

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 10, 2010

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:

- Agenda reviews with Mayor and Commissioners
- Weekly meeting with City Attorney

Spoke to, attended and/or met with:

- Met with Mike Sibley of James Moore and Company (Auditors)
- Met with Howard Marlowe (Lobbyist)
- Dorian Burt with Highlander Corp.
- Team Volusia
- Hotel Lodging Association
- Attended Pensions Webinar
- Phone conference with Doug Bell (Lobbyist)
- Habitat for Humanity Open House
- Business Park Unveiling

City Clerk's Office

In addition to routine City Clerk activities the following projects are underway:

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms, recording and transcribing meetings):
 - City Commission Meeting
 - City Commission Advisory Board Workshop

Community Development

Planning

- The Joint Permit Counter is considered operational. Final touches are being made but all personnel have been relocated. The former building location is closed.

Building Inspections, Permitting & Licensing

- 81 permits issued with a valuation of \$2,036,467.00
- 220 inspections performed.
- 6 business tax receipts issued.

Development Services

- Two projects were received this week for SPRC review. The first is a re-submittal of a lot split for Olive Grove. The second is a new submittal involving Vanacore Storage located on Portland Avenue (west of US1)

Economic Development

Ormond Crossings

- Tomoka Holdings is preparing the revised PMUD and development standard material for staff review.
- **Staff received notice that the application to the Florida Planning and Zoning Association Surfcoast Chapter for Ormond Crossings as the Outstanding Master Plan Project of 2010 was selected.** The award dinner will be held on December 10 at the River Grille Restaurant in Ormond Beach at 6 PM.

Airport Business Park

- Staff has installed the directory sign at the entrance to Sunshine Boulevard. The two monument signs were installed to replace the old wooden signs at the entrance of Sunshine Boulevard. Landscaping improvements have been completed. The unveiling ceremony was held on Friday, December 10.
- Staff met with the CEO of Pace Analytical regarding their planned 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. The site plan is being finalized. Staff is working with County Economic Development and Center for Business Excellence representatives to apply for economic development incentives. Volusia County has approved local 20% match for a State tax credit as part of the Qualified Target Industries economic development program. The application was approved by the County Industrial Development Authority for a tax-exempt industrial revenue bond of \$2.5 million. The County Council is scheduled to review and finalize the bond application at next week's Council meeting. Staff is working with Pace to complete an application for ad valorem tax abatement, which will be presented to the Commission.
- Staff met with the management of Emergency Communication Networks (ECN), a high technology company in the Business Park, to finalize plans for constructing a conduit and fiber cable between their current facility, located at 7 Sunshine Boulevard and 1 Sunshine Boulevard, which ECN has under agreement to purchase and expand their business and create approximately 20 new high wage jobs. Staff will process the plan and application for the conduit project when it is filed.

Ormond Beach Chamber

- Staff met with a local bank to discuss the feasibility of formulating a business loan pool program. Further discussion with the bank and SBA is expected.
- Staff met with the Chamber's Economic Prosperity Committee to provide an update on the economic development projects.

Prospective Business Attraction/Retention/Expansion

- Staff participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Staff continues working closely with Energizer management on a number of other site and transportation matters.
- Staff continues working with Putnam State Bank and a prospective buyer of the Billy's Tap Room property regarding reopening and renovating the restaurant.

Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) has selected 3 candidates to visit Volusia County for a series of meetings and tours on November 4. Helen Cauthen,

VP of the Greater Greensboro North Carolina Economic Development Alliance was selected and accepted the CEO position.

Airport Operation and Development

- Staff continued to work this week with Hoyle, Tanner and Associates (HTA) on planning and funding issues for the projects to relocate Taxiway "A," renovate Taxiway "C," and construct a public use heliport. The City is in possession of Joint Participation Agreements with FDOT to provide funding for these projects, and grant applications for FAA participation will be forwarded subsequent to the bidding process.
- Final design concepts for the construction of Taxiway "A" require minor re-alignment of Taxiway "E" in order to provide continuity of ingress and egress for the runway. Staff received confirmation this week that both FAA and FDOT will fund this additional project aspect. Supplemental agreements are being prepared and will be presented to the City Commission to address work on Taxiway "E."
- Staff was apprised this week that the FAA will require an interim update of the Airport Layout Plan (ALP) in order to afford participation in the projects to relocate Taxiway "A," renovate Taxiway "C," and construct a public use heliport. Supplemental agreements are being prepared and will be presented to the City Commission to address work on the required ALP update.
- Staff conducted a final review of bid proposal documents related to the installation of surveillance technology at the airport. This project is being managed in concert with a project to install similar surveillance elements at the Airport Sports Complex.
- Staff met with current and prospective tenants of the airport southeast quad regarding proposals to construct hangars and other general aviation facilities in that location.
- Staff was previously apprised that a keypad unit on the airport Automated Weather Observation Station (AWOS) has malfunctioned and must be replaced. A rebuilt unit has been acquired, and will be installed in concert with other scheduled work at the ATC tower in order to minimize costs
- Staff has posted the latest airport traffic counts on the City website. Annual traffic is down 32,065 operations as of November 30, 2010. This represents a reduction of 22% over last year.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation of fiscal year end and annual audit reports.

