

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 12, 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:

- Bi-weekly meeting with Economic Development Director
- Held weekly staff meeting with directors
- Weekly meeting with City Clerk

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Spoke with Joe McCormick, Flagler County Insurance Agency, regarding supplemental insurance products for City employees
- Met with Planning Director and Dorian Burt regarding downtown development
- Attended Florida Local Government Excellence Steering Committee and FCCMA board meetings, August 10, in Orlando
- Attended FLC Annual Conference, August 11-13 in Orlando

City Clerk's Office

In addition to routine City Clerk activities such as agenda preparation for meetings and workshops, updating insurance information for City contracts, updating website, document imaging, proclamations, 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 the August 16, 2011, City Commission Meeting.
- Represented the City at the Local Government Fair held on August 8, 2011, at the Daytona Beach News-Journal Center.
- Prepared and sent Legal Advertisements to the News-Journal for publication.
- Attended the Planning Board meeting held on August 11, 2011.
- Visited the City of DeLand on August 12, 2011, to evaluate their Digital Records Management System and Document Imaging setup.

On-going Projects

- Agenda Automation System
- Digital Records Management – Preparation for RFP
- Commission Chambers Upgrade – Met with an Audio/Visual solutions company on August 8, 2011, in order to evaluate the City's current meeting needs.

Community Development

- Planning
 - The second meeting of the Opportunity Zone Designation took place at The Casements on August 9. The meeting was well attended and overall, the meeting went well.

- Concerns centered on philosophical issues concerning government intervention into the affordable housing market and impact of designation on residential properties. The boundary was crafted to take advantage of the CRA, existing industrial areas, the vacant hospital site, and the requesting property owner for the designation. The tax benefits were explained and there is no impact on residential properties. In fact, the few residential properties within the proposed boundary have potential for redevelopment to non-residential uses. It was explained that the program may be a benefit if sale is contemplated and the purchaser is interested in converting to a non-residential use. However, it was also explained if a letter or email was received by objecting property owners, those properties will be taken out of the proposed designation boundary if it is decided to move forward with a designation. George Houston, FDEP regional representative, has indicated he will attend the August 30th meeting at The Casements to answer questions that cannot be answered by the planning staff e.g., longevity of the designation, processing and filing for tax benefits, etc.
- After several meetings with the Main Street President and Executive Director, staff prepared the 2011-12 Main Street Contract Agreement for City Commission consideration – scheduled for September 6th. The requested budget amount is 10% below last year's contracted amount with no amendments.
 - Completed the final HB 7207 presentation for the City Commission workshop for August 16th.
 - Completed the final Downtown and Mainland CRA presentations to the Volusia County Council scheduled for August 18th and transmitted them to the Pinellas County Economic Development Department.
 - Our Certified Flood Managers (Becky and Shawn) remain quite busy in researching and preparing written flood zone determinations for residents who are receiving notices from insurance companies, mortgage companies and lending institutions regarding the need for flood insurance when in prior years no such flood insurance requirement was needed.
 - Building Inspections, Permitting & Licensing
 - 68 permits issued with a valuation of \$452,675.00
 - 220 inspections performed.
 - 5 business tax receipts issued.
 - Development Services
 - The SPRC met to discuss the following proposals:
 - Dodson Creek (827 US 1 North) – Completion of site improvements (parking and storm water).

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 in August.

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 September.
- 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." The document is expected to be presented at the Chamber's annual State of the City address on September 29.
- 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. Staff met with the CBE to review the responses and is in the process of preparing a report of the results for a presentation 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 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 with the Main Street Design Committee to discuss their plans.
- Staff continued the business visitation program during the week, meeting with two existing manufacturing companies.

Special Economic Development Projects

- Staff is preparing plans for the Strategic Economic Development Plan update for community workshop on Saturday, September 17 from 8:30 am to 2 pm. A request for quotes was transmitted to several consulting firms to assist in the workshop and preparation of the updated plan. Strategic Planning Group has been selected and staff has met with the company representatives to outline the components of the plan and the public workshop.
- A request for proposals was drafted for the Legislative Services contract. The RFP document approved by the City Commission will be advertised on August 7. Responses are due on September 7.
- Staff will be attending the International Council of Shopping Centers conference in Orlando on August 22-23. Staff has requested property information from realtors to be included in the packet of information that will be available at the Team Volusia EDC booth within the demonstration area at the conference.

• Airport Operation and Development

- Installation of surveillance camera systems at the airport continued this week. Technicians from Advanced Cabling Solutions worked with staff to complete the installation of three (3) cameras and related components at the air traffic control tower.
- Staff has solicited bids to upgrade the pedestrian gate located next to the main vehicle gate at the airport. The existing pedestrian gate and access system is no longer sufficient to effectively control and monitor pedestrian access to the airport operations area. The new gate will feature an automatic closing mechanism and an electronic key pad for controlled access to the airfield. The cost of this project will be 100% funded under the existing FDOT airport security grant.
- The pilot-controlled lighting system at the airport remains out of service. A faulty control module has been identified as the root cause, and will be replaced with a new module to

- restore service. It is expected that the new module will be in place by the end of this week.
- Following the satisfactory review of a disposition item on the August 3, 2011, City Commission consent agenda, staff advertised for bids from interested companies to provide construction services for the group of airport projects known collectively as the Taxiway Alpha Relocation and General Airfield Improvements Project (Bid 2011-25). A pre-bid meeting will be conducted in the HR Training Room at 2:00 PM on August 23, 2011. The bid opening for this project has been scheduled for 2:00 PM on September 6, 2011.
 - Staff conducted a meeting with David Boeff, CEO of TowerCom III, LLC regarding TowerCom's proposal to lease a portion of airport property for the purpose of erecting a telecommunications tower. Staff will prepare an agenda item for the City Commission to consider the proposed lease agreement, which has the potential to generate revenue for the airport fund and provide enhanced wireless communications service for the local region.
 - Staff conducted a meeting with the City Attorney's Office to discuss and compose changes to the City Code designed to better address the topic of derelict aircraft at the airport. Staff will present the proposed changes for approval by the City Commission.
 - Technicians from MA Engineering have been working at the airport to provide obstruction mapping and surveying services to the FAA as part of the proposed implementation of WAAS services for OBMA. WAAS is an extremely accurate navigation system developed for civil aviation. WAAS provides horizontal and vertical navigation for approach operations for all classes of aircraft in all phases of flight - including en route navigation, airport departures, and airport arrivals. This includes vertically-guided landing approaches in instrument meteorological conditions. The survey crew from MA Engineering is scheduled remain at the airport all week.
 - The Florida Wing of the Civil Air Patrol has formed an executive committee to oversee the project to construct a new headquarters facility at the airport. Staff has been advised that a meeting of the committee will be scheduled in the near future to discuss advertising for bids

