arrested for threatening husband with a loaded pistol.
 - 7/10/11 - Suspicious Incident, N US 1; Department of Children and Families contacted reference to a 14 yr. old juvenile female who jumped out of her mother's car while it was traveling at 40 MPH. Juvenile subject stated she wanted to be with her father who was following in his car. Child taken to hospital for treatment of injuries sustained.
 - 7/10/11 - Burglary – business, Emmanuel Mission Church, 242 Tomoka Ave.; point of entry appears to be an unlocked window. One stereo speaker was taken.
 - 7/10/11 - Burglary - residence, Fairway Dr; victims were on vacation and let a friend watch their house. Several items reported taken.
 - 7/11/11 - Burglary-residence on Pine St; house was entered, nothing appears to be missing. Similar incident occurred earlier in the week.
 - 7/11/11 - Shoplifting at Beall's, 1458 W. Granada Blvd; adult female stole over \$300 in store merchandise. Subject was arrested and transported to VCBJ.
 - 7/11/11 - Suspicious Incident, S. Orchard St.; resident heard someone pounding on her front door. She looked out and saw a black female subject hitting the door. Resident then heard someone trying to open a window at the rear of the house. She observed a black male subject taking off the screen to the back window. Upon seeing the resident the black male subject ran and got into an older faded black truck and fled the area.

- 7/11/11 - Theft - residence from Sycamore Circle; resident noticed jewelry missing approximately 3-4 weeks ago. Report filed after missing items were located at pawn shop in Port Orange.
- 7/11/11 - Car Burglary – attempt, Benjamin Dr.; victim noticed a hole drilled in the rear window of her vehicle.
- 7/11/11 - Disturbance at 1058 N. US1; verbal argument between two male subjects. One had an open warrant for traffic offense and was also found to be in possession of drug paraphernalia. Subject was arrested and transported to VCBJ.
- 7/12/11 - Burglary-conveyance, Oakmont Circle; suspect walked into an enclosed lawn trailer and stole an Echo line trimmer and a Stihl hedge trimmer. Victim was in the backyard doing some work.
- 7/12/11 - Grand Theft, E Tower Circle; cell phone stolen from victim's place of work
- 7/12/11 – Theft, S Atlantic; checks stolen and cashed from business. Suspect known/identified.
- 7/12/11 – Retail theft - shoplifting, Wal-Mart; adult male issued a Notice to Appear.
- 7/12/11 – Narcotics, 300 block of S Nova Rd.; adult male arrested for possession.
- 7/13/11 - Car Burglary - Willow Pl.; wallet taken from center console of unlocked vehicle.
- 7/13/11 - Grand Theft, S Nova Rd.; cash stolen, Complaint affidavit filed against suspect.
- 7/13/11 - Burglary - residence, N Ridgewood Avenue; front door to residence found kicked in. Two month time lapse. unknown if anything is missing
- 7/13/11 - Car Burglary -1340 W Granada Blvd.; bucket of tools taken from unlocked truck.
- 7/13/11 Fraud, 113 E Granada Blvd.; victim's vehicle was broken into in Altamonte and stolen checks were cashed in Ormond Beach.
- 7/13/11 – Burglary – business, 301 Division Avenue Horner Express; forced entry to rear door, cash taken from register drawer.
- Traffic Unit
 - No major traffic incidents this week. Traffic Unit assisted Patrol Division with numerous calls to include mentally ill persons, alarms, burglary investigations, and disturbances. Inclement weather hampered traffic enforcement efforts this week.
 - After Action Report for Independence Day Celebration completed.
 - Officer Sanders is coordinating agency-wide speedometer calibrations.
 - Complaint on N. Ridgewood Avenue resolved, pertaining to request for more speed limit signs.
 - Traffic Citations 65
 - Parking Citations 1
 - Crash - No Inj. 18
 - Crash - Injury 1
 - Crash - Fatal 0
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 1200 BLK N. US 1
 - S. Yonge Street
 - SR A1A
 - 1500 BLK N. Beach Street
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - SR 40 / US 1
 - Ormond Lakes

- Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case Initiated
- Zone 2: 3 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 1 Case initiated
- 7 tree removal permit requests
- 8 signs either removed or sign cases created.
- Administrative staff assisted with fifty-two (52) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been brought to my attention requested through the City Manager's office.