Completed Projects - Weekly

- Processed 41 Journal Entry Batches (# 778 – 879).
- Approved 22 Purchase Requisitions totaling \$99,004.60.
- Issued 18 Purchase Orders totaling \$460,428.96.
- Ten (10) "Letter of Intent to Award" were mailed out to the firms submitting for Bid No. 2011-02, Decorative Lighting Installation – Downtown Streetscape, on 12/9/2010.
- Prepared 122 Accounts Payable checks totaling \$314,948.82 and 22 Accounts Payable EFT payments totaling \$113,889.64.
- Prepared 55 Payroll checks totaling \$46,398.30 and 314 Direct Deposits totaling \$382,069.91.
- Transferred IRS 941 payment of \$150,623.91.
- Processed 4,284 cash receipts totaling \$2,197,234.42.
- Processed 1,091 utility bill payments through ACH totaling \$61,523.08.
- Processed and issued 5,551 utility bills with billed consumption of water of 33,062k.
- Issued 810 past due notices on utility accounts.

Public Information

- Press Releases
 - Airport Business Park Improvements (12/10/10)

- Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.
 - Attended quarterly County Local Mitigation Strategy (LMS) meeting.

Fire Department

Weekly Statistics

3	Fires
9	Fire Alarms
1	Hazardous
57	EMS
7	Motor Vehicle Accidents
29	Public Assists
106	TOTAL CALLS

Medical Call Type

1	Abdominal Pain	2	Fall Victim
2	Back Pain	2	Psychiatric Problems
14	Breathing Problems	3	Traffic Accident
4	Chest Pain	2	Traumatic Injury
2	Convulsions/Seizure	2	Unconscious
4	DOA	3	Unknown Medical

41 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies:
10 calls – Volusia County
- Aid received from other agencies: **2 calls – Volusia County**
- Total staff hours provided to other agencies: **21 hours**
- Total staff hours received from other agencies: **1 hour**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **0**
- # of overlapping calls: **24**

Significant Incidents

Date: Monday, 11/29/10

Address: Airport Rd. & US1

Dispatch Time: 10:39 AM

Cleared Time: 11:37 AM

Incident Description: Responded to Airport Road by Riverbend Park for a vehicle fire. A small four door passenger car veered from the roadway into heavy brush causing a fire which engulfed the vehicle and started a small brush fire. Ormond Beach Fire Department Rescue Engines 93 & 94 along with Tender 94 participated in the fire suppression and hazard mitigation at the scene. The passenger escaped from the vehicle

without apparent injuries and was transported by EVAC Ambulance Service to the hospital for evaluation. The Ormond Beach Police Department are investigating the cause of the accident.

Units on Scene: Ormond Beach: Rescue Engine 93, Rescue Engine 94, Tender 94, Battalion 90, EVAC and OBPD.

Operations

- Continued flu shot program at Station 91 with 6 vaccines administered this week with an overall total of 350.
- Conducted new hire interviews for Firefighter/EMT vacancy.
- Battalion Commander and 3 paramedics attended Intraosseous training at Halifax Medical Center.

Activities

- Inspected 70 hydrants and placed street reflective markers as needed.
- Updated 25 pre-fire plans.
- Conducted 3 fire inspections.
- Visited 4 homes for smoke detector checks.
- Conducted monthly healthcare provider CPR class at Station 92 – 5 students.

Training Hours

18	Donning & Use
5	EMT Refresher Module
2	Leadership
6	Medical Director Special Procedures
6	Pre-Planning
6	Pump Operations
6	Technical Rescue

49 TOTAL STAFF HOURS

Human Resources

Staffing Update

Job Requisitions

- Fire Department – Office Manager
- Public Works/Fleet Operations – Mechanic III
- Police Department – Victim Advocate Coordinator

Approved/Active Recruitment

- Police Dept - Community Service Officer

Screening/Interviews Scheduled

- Fire Department – Firefighter/EMT (Close to 300 applications were received). 15 applicants were interviewed by Selection Committee on 11-30-10. Top four (4) applicants were interviewed by Chief Irby on 12-08-10. Final selection pending.
- Leisure Services/Registration - PT Office Assistant I - applications forwarded for review.
- Leisure Services/Community Events - PT Community Events Technician - applications forwarded for review.
- Police Department – Lieutenant (2) – Candidates to be assessed by Selection Committee on 12-16-10. Chief and HR Director to interview final candidates.

Background/Reference Checks

- Leisure Services/Sports – PT Recreation Leader applicant.

Job Offers

Terminations/Resignations/Retirements

- Police Department – Victim Advocate Coordinator resigned effective 02-25-11.

Promotions

Demotions

Transfers

- Temporary transfer of Evidence/Crime Scene Custodian to vacant Community Service Technician position effective 11-08-10.

Public Records Requests

Risk Management Projects

- Total recovery for subrogation and restitution demands for November \$23,959.68.

Information Technology (IT)

Work Plan Projects

- Document Imaging – City Clerk project – Preparation for RFP
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 56 New work - 54 completed - 29 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	33,000	Inbound E-Mails Blocked	26,748
Delivered Inbound E-Mails	6,117	Quarantined Messages	135
Percentage Good Email	18.5%	Virus E-Mails Blocked	4

- Notable Events: Prewired the Joint Permit Counter area for Phones, Computers, Printers and Copiers. Facilitated the move of the employees to the new area by handling all technology related equipment moves and changes to minimize employee downtime.

