

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 4, 2009

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 Airport Noise Abatement Plan with staff.
- Site visit to ATC Tower with staff
- Discussed with staff the sewage backup claim of Sid Fraser JAD.
- Held weekly department head meeting with staff.
- Met with Mark Galvin from First Southwest Company.
- Met with Mike Rocca of Brown and Caldwell Engineering
- Staff and I met with consultant on Interchange Justification Report/Interchange Modification Report.
- Met with Joe Mannarino regarding CRA action plan.
- Held meeting with Volusia County, Flagler County and City staff to discuss Hunters Ridge Transportation Impact.
- Prepared slides for budget presentation on September 8th
- Participated in United Way Internal Campaign Kick/Off
- Attended Eastern Volusia Regional Water Authority Special Meeting.
- Shelly Arzola, new HR Director started on Tuesday, September 1st.

City Clerks Office

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

- Prepared for September 8 and September 14 City Commission meetings.

Community Development

- Planning
 - Receipt of responses to the **City issued Redevelopment RFP for the NE corner of US 1 and SR40** was at the close of business on 8.28.09. There were **no responses** received by the City. No further action will be taken at this time.
 - Receipt of responses to the **City issued Energy Grant RFP** was on 8.31.09. The City received nine responses. Staff is currently reviewing the responses to determine if all of them were fully responsive to the RFP. A selection committee will be formed and the top three to four respondents will be chosen for verbal and written interviews. Upon completion of the interview process, staff will negotiate and recommend the best respondent to the City Commission. Recommendation to the City Commission will occur on or after the Federal Government announces the formal award of the \$166,000 grant to the City.
 - Estimated completion date for the **Korean Conflict War Memorial project** is November, 2010. Approximately 30% of the project is completed. The deadline for artist submissions is 9.4.09. To date, 13 artist applications have been received by Ormond memorial Art Museum. The Selection Committee meets on 9.9.09 to review the artist submissions

- Building Inspections, Permitting & Licensing
 - 72 permits issued with a valuation of \$1,110,173.00
 - 219 inspections performed.
 - 7 business tax receipts issued.
- Development Services
 - No new projects have been submitted for review. Wal-Mart, Madison Glen, and several smaller projects have been submitted for second and third review by the SPRC Committee. Wal-Mart is scheduled for PB in September.

Economic Development

- Ormond Crossings
 - Staff is completing their comments to the latest draft development agreement and comprehensive plan amendment documents. Tomoka Holdings is providing the county with options for the Tymber Creek Road reconstruction and alignment mitigation project. Meetings will be arranged in late September to discuss these alternatives.
 - The revised schedule includes meetings with Volusia County Transportation staff in September and once the transportation issues are resolved meetings will be scheduled with the City Commission. The regulatory documents are expected to be completed for City Commission review in late October or early November and following Commission approval will be submitted to the various state and county agencies in December.
- Airport Business Park
 - Completion of the appraisal by Cooksey and Associates for the lots along Tower Circle East in the Business Park has been completed and staff has completed the Real Estate Brokerage Commission program material for Commission approval on September 8 meeting.
 - The grand opening event for **Broadway Limited Imports**, a model train design and manufacturing company located 9 Tower Circle West at the Airport Business Park was well attended on Monday, August 31. Staff also prepared a weekly report of the event.
 - Continuing with the design of the **new directory sign and permanent monument signs** at the entrance of Sunshine Boulevard. and the widening of the entrance of Sunshine Boulevard and Airport Road as part of the County's Airport Road improvement project, which is to begin in September/October. Staff will be arranging a meeting with business owners/tenants at the Business Park and Airport to present the plans and construction schedule.
- Ormond Beach Chamber and Business Development Partnership (BDP)
 - Staff is working with the Chamber and local businesses to promote local business activities throughout the city.
 - Staff briefed the Economic Prosperity Committee on a number of economic development initiatives including projects at the Business Park and airport.
 - Staff working with the Chamber on the state of the city meeting.
- Prospective Business Attraction
 - Participated with the surrounding community economic development practitioners on weekly conference calls with the BDP and County staffs to discuss potential business opportunities. Staff responded to two requests for available industrial sites in Ormond Beach.
 - Staff continues to work with a site selector on an out of state prospect.