Zone 1

94 Hernandez Avenue – Received a request for information concerning the removal of a dead specimen Oak tree located in the back yard of this residence. The owner was concerned about the requirement to mitigate for the removal of the tree in that she is elderly and did not want to have to maintain another tree. The lot is 74 ft. X 118 ft. for a total of 8732 sq. ft. of land area. Divided by 1500 sq. ft. equals 5.82 trees or 6 total trees required. With the removal of the dying Oak only three trees would be left. The site does not meet the minimum requirements of six trees. If the site falls below the minimum tree count of one tree for every 1500 sq. ft. of land area or fraction thereof, then mitigation is required. Since the tree to be removed is dying and meets the criteria for removal, we only require replacement of one 2 1/2 inch caliper hardwood. This information was provided to the owner who agreed to mitigate. No further action is required.

Zone 4

61 Magnolia Avenue – Received a complaint regarding overgrowth in the back yard, swimming pool not being cleaned and water infested with mosquito larvae. NID will investigate regarding the lack of site maintenance. The city has no regulations concerning pool maintenance but NID will contact Volusia County Mosquito control regarding mosquito larvae.

50 Magnolia Avenue – Received a complaint about the condition of the backyard and inoperable vehicles. NID will investigate.

Lot from Midway, Magnolia West – Received a complaint about the condition of this property. NID will determine the location of the property and investigate the site conditions.

317 Chardon Road – There has been no change in the status of this case. NID received a complaint about the condition of this property. This is a repeat violation. A citation of \$100 was issued to Jane McCollum dated June 24, 2011. This case will be placed on the agenda for presentation to the Special Master on July 25, 2011.

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.
- Vining Court- Sidewalk and landscape medians continue to be constructed. The project is approximately 85% complete.
- Rima Ridge Wells 54, 55 & 56 – The site landscaping is complete. Well clearance is in progress.

- North-South Halifax Drive Pipe Lining- The 8-inch sanitary sewer line north of SR40 and the 15-inch stormdrain south of SR40 were discovered to have cracked pipe. Quotes were obtained for cured in place PVC liner and purchase order is in progress.
- Halifax Sidewalk – Project is complete.
- SR40 A1A to Beach St (FDOT) - Responded to various complaints on manholes and scheduling of work.
- US1 & SR40 Intersection Improvements (FDOT) – Discussion with Subcontractor regarding fiber optic over charge and pipe repair cost.
- Alcazar-Buena Vista Drainage Area Improvements - Notice to Proceed was issued for July 25, 2011.
- Selden Avenue Road and Utility Improvements – Award of bid memo has been prepared for Commission resolution for July 19.
- Tomoka Ave. Stormdrain - Contractor has completed cleaning the line and is beginning grouting of the joints.
- 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 Substantially Complete. Contractor has installed all utilities and final paving was completed. The contractor has been directed to provide for additional drainage at the new baffle box to address an erosion issue. Once this has been installed final restoration of this area will be 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 was delivered back to the public on July 12th at The Casements. The public had the opportunity to critique the site plans. The concept plans were discussed with the joint advisory boards on July 14th and will be reviewed with the City Commission on August 3rd.
- Central Park Paving – Prepared scope of work for design. Soil borings and geotechnical report was prepared.
- Granada Underground Utilities - Prepared scope for consultant on various tasks to be completed.
- SR40 Traffic Signal Interconnect - Nova Rd to A1A - Sent FDOT all tabulations and ranking of bidders.
- Mast Arm Replacement on SR40- Sent additional comments to FDOT on mast arm replacement project.
- Riviera & Ames Park Seawalls - Reviewed and prepared comparisons of bids.
- Ormond Scenic Loop - Rescheduled meeting to discuss the proposed scenario and signs.
- Transfer Station Pump Station - Preliminary design plans for system improvements are being prepared.