Geographical Information Systems (GIS)

- Addressing Additions: 2 Changes: 0 Corrections: 0
- Map/Information Requests: 21
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administration

- Attended LS Administrative Staff meeting
- City Santa Shopping Day
- Hosted Programming Staff Meeting
- Attended Public Works Meeting
- Attended City Manager Meeting
- Attended City Commission Meeting
- Field Usage Discussion
- CCTV Surveillance Meeting

- Park Visits/Inspections
- Attended Soccer meeting
- Attended Movies on the Halifax
- Attended Sports Turf Managers Meeting

Athletics

- Seabreeze High School boy's and girl's soccer continued practicing this week on Tuesday and Thursday at the Sports Complex, fields #6 and #8. They practice daily from 3:30 to 5:45pm. They also had games this week on Wednesday night at 5 and 7pm.
- City's Girl's Basketball Program started their game season this week, on Monday through Thursday night, 6 to 9pm, and Saturday morning, from 10am to 12 noon at the Nova Gym.
- OBYBA Boy's Basketball Program also started games this week at Nova Gym and at South Ormond Gym. Games were on Monday, Wednesday, and Friday nights, 6 to 9pm, and Saturday morning from 9am to 2pm. They also had games at Nova Gym on Monday through Thursday nights at 6pm.
- The Ormond Beach Soccer Club's Competitive Teams continued practices on Fields #5 #6, and #8. Fields #1 - #4, as well as #9 & #10 are closed due to winter rye seeding.
- Upcoming Activities: Men's Winter Softball League

Athletic Field Maintenance

- Mowed common areas.
- Mowed South Ormond outfield, prepped infield.
- Cleaned South Ormond Rec. tennis and basketball courts.
- Cleaned tennis, basketball, and handball courts at Nova Park.
- Mowed infields and outfields at Nova Park.
- Cleaned Skateboard Park.
- Cleaned tennis and handball courts.
- Picked-up and dropped off equipment to Fleet on daily basis.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of Maintenance building.
- Mowed soccer #3 - #10, twice a week
- Cleaned up after daily use of the soccer fields 5-8.
- Prepped co-ed field for Lady Renegade's competitive club practice.
- Repainted a full size soccer field on field #7. Put out nets and flags for Seabreeze girls J.V. and varsity, Seabreeze boys J.V. and Varsity, CCA boy's varsity and Riverbend boys and girl's varsity games throughout the week.
- Over seeded with rye grass softball fields #2 and #4.
- Hosted youth football tournament over the holiday weekend.
- Began to rebuild pitcher mounds and all clay areas of baseball infield.
- Started mowing the rye grass on baseball fields, daily.
- Sprayed softball and soccer fields with Certainty herbicide #3, 9, 10.
- Removed goals from soccer #2 that were placed on the closed field with no authorization.
- Cleaned out baseball building, getting ready for the umpire school.
- Changed the cutting heights of the reel mowers for the rye grass.
- Worked with fence contractor with the location and installation of softball batting cages.
- Mowed, weeded and cleaned up debris in dried up retention area at Ormond Beach Sports Complex.

Senior Center

- Granada Squares Dance, Tuesday
- Tomoka Duplicate Bridge, Tuesday, Saturday
- Daytona Community Church, Thursday
- Square Dance, Friday
- Chinmaya Church, Sunday

Performing Arts Center

- Staff prepared for the Our Children First Holiday Talent Show Rehearsal (Thursday) and show (Saturday), and Indian Cultural Society Concert (Monday).
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Skits, CMT
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap,
 - Wednesday - Show Club Skits, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
 - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
 - Friday – Theatre Workshop, Green Dance, CMT
- The Performing Arts Center is preparing to host the following events:
 - Our Children First Holiday Talent Show, December 10th, 7pm \$10, \$8, \$6
 - Indian Cultural Society Concert, December 13th, 7pm

South Ormond Neighborhood Center

- Splash pad closed on December 1st until Spring
- Open weight room during Center hours
- Neighborhood Park opens sunrise until 10:00 pm
- Youth basketball games Monday, Wednesday, Friday and Saturday; weekdays 6:00 pm to 9:00 pm and Saturday 9:00 am to 1:00 pm
- Youth Basketball practice 6:00pm until 8:30pm, Tuesday and Thursday

Community Events

- Attended staff meeting
- Weekly administrative tasks and office work
- Attended events meeting
- Final planning for HOHO Parade
- Shopped for holiday supplies
- Scheduling of dates for Santa On The Go and Santa Calling
- Walk with the Manager, Thursday, December 9th, Rockefeller Gardens
- Refurbishment of Santa mail boxes and Santa chair
- Coordinated activities with Gift of Christmas concerts
- Coordinated activities for the Holidays at the Casements concert
- Coordinated activities for the Breakfast with Santa event
- Cleaned out area for storage of new sound equipment
- Parade preparations

Gymnastics

- Welcomed several new students in Cheer class
- Prepared for beginning of new session of classes
- Developed training plan for a new boys competition team
- Preparation of level 7 student for January competition

Nova Community Center and Special Populations

- Nova conducted regular adult classes in jazzercise and “take off pounds sensibly” (TOPS).
- FitGyms conducted their personal training, tennis lessons and FitMoms.
- 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.
- Nova Community Center continued fall programs including the Activity Class and Miss Debby’s Dance Classes.
- Girls Basketball was on Monday, Tuesday, Wednesday and Thursday evening in the Nova Community Center gymnasium through the Athletics Division.
- Challenger Basketball met on Tuesday. Volunteers assisted with coaching and as “buddies” for the special needs participants.
- Seabreeze High School volunteers from the Exceptional Student Education program helped with cleaning of the exercise room and the game room.
- The Men’s Winter Softball meeting was on Thursday evening through Athletics.
- The annual Hoop Shoot was on Saturday from 9:00 am until noon. Over 100 participants, ages 8-13, competed in the free throw contest to advance to the district competition.
- The Special Populations Winter Holiday Event was on Friday evening. Close to 200 participants attended the event and enjoyed dancing to DJ Ryan Knox, pictures, arts and crafts, dinner and fun.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily.
- Gala strike on Monday throughout the home.
- Yoga session over until after the holidays. Resumes first week in January.
- Tai Chi Classes cancelled until January.
- Zumba Classes continued this week on Tuesday evening from 6:00pm to 7:00pm.
- Pilates classes continue every Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- Staff assisted with the weekly Farmers’ Market this week on Thursday from 12:00pm to 5:00pm
- Staff assisted Community Events with final parade needs including, street captains sheets, judges packets, emcee notes and emcee packets, and printing and assembling all the VIP badges, committee badges and volunteer badges. Staff also purchased all items needed for the VIP reception to be held prior to the parade Saturday evening.
- Staff previewed movies for the double feature movie night on Friday.
- Staff purchased items for the concessions for Friday Movie Night.
- Staff set up for The Casements Camera Club Holiday Party rental for Thursday evening from 5-9pm.
- Staff set up for Champion Elementary’s Staff Holiday Party Rental on Friday from 5-10pm inside The Casements.
- Staff set up for the Daughters of the American Revolution, Holiday Party rental on Saturday from 11:30-2:30.
- Casements staff assisted working the Home for the Holidays Parade with various assignments including assisting Street Captains with the line up and driving “Rocky” in the parade.