- Developing an inventory of available properties, with the assistance of the real estate brokerage community, to better match the prospects and appropriate sites.
- Special Economic Development Projects
 - Staff met with CRA practitioners this week to discuss their concerns and comments with the proposed CRA resolutions. Staff prepared a discussion item for the September 8 City Commission meeting.
- Airport Operation and Development
 - Staff received an executed JPA from FDOT relative to Resolution #2009-60, a grant application to provide **100% funding for airport security fencing and surveillance technology**. Installation of the phase one fencing will be substantially complete this week. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
 - Staff is completing their comments to the latest draft development agreement and comprehensive plan amendment documents. Tomoka Holdings is providing the county Staff received updated FAA quarterly reporting documentation this week, to be used for all current and future projects funded under the AIP grant program. This action was precipitated by confirmation from the FAA that sufficient funding will be made available to complete concurrently all four FY2009 AIP projects comprising the Airfield Electrical Improvements project (bid request 2009-13). Staff is in receipt of the "recommendation to award" documentation for the construction phase of the Airfield Electrical Improvements project. The low bid of \$308,236.90 was made by H.L. Pruitt Corporation. Staff is continues to work with our aviation consultants to prepare and submit the FAA and FDOT documentation required to move forward with construction.
 - Staff conducted further internal **meetings and discussions with Hoyle, Tanner, and Associates to coordinate the closeout of FDOT Grant FM 418463-1**. The project activities funded by this grant are complete, and the outstanding balance of \$104,613.77 will be used by FDOT to pay final invoices pending a final inspection and receipt of project completion and agency certification documentation.
 - Staff conducted discussions with the Finance Department regarding concerns voiced by airport tenants about storm water and refuse billing practices. The Finance Department has undertaken a review of these practices, in an effort to ensure that airport tenants are being billed appropriately for these services.
 - Staff facilitated a visit to the Ormond Beach ATC tower by the City Manager and the Economic Development Director. Steve Brockett, ATC tower manager, participated in discussions regarding voluntary aircraft noise abatement procedures, and the ability of ATC personnel to encourage compliance with the procedures.
 - Staff initiated routine monitoring of aircraft activity at the airport, in an effort to assess compliance with aircraft noise abatement procedures.
 - Staff participated in a conference call with Doug Norman of Hoyle, Tanner, and Associates regarding the feasibility of certain construction projects proposed for the southeast quad of the airport.
 - Staff secured FAA approval for the September 30, 2009 deadline to complete the design portion of the OMN heliport project to be extended to September 30, 2010. Site inspection for the proposed heliport is to be completed this week. It is expected that the design portion will be complete (pending site approval) well before the end of this calendar year.
 - Staff attended the weekly airport safety meeting at Daytona Beach International Airport. Staff conducted discussions regarding implementation of voluntary aircraft noise abatement procedures at the airport. The new ATC tower manager for Flagler County Airport, Greg Upton, was introduced at this meeting.

- Staff continues to work closely with prospective businesses to lease the remainder of the SE Quad properties.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Compile information for continuation of audit by IRS.
 - Preparation of Final Capital Improvement Plan.
 - Preparation of Final FY 2009-10 Proposed Budget.
 - Compliance with TRIM notice requirements.
- Completed Projects
 - Processed 36 Journal Entry Batches (# 4843 – 4942).
 - Approved 35 Purchase Requisitions totaling \$200,389.42.
 - Issued 10 Purchase Orders totaling \$25,701.28.
 - Held opening of RFP 2009-16, Redevelopment of NE Corner of SR 40 and US 1, on 8/28/2009. No Responses, therefore, RFP has been cancelled.
 - Held opening of RFP 2009-20, Energy Efficiency and Conservation Strategy Block Grant, on 8/31/2009. 9 proposals were submitted.
 - Held opening of RFP 2009-18, Employee Group Health Insurance Benefits, on 8/31/2009. 7 proposals were submitted.
 - Prepared 208 Accounts Payable checks totaling \$1,043,993.23 and 14 Accounts Payable EFT payments totaling \$11,177.86.
 - Prepared 60 Payroll checks totaling \$50,445.70 and 325 Direct Deposits totaling \$377,925.92.
 - Transferred IRS 941 payment of \$145,486.55.
 - Processed 4,566 cash receipts totaling \$586,220.47.
 - Processed 980 utility bill payments through ACH totaling \$50,604.57.
 - Processed and issued 2,532 utility bills with billed consumption of water of 10,712K.
 - Issued 757 past due notices on utility accounts.
- Completed Projects - Monthly
 - Total billed consumption of water for August 2009 was 134,026K.
 - Completed 322 Initial Reads for August 2009.
 - Completed 180 Re-Reads for August 2009.
 - Completed 327 Final Reads for August 2009.
 - Completed 242 Delinquent Notices for August 2009.
 - Completed 255 Restore of Services for August 2009.
- Public Information
 - Press Releases
 - Proposed FY 2009-2010 Budget and Public Hearing Schedule
 - Illusionist David DaVinci Gives Back! (Donating proceeds from Ormond Beach shows to PAC.)
 - Zumba Classes at PAC
 - Danny & The Juniors at PAC
 - Human Resources Director Appointment
 - Stories/Photos to Media
 - David DaVinci Record Setting Straitjacket Escapes
- Grants
 - Various grant reporting and reimbursements, files maintenance in preparation for auditors' preliminary visit.