- Tymler Creek Phase I & II - County has completed remaining property acquisition for right-of-way.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Statement of Qualification packages are being processed for scoring.
- 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.
- Downtown Paver Renovation – Staff is working on a plan to repair the pavers west of the railroad crossing to Thompson Creek Road.
- Downtown Way Finding 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 to approve the 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 will 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. An amendment to the existing agreement will be presented to the City Commission for approval. Staff has 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. Engineer can now proceed to finalize plans for bidding.
- FDOT Traffic Signal Mast Arm Replacement on SR40 - Reviewed 90% plans and submitted comments.
- Wilmette Avenue Bypass Pumping - The consultant met with SJRWMD staff to discuss the project prior to submitting for permit.

Department Activities

Administration

- A revised work plan for the expanded arsenic plume study at the Nova Road Landfill has been submitted to FDEP for their review and approval.
- Compiled survey drawings and PDF's of Central Park Ph 1 and 4 for the proposed paving project and supplied same to Zev Cohen Engineering.
- Continued locating continuing contract files related to the FEC Railroad Utilities crossing and started checking for existing active utilities listed within the agreements.
- Prepared project invoices/pay requests totaling \$269,141
- Prepared work authorizations totaling \$16,680
- Submitted 2nd quarter 2011 status reports for FEMA Hazard Mitigation Grant Program projects: Hand Avenue & Laurel Creek Drainage Improvements & Central Park Drainage Improvements.
- Responded to Leisure service account number for surveillance project.

Customer Service

- Trees located at Lincoln and N. Beach St. for the Neighborhood Improvement Division.
- Tree locates at Main Trail dump site for Neighborhood Improvement Division.
- Determined easement requirements for 1171 Kilkenny Ln per mortgage company request.
- Created and provided contour maps of 31 Amsden for resident request.

- Created and provided citywide sewer service map for Volusia County Health Dept. request.

Meetings

- Met with FDOT regarding SR 40 manholes, pipe repair and movement of traffic.

Other

- 28 projects were inspected.

- Environmental Management

- Street Maintenance

- Asphalt / Concrete

- Formed for concrete at Fire Station #94 – 2301 Airport Road
- Repaired asphalt on Sharon Terrace
- Formed for a concrete basin at Winding Woods
- Asphalted a patch on Marvin & Peninsula

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Trimmed trees on Sherrington in Ormond Lakes, at South Ormond Neighborhood Center, on Arlington Way, on Dormont, and at 599 S. Ridgewood Ave.

- 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
- Met with Tom Mulligan regarding Fire Station #94
- Backed up gutter with 10 yards of recycled concrete at 2 Mayfield Terrace per a citizen complaint
- Checked Sauls Street for sod
- Cleaned sand from sidewalk between 210 & 216 John Anderson Dr.
- Picked up and brought back sand left over at Central Park I
- Picked up drag box at Fleet and installed for tractor

- Sign Shop

- Repaired or replaced signs at the following locations:
 - Cardinal Dr. & Fleming Ave. east side, replaced stop sign due to graffiti
 - 1562 Poplar Dr., replaced 25 mph speed limit sign
 - 143 & 277 N. Ridgewood Ave., installed 25 mph signs and post
 - Spanish Oak Ln. & Raintree Ln., replaced HIP (High Intensity Prismatic) street names
 - Lynwood Ln. & Laurelwood Ln., replaced HIP street names
 - Lynwood Ln. & Knollwood Estates Dr., replaced HIP street names

- Hummingbird Ln. & Knollwood Estates Dr., replaced HIP street names
- Bramblewood Ln. & Hummingbird Ln., replaced HIP street names
- Knollwood Estates Dr. & Nightingale Ln., replaced HIP street names
- Nightingale Ln. & Bramblewood Ln., replaced HIP street names
- Sandpiper Ln. & Knollwood Estates Dr., replaced HIP street names
- Sandpiper Ln. & Bramblewood Ln., replaced HIP street names
- Continued fabrication of High Intensity Prismatic (HIP) street names
- Checked signs in various locations on beachside
- Dumped #272 of debris at Waste Management from callout