Building Maintenance

- Repaired lighting at the P.A.L. house
- Repaired ladies room toilet at City Hall

- Put up Christmas tree in the atrium at City Hall
- Repaired sink in handicap stall at Fortunato Park
- Repaired leaking drain line at Bailey Riverbridge Gardens
- Continuation of A.C. services citywide
- Repaired shorted-out holiday snow flake on Granada blvd.
- Repaired lighting in rooms 202 and 203 at the Casements
- Repaired electrical short in lighting circuit on Streetscape
- Repaired lighting in 2nd floor staff room at City Hall
- Repaired urinal in men's room at Central Park 1
- Insect control at Cassen park bait house
- Removed handicap rail at S.O.N.C.
- Repaired lighting at the Wastewater Treatment plant
- Repaired electrical short at the Police Dept. firing range

Police Department

Administrative Services

- Property and Evidence Room audit and inventory continuing – nearing completion.
- DARE Graduation – Pine Trail Elementary
- Attended CPAAA Christmas Dinner
- Attended Weekly Dept. Head Staff Meeting
- Attended Chamber of Commerce Sparkler – PAL Toy Collection

Community Outreach

- OBPAL received 50 toys for at- risk youth from the Ormond Beach Chamber of Commerce. The toys will be given out at the December 20th Holiday Party.
- Preparations were made for the OBPAL annual Holiday program to be held at the South Ormond Neighborhood Center December 20th.
- Sixteen youth participated in the SOP program held at Ormond Beach Elementary School.
- Members of the Youth Directors Council assisted with the State of Florida Association of PAL Cheerleading competition held on Saturday, December 4th at Embry Riddle. Youth helped with registration and other set up needs as required.
- OBPAL Athletic Specialist Avery Randolph was selected by the State of Florida Association of PAL to serve as the MC for the State Cheerleading competition.
- Ten youth were honored during the Do the Right Thing luncheon held at the Police Department on December 9th. Youth were selected for the luncheon because each showed integrity and are positive roll models for youth in the community.

Community Services & Animal Control

- Animal Calls responded to 93
- Animal Bites: 4
- Animal Reports 13
- Animals to FHS 16
- Animal Written Warnings 4
- Sick Raccoons 7
- Reclaim Fees Paid 2
- TNR 1
- Animal Licenses purchased 5
- Notice for Renewal of Animal Licenses added to Water Bill this month.

Criminal Investigations

- Cases Assigned: 40
- Cases Cleared by Arrest/Complaint Affidavit: 9
- Cases Exceptionally Cleared: 9

- Inactive: 21
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 25
- Grand Theft: 7
- Auto Theft: 1
- Sex Offense/Rape: 2
- Robbery: 1
- Assaults: 0

Narcotics

- Two search Warrants
- Four Buy Walks

Comments

- Bank Robbery: A Black male wearing a blue bandana over his face entered the Regions Bank located at 180 N Nova Rd. The suspect produced a handgun and demanded money from the tellers. The suspect fled the bank on foot after obtaining an undisclosed amount of cash. The suspect was described as a black male, early 20's, approx 6'0 tall and medium build. The suspect was last seen heading in a northerly direction on foot.

Crime Trends

- We have had a recent rash of smash and grab car burglaries. Investigators are in the process of retrieving video surveillance and latent prints are being examined to indentify the offenders. The perpetrators are targeting vehicles with purses and GPS units left in plain view.

Records

- Walk - Ins / Window 175
- Phone Calls 265
- Arrest / NTA'S 24
- Citations Issued 58
- Citations Entered 43
- Reports Generated 139
- Reports Entered 158
- Mail / Faxes / Request 111

Operations

- 12/2/10 – Car Break –St. James Church. Forced entry to vehicles between 8:00 A.M. and 8:07 A.M. Suspect grabbed visible items left inside of vehicles.
- 12/2/10 – Car Break (2) at Tennis Center on E. Granada - rear parking lot. Items left in plain view within vehicle stolen.
- 12/2/10 - Fraud - adult male arrested after entering three stores at Ormond Towne Square and attempting to utilize fraudulent traveler checks.
- 12/12/10 – Car Break - Winding Wood Trail – Handgun taken from a vehicle
- 12/2/10 - Baker Act - Rio Pinar Trail – juvenile female threatened to commit suicide
- 12/2/10 - Vandalism - S. Orchard St. Adult female subject cut a vinyl top to a Mustang convertible, however, she was unable to gain entry into the vehicle.
- 12/2/10 – Car Break – Fair Oaks Circle – vehicle was entered but nothing was taken.
- 12/3/10 - Myers Act – intoxicated adult male at Rivergate Plaza
- 12/3/10 - Burglary Residence - Gallaten Drive - Lawn Equip taken from garage
- 12/3/10 – Car Break at Cliffside Drive window broken and small amount of cash taken.