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of interim and year-end audit.
- Completed Projects - Weekly
 - Processed 43 Journal Entry Batches (# 4298 – 4383).
 - Approved 21 Purchase Requisitions totaling \$59,725.44.
 - Issued 8 Purchase Orders totaling \$41,373.80.
 - Advertised RFP No. 2011-23, Vehicles and Equipment Mobile Repair and Preventative Maintenance Service, in the News Journal and posted to DemandStar on 08/07/2011.
 - Advertised RFP No. 2011-24, State of Florida Legislative Lobbying Service, in the News Journal and posted to DemandStar on 08/07/2011.
 - Advertised RFP No. 2011-25, Taxiway Alpha Relocation and General Airfield Improvements Project, in the News Journal and posted to DemandStar on 08/07/2011.
 - Prepared 121 Accounts Payable checks totaling \$299,023.92 and 26 Accounts Payable EFT payments totaling \$244,065.90.
 - Processed 3,882 cash receipts totaling \$967,991.71.
 - Processed 568 utility bill payments through ACH totaling \$36,614.68.
 - Processed and issued 6,103 utility bills with billed consumption of water of 43,570k.
 - Issued 703 past due notices on utility accounts.

- Public Information
 - Press Releases
 - Walking with the Manager (8/18)
 - Movies on the Halifax (National Treasure II-9/1)
 - Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Leisure Services Advisory Board Meeting. Attended Volusia County ECHO grant mandatory training.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 11
- Hazardous: 2
- EMS: 65
- Motor Vehicle Accidents: 15
- Public Assists: 39

TOTAL CALLS: 135

- Aid provided to other agencies: 15 calls – Volusia County (9), Daytona (5), Flagler County (1)
- Aid received from other agencies: 6 calls – Volusia County (5), Daytona (1)
- Total staff hours provided to other agencies: 38 hours
- Total staff hours received from other agencies: 2 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- # of overlapping calls: 40

Medical Call Type

- Abdominal Pain: 2
- Assault: 2
- Back Pain: 2
- Bleeding: 2
- Breathing Problem: 2
- Chest Pain: 5
- Diabetic: 1
- DOA: 1
- Fall Victim: 8
- Headache: 1
- Medical Alarm: 1
- Near Drowning: 1
- Overdose: 1
- Sick Person: 1
- Stroke: 2
- Traffic Accident: 3
- Traumatic Injury: 2
- Unconscious: 3
- Unknown Medical: 7

TOTAL EMS PATIENTS TREATED: 47

Training Hours

- Customer Service: 12
- Firefighter Training: 15
- Hose and Equipment: 4
- Preplanning: 31
- Terrorism: 7
- Wildland Fire Behavior: 11

TOTAL TRAINING HOURS: 80

Operations

- Provided tours of all fire stations to Fire Chief candidates.
- Participated in local radio talk show. Answered questions and spoke on emergency preparedness.

Station Activities

- Updated 16 pre-fire plans.
- Conducted 2 fire inspections.
- Participated in annual National Night Out at Nova Recreation Center.
- Instructed monthly Healthcare Provider CPR class – 6 students

Significant Incidents

- 8/1/11, 3:48 PM: Hand Ave – Brush Fire – provided automatic aid to Volusia County for a half acre fire caused by lightening – located off Hand Ave., east of Clyde Morris Blvd., approximately 100' south of the open field – slow moving with no structural endangerment – a fire break was cut around fire and a backburn was performed to burn off fuel – perimeter was prepped to allow remaining fuel to burn itself out – fire caused significant smoke in the area.
- 8/7/11, 3:41 PM: US-1 / Wilmette Ave – Motor Vehicle Accident – midsize car vs. full size truck – T-bone type crash – driver of car was extricated from vehicle and declared a trauma alert – a firefighter paramedic assisted EVAC with patient care during transport to hospital.
- 8/7/11, 3:45 PM: Durrance Ln – Brush Fire – provided aid to Flagler County for a 25 acre fire caused by lightening – assisted with containment of fire – cleared scene at 7:46 PM.
- 8/8/11, 4:02 AM: 58 Mayfield Ter – Motor Vehicle Accident – stolen vehicle crashed into home making complete entry inside – driver fled scene – no injuries to homeowner.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Utilities – Plant/Pump Mechanic
- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator. Department has requested to re-advertise position open until filled.
 - Finance Department – Senior Accountant/Budget Analyst position advertised as open until filled.
 - Police Department/Administration – Office Manager position advertised in-house only and closes on 08-19-11.
 - Leisure Services/Casements – Part Time Special Events Technician position advertised open until filled.

- Screening/Interviews Scheduled
 - Public Works Department/Fleet Operations – Mechanic II position advertised in-house only and closed on 07-15-11. One in house employee has applied and an interview was conducted on 07-29-11. Awaiting results from department.
- Background/Reference Checks
 - 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/Athletic Fields Maintenance – Maintenance Worker II position was advertised and closed on 07-15-11. Applications were received from thirty-three (33) applicants, logged in and forwarded to department for review. Interviews were scheduled with nine (9) candidates for 08-05-11 & 08-08-11. Background check on selected candidate in progress.
 - Fire Department – Fire Chief recruitment received seventy-nine (79) applications. Assessment center for five (5) candidates was completed on 07-13-11. Interviews with two finalists were held on 08-04-11.
- Job Offers
 - Police Department – Conditional offers have been made to three (3) Police Officer candidates pending successful completion of requirements for employment.
 - Planning Department – Office Manager closed 07-01-11. Selected applicant completed pre-employment processing and will begin employment on 08-22-11.
 - Fire Department – Firefighter/EMT – A conditional offer of employment has been made to the next candidate on the eligibility list. Pending the successful completion of pre-employment processing, anticipated start dated 08-22-11.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 07-31-11: 4.6% (excluding retirements)
 - Fire Department – Firefighter/Paramedic resigning effective 08-17-11.
- Promotions
 - Police Department – Police Corporal promotional examination was held on 07-29-11, in order to establish an annual eligibility list. An orientation was conducted on 07-11-11. Candidates were notified of scores and eligibility list was forwarded to the Chief on 08-01-11.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program June 2011 monthly report reflects savings of \$44,153 for City residents during the year that the program has been in effect in Ormond Beach. Over 1,015 residents have utilized the program during that time.
- Planning has begun for the 2011 Employee Health Fair, "Highway to Health," which will be held at the Nova Community Center on October 7, 2011 from 10:30 A.M. -1 P.M.