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Trouble spots – cleaned due to heavy rains, Zones 1 & 2 partially cleaned
- Ponds inspected – ABC pond, removed dead fish due to lack of oxygen, low water level
- Outfalls – inspected and cleaned with floating barge
- Basin Repair – 133 Shady Branch Trail
- Airport – repaired & sodded washout
- Vacon – 740 S. Beach St. – 2 basins, 132' line
- Lorillard Pl. & S. Beach St. – repaired (1) baffle box

Street Sweeping/Streetsweeper

- 107.4 miles of road cleaned
- 36.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

23,928

PM Services completed for the week:

Emergency—Vehicles and Equipment

21

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

2

Accidents for the week:

0

Quick Fleet Facts:

- Fleet has 6,978 gallons of unleaded fuel 4,911 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). Prepared a written request to the Health Dept to reduce the

- minimum free chlorine residual requirement for lime softening and reverse osmosis treatment. The request is being reviewed prior to submittal to VCHD.
- Chemical Bids – A commission memo and copies of the specifications are included in the July 19th City Commission meeting agenda. The request for bids is presently advertised by the City of Palm Coast.
 - 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 with the reclaimed water produced at the wastewater plant without exceeding conductivity limits established by FDEP. A work authorization request was prepared for the proposal 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 work authorization is under review. A second proposal from McKim and Creed is under consideration for optimizing configuration of 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 Hunters Ridge areas. Contractor qualifications were received by the Utility Department for review to establish eligibility to bid on the project. Meeting scheduled for July 28th to discuss qualifications received. Easements forthcoming for CC consideration for a portion of the project corridor.
 - Fire Hydrant Replacement Program – A preconstruction meeting was held with the contractor, R&M Service Solutions. The notice to proceed was issued for July 18, 2011. Shop drawings were reviewed and notices to customers and website were prepared.
 - 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 manufacturer suggested that the clearance between the impeller and wear ring be reduced to reduce rag accumulation. Another alternative is a grit shield. The consultant prepared a letter to the contractor concerning this option and also requested a schedule for completing programming modifications to more readily enable low flow pump operations that prevent excessive cycling from occurring. Remote access to the pump program was provided by the IT Department to enable ICS to perform the modifications. A schedule for performing vibration testing was also requested. Punch list items were prepared by the consultant and review was performed by staff to include additional items not covered in the punch list.
 - Ormond Beach Wastewater Treatment Plant Expansion – Sheeting is being installed near the splitter box to protect the structure during the pipe installation to Clarifier 4. The bypass channel to the chlorine contact tanks is being removed.
 - Lift Station Repair and Replacement Project - Pay Application 20 was received for review. Construction drawings and Operation and Maintenance Manuals for Lift Station OM were requested prior to paying the invoice.
 - Rima Ridge Wells – Wells remain to be cleared for service by Volusia County Health Department. Most other punchlist items have been completed by the contractor.
 - Tiffany Circle Water Main Replacement – Open cut portions of water main installation are complete. Line was pressure tested and chlorinated for bacteriological testing. Restoration, abandonment of the existing water main and connection of new services remain for completion.

- Town Square and Lift Station 4M1 Rehabilitation – Plans for Lift Station 4M1 were sent to the Engineering Division for drafting.
- 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: Tomoka Construction Services is preparing a shop drawing submittal for the materials proposed to be used for the water meter installation to the Energizer facility.
- Public Works Utilities staff collaborating with Engineering for repair methods and proposals for sewer and storm piping cracking discovered at SR40 and Halifax Ave. A work authorization is being prepared to perform the work.
- Attended presentation given by Natural Resource Management Services regarding water conservation and NPDES program services offered by the company.