- 12/3/10 Fraud - BB&T Bank - E. Granada Blvd. Debit card fraud
- 12/3/10 - Grand Theft - W. Granada. Air conditioning unit taken from the home sometime during the last few months
- 12/3/10 - Grand Theft - 555 W. Granada. Purse taken from business
- 12/3/10 - Larceny - Mirror Lake Dr. \$1,800 cash and coins taken from residence. Cash and coins were last seen in May.
- 12/4/10 - Outside agency assist - Florida Highway Patrol, Conducted breath test for DUI arrest.
- 12/4/10 - Adult female arrested for a warrant
- 12/4/10 - Car Break - Rockefeller Drive, Window forced down and radio equip taken. Tools taken from truck bed tool box
- 12/4/10 - DUI arrest in the 700 Blk. of S.A1A
- 12/5/10 - Stolen Vehicle - 380 West Granada. Motor Scooter taken from the property overnight.
- 12/5/10 - Car Break 600 N. Yonge. Two vehicles entered but nothing was reported missing. Vehicles had been left unlocked.
- 12/5/10 - Burglary, Residence - Wilmette Ave. Shed entered and two (2) surfboards taken
- 12/5/10 - Car Break(s) Two (2) on Putnam Ave. Vehicle was left unlocked. Radar detector, GPS, IPOD and a skateboard taken
- 12/5/10 - Car Break - Fortunato Park. Window smashed and purse taken.
- 12/5/10 - Car Break - N. Ridgewood Ave. Two (2) vehicles entered, same victim. Garmin GPS and radio taken.
- 12/5/10 - Car Break - Cumberland Ave. Garmin GPS taken.
- 12/5/10 - Car Break - Andrews St. Registration paperwork to two (2) vehicles taken
- 12/6/10 - Accident - S. Halifax Dr. Adult male arrested for hit and run crash and Driving While License Suspended.
- 12/6/10 - DUI - S Yonge St
- 12/7/10 - Car Break - 250 N. Nova Rd - Panera Bread. Window broken out and purse with keys, \$50 cash and cell phone taken
- 12/7/10 Car Break - Dustin's, W Granada Blvd. Window broken out and book bag taken;
- 12/7/10 - Car Break - Rosewood Av. Vehicle was left unlocked. IPod, wallet and cash taken
- 12/8/10 - Car Break(s) - Trails Shopping Center and Nova Rec. Center. Six (6) vehicles entered by windows being broken out.

Traffic Unit

- 10-12-00135: Crash w/Serious Injury, Vehicle vs. Pedestrian, 100 block Clyde Morris Blvd. 26-year-old pedestrian was walking southbound in the center of the outside northbound vehicle lane, wearing all dark clothing after sunset. Motorist had no time to react once the pedestrian became visible and struck him front-side first with the front-center of the vehicle. Multiple witnesses informed us that he appeared to be intoxicated. His injuries are critical but non-life threatening.
- Variable Message Board deployed to SR 40 and US 1 to alert motorists of the Holiday Parade this Saturday. Sergeant Smith is has arranged to borrow at least two (2) more VMBs from VC Traffic Engineering to assist us. Operational Plan for the Holiday Parade is complete.
- Sergeant Smith assisted the Training Unit with new hires, firearms qualifications, and training traffic direction and control.
- Traffic Unit is actively enforcing illegal parking in shopping areas during the holiday season. So far, several parking citations have been issued and several disabled parking permits have been seized from people using them illegally.
- Traffic Citations 44

- Parking Citations 23
- Crash - No Inj. 9
- Crash - Injury 3
- Crash - Fatal 0 (1 potential)
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 125
 - Self-Initiated Enforcement Locations:
 - 1500 BLK N. Beach Street
 - US 1 / SR 40
 - Airport Road
 - N. US 1
 - River Bluff / St. Andrews Drive
 - 500-800 BLK Division Avenue
 - 300-600 BLK Hand Avenue
 - 600 BLK Riverside Drive
 - SR A1A
 - Parking Violations – Shopping Areas
 - Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - Tymber Crossings
 - Ormond Lakes

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 4 Cases initiated
- 6 tree removal permit requests
- 29 signs either removed or sign cases created.
- Administrative staff assisted with ninety (90) telephonic and two walk-in inquiries.

Public Works

Engineering

Construction Projects

- US1 Forcemain Extension Phase II- Completed forcemain conversion off the old line and installed new service connections.
- Water Treatment Plant Dist. System Phase II- New watermain has been installed along Railroad St and along Division Avenue to US1.
- Main Trail Bridge- Contractor completed bridge repairs and will begin work on the guardrail next week.
- 2010 Roadway Resurfacing- The following were resurfaced: Idlewood Dr, Atwood Ln, Wildwood Ave and the MacDonald House parking lot.
- Sanchez Stormdrain- Cul-de-sac asphalt was resurfaced.
- Rima Ridge Wells 54, 55 & 56- Floor slab was constructed for pump houses 54 and 56.
- SR40 Sidewalk / Trail Phase II- Processed final change order.
- South Ormond Neighborhood and Gymnastics Centers Improvements- Drywall upper paneling and painting was completed. Project is substantially complete.
- Sunshine Blvd Monument Signage- The monument signs are installed and covered for the ribbon cutting ceremony. The irrigation renovation is 100% complete and the remainder of the landscaping will be completed by 12/7.