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20 and November 9, 2011. Next sessions are scheduled for 08-11-11. To date, 41% of full time employees have completed the 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

- Finalizing agreement for drug-free workplace testing services.

Information Technology (IT)

Information Systems (IS)

- iSeries system (HTE Sungard Naviline) - Planning for OS upgrade Sept 9th
- Windows Servers: - Disk failure, RAID redundancy prevented outage, Disk replaced
- Networking System: - VCSO report writing issue Saturday, called out, worked with VCSO to isolate issue and issue was on their end. Did not involve Dispatch services.
- Work Orders: - 62 New work - 70 completed - 56 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,364	Inbound E-Mails Blocked	13,132
Delivered Inbound E-Mails	9,048	Quarantined Messages	184
Percentage Good Email	42%	Virus E-Mails Blocked	42

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 5 Changes: 0 Corrections: 0
 - Map/Information Requests: 19
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

Administration

- Supervisory staff meeting
- City Manager staff meeting
- Public Works meeting
- Leisure Services Advisory Board meeting
- Agenda Item preparation
- Beachfront Park/Coastal Division meeting
- Park Inspections
- Rockefeller Gardens Park Statue meeting

Athletics

- 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 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.
- The City's Annual Summer Baseball Hitting Clinic was held Monday through Thursday at the Nova Community ball fields, from 9am until 12 noon. Thirty (30) boys and girls participated in skills and drills designed for moving them on to the "next level" of play, i.e. Rec to Competitive, Middle to High School, etc. Registration for the clinic was full two weeks before the clinic began.

- Upcoming Summer Sports Clinic:
- Softball, August 15th through 18th.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center (SONC) outfield and prepped the infield.
 - Cleaned the SONC 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 during the week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Cleaned Limitless Park daily.
 - Started getting 8 fields ready for competitive soccer league.
 - Prepared fields for the men's baseball league.
 - Continued to fix irrigation problems on many fields at all locations.
 - Finished applying pre-emergent fertilizer at the Airport Sports Complex.
 - Cleaned up the banks of the retention ponds.
 - Worked on the warning tracks for baseball.
 - Moved bleachers to The Casements.
 - Sprayed the soccer fields a second time with herbicide (weed killer).
 - Began interviews for Maintenance Worker II position.
 - Trimmed and cut brush and bushes around the Airport Sports Complex.

- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - Daytona Community Church was held on Thursday from 6:30pm to 8:30pm.
 - Big Band America met on Thursday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.

- Performing Arts Center
 - 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 next scheduled show at the PAC will be on August 27th, "Ormond Beach Sundays Best Talent Show", \$7.50 advance tickets, \$10 day of show.

- 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.
 - Center was closed Saturday for scheduled maintenance (SRI).

- Pavilions were rented on Saturday and Sunday.
- Adult basketball was played on Sunday and Monday.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended a weekly staff meeting.
 - Attended a Senior Games meeting.
 - Cleaned up supplies and equipment from National Night Out and Caribbean Night events
 - Delivered Independence Day plaques and thank you letters.
 - Began several specialty projects.
 - Updated inventory.
 - Conducted planning for the City Employee Health Fair.
 - Conducted Senior Games event planning.

- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday, 1:30pm to 2:30pm.
 - Pre-School: Monday/Wednesday and Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Tuesday/Thursday, 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 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.
 - 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.
 - The Men's Basketball League met on Wednesday evening at Nova's gymnasium.
 - Continued re-organization of supplies and equipment used for both the Nova Community Center Summer Connection Day Camp and Camp T. Rec. Operations reports were developed and completed for both camps.
 - Flyers were developed and completed for fall programs and events for both Nova Community Center and Special Populations. Flyers were sent to citizens on the Special Populations mailing list.
 - Inventory was assessed for fall programs and events. Replacement supplies were purchased throughout the week.

- The Casements
 - Tours of the Casements continued from 10am to 4pm, Monday through Friday.
 - Staff worked on Monday to organize and store all Caribbean Night décor and fixtures.

- On display in the Gallery is the artwork of Elizabeth D'Angelo. Her colorful artwork is available to view throughout the month of August.
- "Art Explosion" summer art camp ended this week after 8 weeks of fun and creativity. This week's theme was "Discovering the Art in Music!"
- Tiny Tots Yoga class continued on 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.
- Pilates classes were held on Tuesday and Thursday afternoons from 3:30pm to 4:30pm, and Friday 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 a private rental on Friday for that evening from 5pm-10pm.
- Parks and Irrigation
 - Cleaned debris from a valve on Woodhaven Cir.
 - Repaired a homeowner's irrigation system on Pierside Dr. which was hit by Water Dept. on a meter install.
 - Repaired broken mainline at the Police Dept.
 - Reset timers at Bailey Riverbridge Gardens; the new plants were watered in.
 - Replaced a missing valve box lid at the Police Dept.
 - Capped a broken zone line at Fleet.
 - Ran zones on Nova Rd. medians and replaced 13 heads.
 - Replaced timer and adapter on W. Granada median #7.
 - Installed several spray heads at the Oak Forest lift station.
 - Replaced several damaged spray heads at Riviera Park.
 - Turned off irrigation at Casements/Rockefeller Gardens for Caribbean Night festival.
- Building Maintenance
 - Repaired broken fence pickets at Magic Forest playground.
 - Constructed pallets and loaded decorative holiday snowflakes to be shipped for refurbishment.
 - Installed carpet and cove base in the hallway of the Finance Dept.
 - Constructed a Caribbean Night display for The Casements.
 - Repaired water cooler at the Ormond Tennis Center.
 - Repaired broken urinal at Central Park I.
 - Repaired ladies room toilet at Central Park II.
 - Installed two new trash receptacles at Cassen Park.
 - Completed annual fire alarm inspection at City Hall.
 - Repaired dance floor in the blue room at the Performing Arts Center.
 - Repaired water service for the fountain at the Performing Arts Center.
 - Repaired pump for the fountain at Fortunato Park.
 - Repaired ladies room toilet at fire station #94.
 - Repaired finger print reader for the sally port at the Police Dept.
 - Repaired broken urinal at the Police Dept.