- Water Distribution
 - Exchanged 7 water meters, disconnected 2 services due to demolition
 - Responded to and/or repaired 10 water service leaks
 - Flushed 8 cloudy water complaints, and assisted 1 customer with miscellaneous water issues
 - Replaced 6 (1 under road) water services, and 6 meter boxes/lids
 - Responded to 8 low pressure complaints, located 1 water meter for meter readers
 - Tested 2 and installed 5 city owned backflow preventers
 - Tested 2- 2" water meters on the high user list, scheduled 6 meters for testing
 - Repaired a 2" water main break on South Ocean Aire Terrace, and a 6" water main on S. Beach St
 - Performed inspections and maintenance on 10 fire hydrants in Forest Hills Subdivision
 - Valve Maintenance: located 16 valves on SR40 between Williamson Blvd and Seminole Dr, Replaced a valve handle on Imperial Heights Dr, Located and exercised valves for future fire hydrant replacement on Pebble Beach Dr, Ocean Shore Blvd, Country Club Dr, Putting Green Dr, Fairway Dr, Ormond Parkway, and Harvard Dr
 - Rescinded boil water notices for Vining Court and S. Beach St
 - Moved the water service at 2 Tarpon Dr for contractor building a house
 - Located water mains for future irrigation taps - meters on Vining Court
 - While exchanging a water meter, a water distribution crew found, isolated, and disconnected a cross connection between a residential irrigation well and the potable water system. A dual check valve was also installed to further protect our water system.
 - Sod replacement for prior excavations at River Bluff Dr and S. Beach St

- Water Treatment
 - Delivered to the City 40.017 million gallons for the week ending July 10, 2011 (5.717 MGD)
 - Backwashed 9 filters for a total of 350,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators - full load test for routine PM.
 - Continued scheduled WQ flushing on Beachside this week.
 - Sampled and cleared for rescinding one Precautionary Boil Water notice.
 - Continuing alternate chlorine disinfectant activity.

- Waste Water Collection - Reuse
 - Crews responded to six trouble calls out west Breakaway/Hunter's Ridge area and two in town.
 - Televised five sewer laterals and cleaned ten sewer laterals.
 - Repaired 1" reuse service on Amsden Rd.
 - Replaced reuse lids at 38 & 40 Pergola Pl.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Crews continuing cleaning and televising John Anderson Dr. sewer main.
 - Turned off irrigation line at 71 Carriage Creek Way.
 - Replaced PEPSystem tank back lid at 3 Highwood Trail.
 - Checked irrigation system at Breakaway and Hunter's Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.17 Million Gallons.
 - Produced 19.37 Million Gallons of Reuse.
 - Produced 7.80 Million Gallons of Surface Water Discharge.
 - Influent flows average for the week 3.88 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 154.03 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
 - Continue assessment of Influent Pump Station Pumps 1, 2 & 3.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Replaced motor on Well 34H that was installed recently. Sent back to manufacturer for replacement under warranty.
 - Pulled H.S.P. #7 check valve apart, brought worn flapper to machine shop for repair sleeve, received and installed, all ok.
 - Replaced the #1 lime slurry pump motor
 - Worked on the control problem on well 37R and cleaned up
 - Rima Ridge wells 35R, 36R, 37R and 38R have performed external and internal cleaning and painting. Color schemes were in line with new Rima Ridge wells. Have obtained quotations for new security fencing on existing wells waiting on go ahead from Division of Forestry.
 - 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.
 - Attended Weekly staff meeting.

- Wastewater Plant – Lift Stations – Reuse System
 - Post Anoxic Mixer #2-2 – replaced mounting hardware
 - Post Anoxic Mixing Zone – replaced damaged sprinkler head at misting system
 - Recycle Room – replaced sump pump
 - Poly Blend #1 – replaced motor coupler at mixing chambers
 - Replaced Submersible Aerator #2 Outboard
 - Laurel Oaks – customer complained of odor – addressed complaint as needed – cleaned wet well – installed lift station maintainer in wet well – installed odor control blocks at valve box – confirmed odor control operation
 - Influent Room – bypassed the solenoid valve at the seal cooling water for the #2 pump
 - Rebuilt used sump pumps and place back in inventory
 - SCADA Repair to 4 liftstations.

Honorable Mayor and City Commissioners

July 15, 2011

Page 24

- Assisted at Influent pumping station with deragging 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)