- Nova Passive Parks- Staff has rescheduled the start of this project after the completion of the Airport Business Park landscape renovations. The contractor has tentatively scheduled work to begin in December.
- City Hall Parking Lot Repairs- Staff has tentatively scheduled the work to begin on 1/8.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has completed underground utility locates and is preparing for demolition work.
- Joint Permit Center – Project is substantially complete and open to the public

Design Projects

- Beachfront Park - Preparing the RFQ for advertisement on December 19th.
- Alcazar-Buena Vista Area Drainage Improvements- Permits were received from St. Johns River Water Management District to construct stormdrain improvements
- Airport Road Forcemain Extension- Project is being split into two phases. Phase 1 will take the extensions from Nova Road up US1 and down Airport Rd to the River Bend golf course. Phase 2 will thus extend down Airport Rd to Hunters Ridge subdivision.
- Tymber Creek Widening- Reviewed revised road widening plans from the County to address further utility relocation needs and plan modifications.
- OBSC Boundless Playground- The bid award is scheduled for the 12/21 City Commission agenda
- Tomoka State Park- Updated plans and ROW certification.
- Ormond Scenic Loop- Sent contract to consultant for execution.
- SR40 Sidewalk / Trail Phase III- Project is funded for this year – plans will be submitted to FDOT and revised permit will be submitted due to FDOT comments on previous plans. Working on the permits for this project.
- Fire Station 94 Sprinklers- Obtained a bid from contractor for sprinklers working on exhaust system
- SR40 Nova to A1A Interconnect- Provided a new set of plans for right of way certification from FDOT.
- US1 & Nova Rd.- Send comments to FDOT ERC, resend Utilities Work Schedule.
- FDOT Mast Arm Replacement on SR40- Provide information on City's requirement for traffic signal mast arms
- Granada Bridge Decorative Pole Replacement- The materials have been ordered and the installation bid award is scheduled for the 12/21 City Commission agenda.
- Vining Court- The project is tentatively scheduled to be advertised for competitive bids on 12/5.
- Downtown Wayfinding Signage- The bid award is scheduled for the 1/4 City Commission agenda.
- Tarpon Sculpture Installation- Hall Construction is seeking different installation methods as the original proposal over budgeted.
- Wooden Pedestrian Walkway Lighting Replacement - The material purchase bid award is scheduled for the 1/4 City Commission agenda.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Met with Engineer to review 30% plans
- EVRWA Nova Canal Flood Control Study– Final report was approved by the EVRWA and will be presented to the CC for approval on November 3rd.
- Coolidge Avenue Roadway and Drainage Improvements- Bid was approved by the City Commission. Contracts are being executed by the contractor. Anticipate construction starting in January.
- Hand Avenue - Received approval from FEMA for expanded grant request on Hand Avenue. Coordinating the modification details for the final revised agreement. Consultant

submitted the permit modification to SJRWMD to add the pond interconnect channel and bridge on Hand Avenue.

Administration

- Provided estimate and proposed work at US 1 and Hand Ave
- Responded to Volusia County on a pedestrian flasher for S. Ridgewood Avenue
- Responded to Kim Buck on Tymber Creek inspection of roadway work.
- Responded to FDOT and FPL on street lights issues on US 1 and Nova Rd
- Prepared project invoices/pay requests totaling \$95,883
- Prepared work authorizations totaling \$9,960

Meetings

- Attended a meeting with FDOT and Main Street regarding the SR 40 resurfacing/medians from Beach St to Washington Ave.
- Attended the East Volusia Traffic Safety Committee meeting
- 91 Orchard Ln. SWMP stormwater pipe conflict with Building Div.

Customer Service

- Staked out the retention pond corner 54 S Ridgewood for NID request
- Provided and created City Logo JPG for contractor request
- Provided updated aerial map and contours for 22 Aaron Cir. easement complaint
- Provided easement information for 474 Fleming for Streets Div.
- Provided complete set Lakebridge Utility As-Built copies for Utilities Div.
- Addressed 5 customer questions and concerns regarding current and future roadway resurfacing.
- Investigated 3 drainage complaints.

Other

- Completed grade elevation shots of Wildwood Ln. curb installation to determine flow direction.
- 32 projects were inspected.
- 10 roadways were surveyed for pavement condition.

Street Maintenance

Asphalt / Concrete

- Grind sidewalks Corbin to Tomoka, 293 Melrose and Eileen Butts
- Repair sidewalk at 915 Northbrook
- Repair spillway on Washington Street
- Repair concrete apron around storm grate on US1 at Washington Place
- Repair concrete driveway for Water Department 915 Northbrook Drive
- Repair concrete gutters for Stormwater on Peninsula at Jamestown
- Repair asphalt on New Britain E/O of US1

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Pick up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimming at various bus stop benches
- Maintenance and tree inspection citywide
- Trimming at 103 Pinion Circle, 14 Spring Meadows, Flormond Ave., 121 Shady Branch, and 207 S. Ridgewood
- Remove tree on McAlister

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
- Maintenance of various vehicles in Public Works Yard
- Print daily work orders and distribute for job assignments
- Take outgoing daily mail to City Hall and bring back mail for various sections at Public Works
- Assist Wastewater to move concrete barriers with loader at Wastewater Plant
- ROW trimming citywide
- Deliver poinsettias to various locations