Police Department

- Administrative Services
 - Attended weekly Police Department and Department Head staff meetings.
 - Met with citizen regarding an ongoing civil dispute with neighbor.
 - Attended Fire Chief Candidate luncheon.
 - Attended presentation on local DNA lab and testing feasibility.
 - Attended FBINA Re-trainer Conference meeting at Port Orange PD.

- Community Outreach
 - OBPAL provided an opportunity for youths ages 6 - 16 to participate in a 4 day basketball camp from August 8 to 11, 2011. Future players worked with Coach Pepper Johnson to improve their basketball skills. Twenty-five (25) youths participated in the camp.
 - Two members of the Youth Directors Council and YDC PAL Coordinator, Belinda Legut, participated in a mini-conference to develop a community project resources guide for future YDC chapters. OBPAL was one of three PAL's from the 58 State of Florida Chapters included in the conference.
 - OBPAL staff completed calendars for the fall program schedule for Tutors R Us and Science on Patrol and selected dates for upcoming holiday events.
 - Tutors for the upcoming PAL fall educational programs were contacted.

- Community Services and Animal Control
 - Total animal calls: 71
 - Animal bites: 3
 - Animal reports: 14
 - Animals to FHS: 7
 - 5 dogs and 2 cats
 - Sick animals: 0
 - Animal licenses: 0
 - All CSO's attended NaviLine, bite stick, OCS and Taser training.

- Criminal Investigations
 - Cases Assigned: 28
 - Cases Cleared by Arrest/Complaint Affidavit: 2
 - Cases Exceptionally Cleared: 3
 - Inactive: 3
 - Fraud: 6
 - Burglary Business: 2
 - Burglary Residential: 3
 - Larceny Car break: 12
 - Grand Theft: 3
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 0
 - Missing Persons: 1
 - Robbery: 1

Narcotics: No activity to report.

Comments:

- **Attempted Robbery:** An unknown white male approached the checkout counter at the Winn Dixie Store and presented a note to the cashier demanding money. The subject removed a bank bag from his pants for the money, but the cashier refused to open her cash drawer. The subject took the note back and told her once again to give him the money. The cashier still refused and the subject calmly walked out of the store. The incident was captured on store video and it appears that he is the same subject responsible for our Publix robbery last week. Investigation continues.
- The subject responsible for the Bank of America robbery at the Ormond Town Square has been identified and an arrest warrant was obtained. The subject has been arrested with no bond. This subject has several other bank robbery charges pending for other Central Florida bank robberies.
- A Coral Sands Resort employee suspected of several thefts was interviewed and confessed after a room was set up by investigators. The subject in question entered the

- room and stole bait money. The subject was captured on video committing the crime. Subject is being charged with burglary and grand theft.
- Several stolen pieces of jewelry from an Ormond residence were found pawned at a Daytona pawn shop. The subject pawning the items was known to the victim and has been charged with dealing in stolen property and grand theft.
 - Records
 - Walk - Ins / Window 158
 - Phone Calls 230
 - Arrest / NTA'S 15
 - Citations Issued 105
 - Citations Entered 133
 - Reports Generated 120
 - Reports Entered 137
 - Mail / Faxes / Request 64
 - Operations
 - Total Calls 1,256
 - Total Traffic Stops 144
 - 8/4/11 - Burglary, Best Western Castillo Del Sol (205 S Atlantic Av) #510; purse missing from motel room while guest was on the balcony
 - 8/4/11 - Grand Theft, Ormond Lanes (260 N US Hwy 1); iPhone taken.
 - 8/4/11 - Car Burglary, Wellington Station (690 Wellington Station Blvd); witness saw 3 subjects (17-20 YOA) burglarize a car. As he approached them the subjects fled the area on foot. The witness chased them to Hand Av before calling police. Air-1, DBPD K-9, several deputies and OBPD units responded to the area, set up a perimeter, and checked the local neighborhoods for the subjects with negative results.
 - 8/4/11 - Injunction Violation, Pine Cone Trail; ex-wife of victim made several threats via text messages to her ex-husband. The texts also included language to the effect that she would "take out the police" if they attempted to contact her.
 - 8/5/11 - Natural Death, Lincoln Ave; elderly adult female passed away. No foul play suspected.
 - 8/5/11 - Violation of Injunction and Burglary, Pine Cone Trail; ex-wife is suspected of getting into the garage and vandalizing her ex-husbands vehicle. She then sent text messages to her ex-husband bragging about the crime.
 - 8/5/11 - Car Burglary, Salzburg's Animal Hospital; window was broken out to gain entry.
 - 8/5/11 - Car Burglary, N. Ridgewood.
 - 8/5/11 - Burglary – Business, Quiznos; cash taken out of the safe. Employee identified as possible suspect.
 - 8/5/11 - Found Property, .22 caliber Taurus handgun with a holster found in the roadway at N. Beach Street and Warwick Avenue. Appears to have been stolen during a car burglary.
 - 8/6/11 – Fraud; female arrested at Ormond Town Square for trying to cash a fake check.
 - 8/7/11 - Car Burglary, Northbrook Ln.; rear passenger window was broken out and stereo equipment, iPod and CDs stolen.
 - 8/7/11 - Narcotics arrest, Jameson Inn -175 Interchange Blvd.; adult male arrested for possession of cocaine and drug paraphernalia.
 - 8/7/11 – Accident with possible fatality, US1/Wilmette; driver of involved vehicle transported to Halifax Hospital where he remains in a coma.
 - 8/7/11 - DUI – Adult female arrested at 58 E Granada.
 - 8/7/11 - Grand Theft - News Journal Paper Machine missing from 376 W Granada - Granada Place.