Fire Department

Operations

- The Fire Department began the seasonal Flu Shot Program on Tuesday September 1st. Within a 2 day period the Fire Department administered 158 vaccines. This program will benefit both citizens and the city.
- Contract negotiations were held between IAFF Local 3499 and the City of Ormond Beach.
- Bi-weekly administrative staff meeting held.
- **Weekly Statistics**
 - 3 Fires
 - 5 Fire Alarms
 - 5 Hazardous
 - 64 EMS
 - 9 Motor Vehicle Accidents
 - 20 Public Assists
 - 106 TOTAL CALLS**
- **Training Hours**
 - 4 Allied Health Assisting (Flu Program)
 - 4 EMS
 - 23 EMT Refresher
 - 9 Fire Service Course Delivery
 - 8 Hose Testing
 - 7 Strategy & Tactics I
 - 11 Tactics
 - 9 Technical Rescue
 - 75 TOTAL STAFF HOURS**
- **Activities**
 - 56 Pre-Fire Plan Updates
 - 9 Fire Inspections
 - 10 Hydrant Inspections
 - 2 Blood Pressure Checks
 - 2 Station Tours
 - Smoke Detector Program - 27 Visits, 3 Installed, 10 Inspected
 - Weekly Fire Explorers Meeting at Station 92
 - Public Education Event - United Methodist Church / Senior Citizens Women's Group. Presentation on Fire Safety and "Vial of Life" program.
 - Fire Extinguisher Demonstration - Trained Employees of Merit Medical

Human Resources

Recruitment – Personnel Issues

- PBA & IAFF Negotiations
- Responding to one (1) public records request
- Processing of one (1) new employee for Maintenance Worker II, Stormwater
- New Position recruitment for Engineering Inspector
- Processing of one (1) employee termination
- Applications (7) forwarded to departments for review for Treatment Plant Operator in Wastewater

Claims-related activities:

- Injury report, medical attention. Employee slipped on wet floor injuring knee.
- Property damage report. Private vehicle being driven in parking lot rubbed City vehicle. Scuff marks on bumper may be easily removed.

Property and Casualty:

- Utilities Manager reviewing property appraisal report for WTP and WWTP buildings >\$100,000 in value. Review and analysis of value to insure.

Background Checks:

- Three completed: 2-Maintenance Worker II and Recreation Aid.

Miscellaneous:

- Registration for Section 111 Coordination of Benefits for the Center of Medicare Services in order to comply with Medicare Secondary Payer Mandatory Reporting Provision.

Wellness:

- Met with American Heart Association representatives regarding September 25 Heart Walk. City teams have raised \$2,175.
- Survey Police Department, City Hall and Leisure Services regarding use and contents of snack and beverage vending machines. Goal is to determine if it is sensible to make whole food and organic items available in vending machines.

Information Technology (IT)

- Work Plan Projects
 - Fiber Project – Implemented, tweaking configurations for performance and reliability.
 - Hardened Data Center
 - HVAC plans out to vendors for quotes
 - Electrical Plans out to vendors for quotes
 - Insulation Plans out to vendors for quotes
 - Server Virtualization – Benchmarking prototype server base image
 - Document Imaging – City Clerk project – Project moved to FY 09-10 implementation
- iSeries system (HTE Sungard Naviline) - 20 minutes – Naviline server failure
- Windows Servers: - Large number of MS Windows Security updates to be deployed
- Networking System: - Monitoring additional stress of VPN traffic to the VCSO as a result of the implementation of VCSO Records Management system project.
- Work Orders: - 79 New work - 98 completed - 51 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	61,249	Net Inbound E-Mails	43,307
Inbound Bad E-Mail	17,776	Percentage bad mail	29.3%
Virus Messages Blocked	166		

Notable Events: PD Records system to VCSO – Applications loaded and tested on ALL Notebooks and 20+ desktop systems within the PD facility. Tweaking and resolving minor issues. This has been a large scale successful undertaking for PD, IT and the VCSO.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 1 Changes: 2 Corrections: 0
- Map/Information Requests: 7
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): None
- Notable Events: Updated information on utility (sewer, water, reuse, stmwtr) map books.