Sign Shop

- Begin fabricating HIP (High Intensity Prismatic) street names for intersections along S. Ridgewood Avenue
- Checked sign post down at 815 Oceanshore Blvd. & contacted FDOT Traffic Engineering & they are aware of the sign post & plan to reinstall it by the Holidays
- Assist with installation of lights on 400 barrels for the Christmas Parade
- Fabricated (2) signs to be installed behind City Hall, "Reserved for #209" and "Reserved for #216"
- Mark locations at the approaches to the parade for the lane closure signs
- Repair or replace signs at the following locations:
 - Cuadro Pl. & Winding Woods Trl., replaced a bent stop sign post & installed HIP street names
 - Winding Woods Trl. & W. Granada Blvd., straightened the stop sign post
 - Winding Woods Trl. across from Alicen Ct., straightened a 25 mph sign post
 - Median on Alicen Ct., straightened a "Keep Right" sign post

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Replaced 12' of 18" pipe on Division Avenue
- Replaced 54' of 18" pipe on Jamestown Avenue
- Replaced 28' of 12" pipe on Thackery Drive
- Used – Gradall, dump trucks, pick up truck, whacker and trailer
- Reachout Mowing – Lakebridge, North US1 all FDOT ponds
- Assisted Street Department with barricades for the Christmas Parade – put them together and loaded (4) trailers with barrels

Streetsweeper – Street Sweeping

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

Fleet

PM Services completed for the week

- Mileage Traveled by all City Departments for the week
32,482

- PM Services completed for the week:
Emergency—Vehicles and Equipment Non-Emergency Vehicles and Equipment
42
- Road Calls for the week:
4
- Accidents for the week:
None
- Quick Fleet Facts:
All city vehicles traveled 1,631,854 miles and ran for 20,891 hours during fiscal year 2009-10

Utilities

Projects Summary

- Received SJRWMD request for additional information (RAI #2) upon review of the City's Consumptive Use Permit (CUP) Compliance Report initial RAI response submittal. Preparing feedback to District.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department.
- Cross Connection Control (CCC) Program Management Services: Awaiting feedback for submittal to VCHD requested survey of demographic information concerning City's CCC program. Met with HDI representative to discuss future horizon activities and regulatory updates. Responding to recent information request concerning program from Department of Health.
- Airport Road Force Main Extension – An alternative piping arrangement is being investigated to provide reuse to Hunters Ridge and Breakaway Trails simultaneously.
- Chemical Bids FY 2010-2011 – Innovative Formulations did not complete the specified tests required to demonstrate that the dewatering polymer will perform acceptably. A commission memo is being drafted to award the polymer purchase agreement to Polydyne, Inc. This company was the other bidder for polymer in the joint bid with Palm Coast.
- Fire Hydrant Replacement Program – Six (6) hydrants were replaced. Hydrants were replaced on Central, Plaza Grande, Buena Vista, Grove, Washington and Fairview.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 upon successful demonstration that ragging at the influent pump station is eliminated or reduced to a reasonable frequency. Pumps continue to show intermittent clogging due to rags and lack of final disposition delays issuance of substantial completion for this remaining project item. The pump manufacturer's representative provided comments regarding installation configuration and potential corrective actions required. Removal and reinstallation of one pump was requested by Pentair Water to ascertain whether the vibration is caused by the pump or the installation. The pump wet well was examined to determine if rags are floating inside and not being pumped into the plant. A significant number of rags are found. Quotes are being solicited to clean the wet well. Prepared a sole source memo to obtain a license for the SCADA programming that can be used on the lap top and the main server. A final walk through was performed on December 9 with consultant, contractor and operations staff.
- Ormond Beach Wastewater Treatment Plant Expansion—Corrective measures identified in contract to eliminate partial clogging in the influent pipe to clarifiers is being discussed as for placing into contractors work effort sooner than originally intended. The hydropneumatic tank was removed. The construction of the gravity wall at the toe of slope between the WWTP and the solid waste transfer station lot is completed.

- Gravity Sewer Pipeline Repair – No work was performed this week because the temperature is too cold to properly apply the SewperCoat manhole lining material per specifications.
- Water Treatment Plant High Service Pump Station VFD Conversion - Record drawings were received from the contractor in order to close out the project. These drawings need to be reviewed.
- Lift Station Repair and Replacement Project. The doors remain to be installed at lift station 6M. Contractor is waiting for doors to be delivered. Dewatering system well points are set at the Lift Station OM site. The projected delivery time for the doors at Lift Station 6M is one week. A default of contract letter was prepared and sent to Worsham. The letter notifies the Contractor that all further payments will go to the bonding company. Acknowledgement is required from the Contractor before starting at the Lift Station OM site. The letter is being reviewed by Worsham's attorney. Worsham was asked to have their attorney contact our legal department.
- Root Control Services –The contractor indicated he will be starting in mid January. A purchase order is being prepared. A draft web notice to customer regarding project is being prepared.
- Town Square and Lift Station 4M1 Rehabilitation –. A field visit to the lift stations was performed to assist design understanding.
- Tymber Creek Road Phase 1 – Plans (100 % Design Phase) were reviewed with operations and engineering. A new set of 100% design plans was received from Volusia County.
- Water Plant Aerator Rehabilitation –McKim and Creed provided a proposal to prepare plans and specifications to bid the project. This proposal is being reviewed.
- Water Plant SCADA – A proposal was received from McKim and Creed Engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations. This proposal is being reviewed.
- SPRC - Olive Grove is ordering a meter for water service. The developer could save money by combining the fire and potable water lines. This information was passed on the design engineer.
- Coordinating alternative contract arrangement for biosolids transportation, treatment and disposal services and collective bid for these services with City of Daytona Beach. Specifications and draft contract agreement documents incorporated into Daytona Beach advertisement for bids to be received on December 30, 2010. Forwarded signed proposal agreement and purchase order to FL N-Viro for interim sludge disposal contract.
- Responded to Lakebridge POA concerning excessive sewer billing charges and potential metering solution for consideration.
- Assisted preparation and forward of FDEP Annual Reuse Report and FDEP Lead and Copper notification certification.
- Coordinated Well 34H electrical service repairs with JD Weber performing additional SPRC related drainage items for Huntington Townhome project.