- 8/7/11 - Vehicle Crash - vehicle crashed into house at Mayfield Terrace. SUV traveling too fast through curve lost control and drove into house. Driver fled the scene on foot but was located in the immediate area and arrested.
- 8/7/11 - VCSO K-9 unit observed a subject abandon his bicycle by the Cat Clinic at Division Ave and S. Yonge St. and disappear behind business. He tracked him with his dog and Officer located subject on Flormond with a backpack VCSO arrested him for Loitering and Prowling. Suspect denied being around the bicycle (possibly stolen), VCSO is conducting a follow-up investigation.
- 8/8/11 - Car Burglary, Charleston Square; purse stolen from unlocked vehicle.
- 8/8/11 - Burglary - Business, Ormond Beach Yacht Club, S Beach Street; door pried open and fire extinguisher stolen and some minor vandalism to the building.
- 8/8/11 - Car Burglary, Pine Cone Trail; purse stolen, unknown method of entry.
- 8/8/11 - Shoplifting, 1521 W Granada Blvd., Wal-Mart; adult male transient arrested for felony theft.
- 8/8/11 - Shoplifting, Publix, 220 N Nova Rd; adult male arrested for retail theft.
- 8/8/11 - Domestic Violence/ Battery; adult female victim came to lobby to report incident. Suspect responded to the PD a few hours later and was arrested.
- 8/8/11 - Mentally Ill Patient - 264 S Atlantic Ave Florida Hospital Oceanside; ER nurse called 911 when patient became combative. Three officers responded and all received minor scrapes while restraining the subject.
- 8/8/11 - Domestic Violence/Aggravated Battery/Stolen Vehicle, S. Old Kings; adult female victim reported her ex-boyfriend showed up drunk at her residence, beat her and then stole her car. A BOLO put out for the suspect and vehicle. A while later an officer spotted the vehicle and a felony traffic stop was conducted on S Yonge at the south city limits. Suspect was taken into custody without incident.
- 8/9/11 - Grand Theft, N Old Kings; Dr. Patel reported \$16,000 stolen from his office. An employee has been identified as a possible suspect.
- 8/9/11 - Car Burglary, Katrinas Dr.; cell phone, iPod and associated attachments reported stolen from an unlocked vehicle.
- 8/9/11 - DUI; an off duty VCSO deputy reported an intoxicated driver leaving the TGIF located in Granada Plaza. The vehicle was located and stopped in the 600 block of S. Atlantic. Ave. Adult male driver was arrested for DUI.
- 8/10/11 - Subjects were observed by a passing motorist trying to open car doors of vehicles parked in the Driftwood Motel parking lot. The subjects were then observed to walk onto the beach and head north. Search of area was negative. Description was two younger white males wearing shorts with no shirts.
- 8/10/11 - Robbery, Trails Liquor. Suspect entered store and implied that he had a weapon. Subject fled on foot when store owner pulled a gun and pointed it at the robber. Suspect was located and apprehended on the bike path by responding officers. Victim identified the subject as the person who tried to rob him. Suspect was arrested and subsequently found to be on probation for robbery.
- 8/10/11 - Car Burglary, S Nova; purse and cell phone taken. A description of a suspect vehicle, a silver Buick, was provided by a witness. An officer observed a vehicle matching the suspect vehicle description in the immediate area and attempted a traffic stop. The suspect vehicle fled from the officer but a pursuit was not initiated.
- Traffic Unit
 - 11-08-00109, Crash w/SBI, A vehicle was northbound on US-HWY 1 and made a left turn at Wilmette Ave in front of another vehicle which was southbound on US-HWY 1. They collided almost head on with major damage to both vehicles front ends. The driver of the vehicle that made the left turn and violated the other vehicle's right of way was transported by EVAC to Halifax Hospital as a trauma alert. Ofc. Piccola was the on call

- Traffic Homicide Investigator and he responded to the scene to complete a supplement due to the nature of the crash.
- The Traffic Unit has been working with the Streets Division to improve school zone speed limit signage citywide. This sign change is necessary in order to comply with State Statute for proper enforcement. The changes were necessitated as a result of recent court challenges and rulings. The signs are complete and will be installed within the next few days.
 - The traffic unit received a complaint from a concerned citizen about bicycles on the pier at Cassen Park. The Traffic Unit has been conducting extra patrols at the times indicated. Signs that state "NO BICYCLES" posted on the pier are being brought up to code per City Ordinance 6-42.
 - Traffic Citations 93
 - Parking Citations 2
 - Crash - No Inj. 9
 - Crash - Injury 3
 - 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
 - 500 BLK Division Avenue
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - South Kings Road
 - Fishing pier at Casen Park
 - 800 BLK Wilmette Ave.
 - Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 12 Cases Initiated
 - Zone 2: 4 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 3 Cases initiated
 - 20 tree removal permit requests
 - 41 signs either removed or sign cases created.
 - Administrative staff assisted with sixty-nine (69) telephonic inquiries.

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

Zone 1

215 W. Lindenwood Cir. - Concern regarding front yard parking. This issue was raised regarding the number of cars parked on the property. This is a large family with older children all of which have vehicles. The owner was advised that the vehicles must be parked on the driveway or on an approved surface located behind the street side setback, behind the fence. Compliance has been set for August 8, 2011. The owners have contacted Planning and are processing their application for an approved temporary parking space in accordance with the temporary parking provisions.

Zone 4

50 Magnolia Avenue - NID received a complaint in July about the overgrown condition of the property and an inoperable vehicle parked in the driveway. NID conducted an on site inspection and left a business card at the door in hopes the occupant would make contact so that the issues could be explained. Notices of violation were issued on July 14, 2011 for site maintenance conditions and another for the inoperable vehicle, 1990 Jaguar, in the driveway. Both violations were corrected. NID has received a second complaint regarding inoperable vehicles. Staff will conduct another inspection. Notification was made regarding the complaint. Tires were being replaced on one of the vehicles. Once completed all vehicles were returned to the driveway and the violation corrected. No further action is required.