Leisure Services

- **Administrative Services**

- Administrative Services highlights
 - Leisure Services supervisory staff meeting
 - City Manager Meeting
 - Recreation Policies Meeting w/Senior Planner
 - Rockefeller Gardens – amenities
 - Memorial contribution meeting
 - Ames Park meeting
 - Soccer Club meeting
 - OB Sports Complex
 - Sports classes registration continued
 - Facilities maintenance meeting
 - United Way meeting
 - Recreation Manager – center visits, planning, etc.
 - Registration office – sports registration

- **Athletics**

- Luis Camacho continues to run Adult Men's Soccer Leagues, 11 vs. 11 and 6-a-side. These are held on Sunday afternoons and Tuesday evenings.
- The Lady Renegades Softball started fall practices this week. Their first fall home tournament is October 3rd and 4th.
- The City's Coed Adult Softball League continued games this week, with 11 teams competing. This is an increase of four teams from last fall.
- The City's Youth Flag Football Program held tryouts (skill evaluations) on Saturday, August 29th. Practices will begin the Tuesday after Labor Day. Games are scheduled to start Sept. 29th.

- **South Ormond Neighborhood Center**

- Splash pad operational hours are 10:00 a.m. until 7:30 p.m.
- Open gym and weight room as per operational hours 1:00 p.m. until close.
- Neighborhood Park opens from sunrise until 11.00 p.m.

- **Athletic Field Maintenance**

- Mowed infields and outfields of baseball fields 1-4
- Mowed soccer fields 1-10
- Mowed common areas
- Painted soccer fields 4, 9 and 10
- Mowed softball fields 1-5
- Prepped softball fields for practice
- South Ormond: cleaned tennis and basketball courts, mowed and prepped softball fields
- Osceola: prepped softball fields, cleaned tennis, basketball and handball courts
- Nova: mowed infields and outfields, cleaned skateboard park, tennis and handball courts, prepped fields 1-5 for practice, fertilized field 5
- Moved bookcases at the Casements

- Moved bleachers from Rockefeller Gardens
- Set up and removed reels from F-10 and John Deere for sharpening
- Sprayed soccer fields 1-10 for bugs and grassy weeds
- Laid out football field on #7
- Prepped, painted foul lines, dragged and marked softball fields #7 for coed
- Applied first coat of paint to football field
- Removed sod and replaced with clay in front of dugouts on baseball fields 1 and 2
- Took sod from baseball fields 1 and 2; fixed bullpens on baseball field 4
- Picked up and dropped off equipment to Fleet on daily basis
- Made fuel runs for equipment

- Senior Center
 - Staff hosted normal evening programming including, Kinetic Expressions Dance Academy, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, and Tai Chi.
 - Construction on the sprinkler system continued this week.

- Performing Arts Center
 - Staff spent the week preparing for the much anticipated Enigma Illusion Show featuring World Renowned magician David DaVinci.
 - 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 Open Dance, Children’s Musical Theatre, KEDA
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet, Judo
 - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children’s Musical Theatre, KEDA
 - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
 - Friday –Greene Dance, Children’s Musical Theatre
 - The Performing Arts Center is preparing to host the following events:
 - September 5th ♦ Enigma w/ David DaVinci (rental)
 - September 5th ♦ Enigma w/ David DaVinci (rental)
 - September 12th ♦ Kids Got Talent (rental)
 - September 17th ♦ Casements Camera Club (rental)
 - September 19th ♦ Blues Brothers On Stage (rental)
 - September 24th ♦ Cherryholmes Live in Concert! (rental)

- Community Events
 - Updated the Community Events bulletin board with most current events and items of interest.
 - Gave updated list of Events to Loretta Moisio for an area events insert in an upcoming issue of the Hometown News.
 - Created a save a date for the Home for the Holidays Parade December 12th
 - Applications will soon be available for parade entry.
 - Community Events Staff continues to work on Community Partnerships for upcoming events. Community Partnerships benefit everyone, not only does it help to keep business operating; it also helps the community to stay strong and united as one.
 - Staff is counting and sorting medals by color and size for the upcoming Senior Games. Assisting with organization of the games materials, retrieving these articles from storage and also checking to make sure they are in good working condition.
 - Recorded information received from the FRPA Conference for future reference.
 - Continue to assist with the upcoming Employee Health Fair on October 16, 2009, generating flyers for this event.