Water Distribution

- Replaced 3 residential - 1 commercial meter.
- Installed 1 new water service.
- Responded to 17 leaks and repaired accordingly.
- Flushed 12 cloudy water complaints
- Replaced/repared 5 water services, and 6 meter boxes.
- Tested 5 city owned backflow preventers, Repaired 3 BFP's - tested good.
- Fire hydrants: Completed notification, shutdown, and replacement with R&M Services to replace 3 fire hydrants at the following locations: Plaza Grande, Fairview Ave, and Central Ave.
- Rescinded boil water alert for the S. Washington St, Plaza Grande, S. Ridgewood Ave, Andalusia Ave, and Parque Dr shut downs.

- Flushed/ exercised valves on University Cir, Plaza Grande, S. Ridgewood Ave, Fairview Ave, Central Ave, Division Ave, Wisteria Dr, Mound Ave, Grove St.
- Replaced valve boxes at 1295 Ocean Shore Blvd and c/o Plaza Grande and Castilla Ave.
- Repaired 3 each 2" main breaks on University Cr., Juniper Dr. and Sea Swallow Terrace.
- Repaired a 10" WM break at 682 S. Ridgewood, leaking under 5' diameter live oak tree, deflected 10" main around tree, installed 60' of pipe and 4 - ¼ bends. Restored parking area in front of home with 10 tons of crushed asphalt to pre-construction condition. Driveway and street repairs pending.
- Moved 2 water services for installation of septic tanks at 21 Oakview Cr. and 106 Roberta Rd
- Cleaned and restock all trucks

Water Treatment

- Delivered 38.068 million gallons for the week Dec. 5, 2010 (5.438 MGD)
- Backwashed 10 filters for a total of 403,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Completed FDEP Certification for Lead and Copper customer notification.
- Sampled and cleared for rescinding five Precautionary Boil Water notices.

Waste Water Collection - Reuse

- Crews responded to three trouble calls in Breakaway/Hunters Ridge area and none in town.
- Forty-seven of seventy-two manholes rehabilitated by Chaz Equipment Inc. Contract ongoing.
- Crews repaired sewer service at 235 Greenwood Ave.
- Assist flow by-pass of WWTP influent lift station to inspect wet well for rag accumulation. Delivered 1.5 inch wye strainer to home owner at 487 John Anderson Dr. for reuse – irrigation system.
- Six sewer laterals televised, three root controlled.
- PEP System Maintenance Activities for period: Repaired clean out at 88 Black Hickory. Adjusted valve box at 49 Carriage Creek. Follow up call at 29 Lake Vista Way & 25 Carriage Creek trouble calls.
- Checked irrigation system at Breakaway and Hunters Ridge.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 22.37 Million Gallons
- Produced 17.49 Million Gallons of Reuse
- Produced 4.88 Million Gallons of Surface Water Discharge
- Influent flows average for week is 3.20 MGD, plant designed for 6 MGD
- Hauled tons of sludge 113.19 (14%-18% Solids).
- Annual Flow Meter calibration is scheduled for Dec 15th
- Sludge samples for EPA 503.13 analysis were delivered to lab.
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
- Preparing Annual FDEP Reuse Report
- Operational activities of mention include influent station temporary bypass and centrifuge troubleshooting.

Utilities Maintenance Division

Water Plant - Well Fields - Booster Stations

- Replaced packing on High Service Pump #4.
- Reset motor overloads on Well 33H.
- Replaced lamps in Operations building.

- Pulled 200 HP motor for HSP #4 and sent out for Evaluation and repair.
- Evaluated all High Service Pumps for reliability and needed repairs, generated list of action items needed.
- Removed old ammonia panel and replaced receptacles and boxes under splitter box due to corrosion from ammonia system.
- Unjammed grit feed belt on slaker #1; PO request was generated for specialized repair and spare parts needed.
- Ran LPRO and Lime softening auxiliary power generators, tested ok inspected system after run.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime softening plant equipment.
- Performed Booster Station PM's.

Wastewater Plant – Lift Stations – Reuse System

- Replace motor starter heaters at 7M pump #1.
- Rehab of PEPS system electric service box for 36 Carriage Creek way.
- Checked chlorine analyzer at WWP for operations.
- Completed Installation of 1st VFD for San Marco liftstation to reduce water hammer to system and reduce stress to discharge elbows.
- Repaired submersible aerator #2.
- Repaired sodium hypochlorite leak at chlorine building.
- Met with utilities engineer and measured 4M1 and Towne Square liftstations for future refurbishment.
- Monitored liftstations to assist US1 Tomoka R. 20" force main after hours.
- Performed plumbing modifications to Clarifier Nos. 2 and 3 for 6 inch discharge piping from portable pumps to disperse flow evenly.
- Underground fiber optic cable to Maintenance building was severed by contractor related – B&G subcontractor replaced it quickly and efficiently.
- Performed PM service to Reuse HSP equipment
- Assisted contractors with plant rehab activities
- Assisted operations staff with following activities: cleaning tele-valves on clarifiers, deragging influent pumps (twice), recycle and RAS/WAS pumps.
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 15 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 4 Liftstations. Pulled pumps check/replace impellers.
- Utilities Division completed 94 work orders as reported in MP2 computerized maintenance management system, of which 63 were PM work requests and 31 were repair work orders.