317 Chardon Road –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 was presented to the Special Master on Monday, July 25, 2011. The respondent was not present at the time of the hearing. The Special Master made a finding that a violation of the site maintenance provisions did exist and required the respondent to take corrective action within 10 days from execution of the order. The respondent did pay the \$100 citation. Cost to present the case in the amount of \$29.06 is owed by the respondent. Failure to comply with the Special Master's order will result in a fine of \$50.00 a day for each day the property remains in violation beginning 10 days from execution of the order. The order was executed on August 5, 2011. Compliance must be achieved by August 15th.

Public Works

- Engineering

- Construction Projects:

- US1 Forcemain Extension Phase II – Sidewalk north of the bridge was reconstructed. Met with insurance representative to discuss outstanding punch-list items.
- Rima Ridge Wells 54, 55 & 56 – Wells have been placed into service. Contractor is addressing final punchlist items.
- Alcazar-Buena Vista Drainage Area Improvements - Watermain was constructed along Cordova Ave, and beginning on Seville St. Staff and contractor will meet with ATT to discuss relocation of cable which conflicts with watermain placement.
- Selden Avenue Road and Utility Improvements – Pre-construction conference was held. Construction begins on August 22, notifications were distributed to residents.
- Downtown Parking (Vining Court) - The contractor continued pouring the new concrete curbing and pedestrian sidewalks and driveway aprons (90% complete). Eleven (11) medjool palms were installed and 50% of the irrigation system has been installed to date.
- Downtown Way Finding Signage- Staff has issued a Notice to Proceed dated for August 8th.
- CCTV Surveillance- Installed conduits and fiber in Airport Tower, accepted submittal on DVR.
- US1 & SR40- Submitted punch list.
- Wastewater Treatment Plant Expansion and Rehabilitation –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. The new generator was delivered to the site and Electrical MCC's were installed in various buildings.
- Coolidge Avenue Roadway and Drainage Improvements - Construction is complete. Final punch list items have been addressed. A final change order will be presented to the City Commission on September 6th associated with adjustment of final quantities and additional authorized work.

Design Projects

- Andy Romano Beachfront Park – The second phase of the public engagement process "Choose" has been completed. This phase consisted of one public meeting, a meeting with the City's Quality of Life board and Leisure Services board, and was followed by a presentation to the City commission in which 2 design concepts were presented. Based on the input received from the City Commission, the consultant is proceeding with finalizing the conceptual site plan. The Consultant intends to return on September 6th to present the revised concept plan for final approval by the City Commission.
- SR40 Sidewalk / Trail Phase III- Compiling FDOT submittal requirements.
- Central Park Paving – Stormwater management plan for paving parking and road areas is in progress.
- Tomoka State Park- Compiling FDOT submittal requirements.
- Ormond Scenic Loop- Prepared presentations of final documents and obtained time extension.
- Mast Arm Replacement on SR40- Attended 90% meeting for plan review.
- OBSC Pop Warner Football Field – Staff is in the process of soliciting a cost to design the project and looking into alternative locations other than the existing overflow parking area.
- Transfer Station Pump Station - Met with consultant to discuss 50% plan design for station rehabilitation.
- N. Halifax Dr.- Roadway improvement plans are 60% complete and includes areas of roadway reconstruction, roadway resurfacing, stormdrain repairs and extension of reclaimed watermain. Reclaimed water main requires directional drill beneath Granada Blvd which requires specific plans for FDOT permitting, which is being negotiated for design with consultant.
- Tymber Creek Phase I & II - County has completed remaining property acquisition for right-of-way.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Staff met with design consultant to review final plans. Prepared disposition memo to present results of the selected contractors for pre-qualification for bidding the project.
- City Hall Landscape Renovation – Staff is soliciting written quotations for this renovation work.
- Cardinal Beach Approach – The proposed design was reviewed by the County without comment. Staff will acquire the necessary County ROW permit.
- Nova Road Tree Relocation- Staff is working up a plan to solicit written quotations.
- Side Street Lighting Conversion – Staff is testing a sample fixture that has been installed on Tomoka Avenue by the library entrance.
- Wooden Pedestrian Walkway Lighting Replacement - Staff has temporarily placed this work on hold as the handrail and decking replacement must be completed first. The project materials are currently being stored at the PW facility.
- Stormwater Study – FEMA has approved the inclusion of the Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – The City Commission directed staff to delete the sidewalk, keep the road with 10 foot lanes, and include high back Type F curbing. Staff is working with the consultant on the revised scope of work and additional costs to the contract for the design alternative review that occurred.
- 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. Staff The SJRWMD has indicated the permit will go to the governing Board for approval in August for the interconnection of the lakes between Hand Avenue. Engineer is now finalizing plans for bidding.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include

the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May storm event. Sent final plans to FEMA for approval.

Department Activities

Administration

- Prepared a report on midblock crosswalk at Old Tomoka Road.
- Contacted Volusia County to repair flasher on Beach St at Arroyo Pkwy.
- Responded to inquiry from FDOT on the Mast arm that was hit as a result of vehicle crash at Nova and US 1.
- Field reviewed five ATT permit applications, processed one and sent comments on remaining four.
- Field reviewed TECO permit application for a 2" and 4" pipe installation and sent comments.

Customer Service

- Tree locate at Coquina Point Subdivision Entrance for Neighborhood Improvement Division.
- Tree locate at 1000 John Anderson for Neighborhood Improvement Division.
- Researched, located and supplied documents relating to ownership and maintenance of the retention pond for the Harbour Lights Subdivision per Stormwater Division request.
- Researched, located and supplied documents relating to the streetscape design on E. Granada (between John Anderson and Halifax) per Risk Management request.
- Researched and provided Right of Way verification at A1A / Vining Ct. intersection for Neighborhood Improvement Division request.
- Staked out the property line at 1306 Overbrook for Neighborhood Improvement Division Code Violation complaint.
- Provided lot grading plan to Builder for Breakaway Trails Ph 2.
- Provided drawings of the N. Halifax reuse extension project to Quentin Hampton.
- Responded to Mr. Humphrey's inquiry regarding ATT work on Reynolds St.

Meetings

- On site meeting with Streets Division for right of way verification and tree locate 600 N. Center St.
- Met with FDOT on Tomoka State Park and SR 40 sidewalk phase 3 plans specifications requirements.
- FDOT meeting on Mast Arm Replacement 90% plans review.
- Met with representative to consider expanding concrete pavement application in the city, for roadways and parking lots. Some of the benefits are improved longevity and reduced heat index. Rerouting traffic for concrete curing time on roadways would present challenges in currently developed areas; however, parking lots seemed to be a plausible application.

Other

- FS 92 preemption signal restore to service.
- Attended Customer Service Training.
- Responded to the sight distance problem at A1A and Standish.
- Reviewed South Ormond Recreation Center for CCTV Surveillance.
- 32 projects were inspected.

- Environment Management

- Street Maintenance

- Asphalt/Concrete

- Poured slab for generator at Fire Station #94 -2301 Airport Road
- Poured a concrete slab in the parking area at 75 John Anderson Drive
- Poured a concrete slab sidewalk for the Water Department at Seminole & Oleeta
- Formed a basin & gutter at 28 Mayfield Circle
- Repaired Streetscape pavers on SR40 – US1 – Orchard – on-going job

- 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 on Parkside, Sterling Circle, at the Airport, and Pleasant Drive
- Tree removal on Division at Center

- Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted concrete crew at Fire Station #94 – 2301 Airport Road
- Repaired banners on Granada Bridge
- Attended LEAPS Customer Service class
- Repaired potholes on Leeway Trail

- Sign Shop

- Repaired or replaced signs at the following locations:
 - 224 S. Ridgewood Ave., replaced a vandalized 25 mph sign
 - Harvard Dr. & Riverside Dr., replaced a missing Harvard Dr. street name
 - 668 N. Halifax Dr., covered graffiti on the back of a sign with aluminum spray paint
 - Nova Recreation Complex at north exit, reinstalled a stop sign post hit by a vehicle
 - Coolidge Ave. & Hand Ave., straightened the stop sign & street names
- Installed “No Motor Vehicles” sign at both ends of the trail between Division Ave. & Cherrywood Dr. as requested by the Ormond Beach Police Department. We also installed a sign on the north side of Cherrywood Dr. at the trail entrance
- Started fabrication of 18-“School Hours” signs & 18 “Speeding Fines Doubled” signs as requested by the Ormond Beach Police Department to comply with the Florida Statutes, Chapter 316.1895

- Stormwater Maintenance

- Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Flooding Investigations – approximately (14)

- Pumping – Casements Pond – pumped out Tuesday, Wednesday and Thursday to repair Tarpon and pump with Paul Baliker (artist)
- Replaced top slab at 181 Willow Run (pictures)
- Cleaned inlets – Zones 1 & 3
- Vacon – Maintenance at 181 Willow Run, 1 basin; Wash Rack at Fleet, 2 basins; and 10 Prairieview Lane, 1 basin – 350' line
- Reachout Mower – Maintenance at Hand Ave. ditches, Arroyo Parkway pond, Santa Fe ditch and Fleming ditch
- Ditch Spraying – Cherrywood, Andalusia to RR tracks, Hidden Hills, SR40 and US1

Street Sweeping/Streetsweeper

- 88.7 miles of road cleaned (This is for 4 days)
- 29.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
28,183

PM Services completed for the week

Emergency—Vehicles and Equipment
12

Non-Emergency Vehicles and Equipment
24

Road Calls for the week
0

Accidents for the week
0

Quick Fleet Facts:

- Fleet has 12,660 gallons of unleaded fuel 6,657 gallons of diesel fuel on hand.
- Fleet completed 60 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
- Chemical Bids – Bids were received by Palm Coast. Copies of the Bid Tabulation are being prepared for distribution to the cities that participated in the joint bid.
- 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 reclaimed water available at the wastewater plant for mixing without exceeding conductivity limits established by FDEP. Quentin L. Hampton (QLH) was hired to revise the monitoring location for conductivity from the plant to the reuse storage tank and investigate chemical additives to control snail growth. Discharge Monitoring Report (DMR) data and conductivity water quality test results are being obtained by staff.
- A 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. The estimated cost for this proposal is \$29,690.

- 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. A meeting was held with the Engineering Division and consultant to determine the optimal piping configuration to fill storage tanks at Hunter's Ridge with reclaimed water – final plans revisions being coordinated with QLH.
- Fire Hydrant Replacement Program – Construction is underway by contractor. Hydrants were replaced on Ridgewood and Lincoln Avenue with outage notices and precautionary boil water notices and rescissions prepared and performed by Water Distribution staff.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pumps are now being operated for a week prior to being off line for performance review and rag removal from between the impeller and wear ring. The consultant prepared a letter to the contractor requesting a schedule for adjusting the impeller wear rings, performing vibration testing and completing programming modifications to more readily enable low flow pump operations during the midnight shift that prevent excessive cycling from occurring. The manufacturer will be visiting the plant next week to adjust the clearance between the impeller and wear rings and perform repairs to the VFDs. Punch list items were prepared by the consultant and sent to the contractor. Invoices incurred from Thompson Pump for pump rental for pump station bypassing are being tallied prior to sending the contractor a request for reimbursement. The total amount of money requested by the consultant, Brasfield and Gorrie and the bypass pumping exceeds the retainage withheld from the contractor. Legal is working on determining how this additional expense will be processed. At the present time, the contractor is cooperating to complete the project.
- Ormond Beach Wastewater Treatment Plant Expansion – A connection to the 36-inch main is being made to serve the proposed filter. Sodium bisulfite tanks are installed and placed into operation. Existing tanks are being removed. Work is continuing on replacing the chlorine contact tank bypass channel.
- Lift Station Repair and Replacement Project - Pay Application 20 was reviewed. Construction drawings were received and the invoice was released for payment. Punch list items were given to the contractor. Request for clearance forms from FDEP were received and are being processed.
- Rima Ridge Wells – Volusia County Health Department will be visiting the wells at the end of this week. Most all punch list items have been completed by the contractor.
- Tiffany Circle Water Main Replacement – A request for clearance was submitted to Volusia County Health Department. As-built drawings, received from the contractor's surveyor were reviewed by GIS. Comments were sent to the contractor for implementation. Abandonment of the existing water main and connection of new services remain for completion once clearance for the system is received from Volusia County Health Department
- Town Square and Lift Station 4M1 Rehabilitation – Bid plans were received from the Engineering Division. Specifications are being prepared.
- Water Plant Aerator Rehabilitation – The City Commission packet was returned from the Legal Department until a decision is made as to whether a sole source award will be recommended for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
- Water Plant SCADA – A City Commission meeting memorandum recommending that McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations was prepared. The memo is being reviewed prior to submittal to the Legal Department.

- SPRC: Reviewed the draft set of record drawings for the Eagle's Lodge project. A final inspection of the site was conducted this week. Energizer water connection work currently being coordinated with contractor. The water main tie in is scheduled for early next week. Received Dodson Creek Office Center plans for review.
- Public Works Utilities staff collaborating with Engineering for repair methods and proposals for sewer and storm piping cracking discovered at SR40 and Halifax Ave. The sanitary sewer repair work was completed, awaiting final televised results.
- Transfer Station Lift Station Upgrades – Met with Engineering and the consultant to review the plans. Lift station size of 205 gpm was agreed upon.

Water Distribution

- Exchanged 7 water meters, installed 2 new water services
- Replaced 7(3 under roads) water services, and 16 meter boxes/lids
- Responded to and/or repaired 9 water service leaks
- Assisted 1 customer with misc. water issues, disconnected 1 water meter
- Flushed mains to resolve 4 cloudy water complaints, 1 low pressure complaint
- Flushed Sawtooth subdivision, Misners Trail Subdivision, Old Tomoka Rd, Seville St, Cordova Ave, N. Ridgewood Ave, Lincoln Ave, Ormond Lakes Subdivision (phase 1)
- Tested a 2" water meter on the high user list and the 8" meter serving Bermuda Estates, scheduled 4 meters for testing
- Installed and tested 2 city owned backflow preventers
- Repaired two 2" water main leaks at 60 N. Halifax Dr and at the intersection of Arroyo Pkwy/Buena Vista Ave, and a 6" water main on Seville St
- Completed the notification, shutdown, and replacement of the fire hydrants at 204 and 248 N. Ridgewood Ave, and 51 Lincoln Ave
- Valve Maintenance: located and exercised valves N. Ridgewood Ave, Rosewood Ave, Hernandez Ave, Highland Ave, Dix Ave, Lincoln Ave
- Completed notification and shut down for new water main connection on Seville St with JD Weber construction
- Leak Detection: 79 leak noise loggers in place listening for leaks in Ormond-by-the-Sea.
- Rebuild a 2" fire hydrant construction meter and added a backflow preventer
- Rescinded boil water alert for Oleeta St, Wilmette Ave, and Cordova/Seville St's.

Water Treatment

- Delivered to the City 40.311 million gallons for the week ending Aug. 7, 2011 (5.762 MGD)
- Backwashed 11 filters for a total of 436,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators under full load for routine PM.
- Sampled and cleared for rescinding six Precautionary Boil Water notice

Waste Water Collection – Reuse

- Crews responded to two trouble calls out west Breakaway/Hunter's Ridge area and one in town.
- Checked irrigation system at Breakaway and Hunters Ridge.
- Televised sixteen sewer laterals.
- Root controlled five sewer services.
- Repaired 4" sewer lateral at 320 Forest Hills Blvd.
- Crew cleaned #3 clarifier and removed 275 lbs of rags.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course.
- Crews continuing cleaning and televising John Anderson Dr.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 26.25 Million Gallons.

- Produced 21.53 Million Gallons of Reuse.
- Produced 4.72 Million Gallons of Surface Water Discharge.
- Influent flows average for the week is 3.75 MGD, plant designed for 6 MGD
- Hauled tons of sludge 123.0 (14%-18% Solids).
- Completed DMR-QA testing for USEPA.
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

Water Plant - Well Fields - Booster Stations

- Replaced contacts on backwash transfer pump #2 motor starter.
- Checked Thickener rake control for operations.
- Changed out solenoid valve on the sodium hypochlorite generator
- Repaired two leaking hypochlorite lines under the parking lot
- Repaired oil leak on sodium hypochlorite pump #5
- Replaced the tube and variable frequency drive on the #3 lime slurry pump.
- Replaced the bearings on the tube roller on the #3 lime slaker pump.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Installed clean out valve on the #4 effluent valve from the sand filters
- Checked well 28H, found burnt motor, submitted paperwork for Purchase request.
- Met with FPL representative and Bryson Crane service to address clearance issues at Wells 10D and 28H. A primary service line disconnect will need to be installed at both locations. FPL will contact Utilities Manager with scope of work and cost estimate.
- Took generator 340 to Hudson well field, hooked up and tested.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed Booster Station PM's.
- Performed Reuse pump station PM's and repairs.
- Supervisor and Foreman LEAPS training course.

Wastewater Plant – Lift Stations – Reuse System

- Pulled pump at Towne Square liftstation and removed debris clogging pump.
- Met with office staff at San Marco apartment complex to coordinate upcoming liftstation rehab activities.
- Checked Deer Creek and Cypress place RTU's.
- SCADA Repair to 14 liftstations.
- Monthly PM's to 18 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 2 stations(Pull pumps, etc)
- Pulled bad 3127 pump from dewatering station and replaced with one from inventory. Sent motor to FLYGT for rebuild.
- Centrifuge #1 – repair grease gun – priming issue
- Screw pump #1 not working – found motor starter in control cabinet not engaging due to broken screw. Replaced screw and placed back into operation
- Sand Filter #1 – north crane not working – found winch to be bad – replaced assembly with new winch inventory.
- R.A.S. #5 – replace hardware at volute inspection port – old hardware stripped at threads – rethread holes – installed new threaded studs – installed new wing nuts for port cover
- Assisted at Influent pumping station with deragging activities.
- Deragged 4 submersible aerators.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Performed PM Service to all plant equipment.
- Utilities Division completed 71 work orders as reported in MP2 computerized maintenance management system, of which 43 were PM work requests and 28 were repair work orders.