- Retrieved popcorn machine and cooler from storage for Casement to use at their Movie this week.
- Cleaned truck and trailer, also refueled truck

- Gymnastics
 - Team girls are preparing for their first meet in Land O'Lakes, FL which will take place in two weeks. For some it will be their first competition. They have been working extremely hard and making their routines look the best they can.
 - A lot of new students have signed up this session, and we look forward to having them join our program.
 - We are welcoming aboard our new staff member Samantha Ladany. She has been with the program for many years.

- Nova Community Center and Special Populations
 - Preparations and planning continued for the fall and winter programs and events. Purchasing supplies and equipment continued throughout the week.
 - Planning and preparation continued for the City of Ormond Beach and Special Populations Activity and Recreation Council (SPARC) Sock Hop to be held on September 18.
 - Athletics met in the Nova Gymnasium on Sunday for volleyball practice from 11:00 -1:00.
 - Athletics met in the Nova Gymnasium on Tuesday and Thursday for Co-ed Volleyball.
 - Open play took place during the week for those who participated in basketball, the game room and the exercise room.
 - Nova conducted regular classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.

- The Casements
 - Tai Chi continues on Wednesdays at the Senior Center
 - Yoga Classes continue on Tuesday and Thursdays at Bailey Riverbridge
 - Coordinator set up Gallery schedule from January through April 2010 featuring local artists for Starry, Starry Night and the Multi Cultural Festival.
 - Set date for 21st Annual Starry, Starry Night, the community gallery walk between The Casements, The Historic Society and the Ormond Memorial Art Museum & Gardens for Friday, January 8, 2010 from 6:00 p.m. to 8:00 p.m.
 - Trial run for inaugural Movies on the Halifax. Testing equipment and movie.
 - Prepared sponsorship Powerpoint presentation along with movie soundtrack to run prior to film presentation.
 - Assisted First Friday merchants with passport presentation and publications.
 - Notified all Bailey Riverbridge user groups of pending repairs of water main leak.
 - Preparing sponsor letters for future movie nights.
 - Met with Maggie Sacks from Ormond Mainstreet to finalize contracts for both the Farmer's Market and Riverfest events.
 - Met with Jimmy Sawgrass to set up initial contract agreement for the 21st annual Native American Festival.
 - First Movie showing Friday, September 4th at 8:30 p.m.

- Facilities Maintenance
 - Repaired ice maker at Senior Center
 - Repaired automatic gate at Water Plant
 - Replaced broken electrical receptacle at Fire Station 92
 - Repaired filter assembly at PAC fountain
 - Repaired light in breezeway at City Hall
 - Replaced benches and litter receptacles at City Hall
 - Repaired light on south side of Granada Bridge

- Repaired broken door lock at Fire Station 92
- Repaired six lights in Streets Department
- Secured lockers at Nova Gym
- Parks and Irrigation
 - Repaired restroom sink at Riverbend Park
 - Installed electrical distribution panel at Rockefeller Gardens
 - Mulched Milton Pepper Park
 - Removed damaged bench at Central Park I

Police Department

- Administrative Services
 - Met with Volusia/Flagler Police Chiefs Association.
 - Several meetings to address RMS questions/issues in conjunction with VCSO and City IT personnel.
 - Negotiation session with PBA
- Operations
 - 08/28/09 – Sex Offense – Doctor advised examination indicates 8 year old female may have been penetrated; Sexual Assault Response Team notified.
 - 08/29/09 – Sexual Assault – female flagged down officer and advised she was the victim of a rape; victim could not provide exact location of offense; investigation continuing.
 - 08/29/09 – Burglary Residence – Bosarvey – house unlocked; jewelry, electronics taken.
 - 08/29/09 – Stolen Vehicle Recovery – vehicle stolen from Daytona recovered abandoned in Wal-Mart parking lot.
 - 09/01/09 – Robbery Strongarm – Victim initially reported cash taken by force by a known suspect; victim later stated she wanted to withdraw the complaint and did not desire any further police involvement.
 - 09/01/09 – Wanted Person – North US1 – assisted Sheriff's Office in attempting to locate an individual wanted for Robbery with Deadly Weapon, individual has made threats to kill any officer attempting to take him into custody. Individual later apprehended in Flagler County.
 - 09/02/09 – Burglary Carbreak – Williamson Blvd. – window smashed, purse and contents removed; credit cards used in Flagler County.
- Traffic Division
 - 08/28/2009 1200 Crash w/ Injury Tomoka Avenue and Ridgewood Avenue: Bicyclist ran a stop sign and was struck by a vehicle. Serious, but non-life-threatening injuries.
 - Assisted elementary schools and OBMS with traffic. This continues to be a challenge, but no major problems have been reported.
 - We received a complaint about the **school bus stop at Airport Road and Ormond Green Blvd.** VCSB Bus Services was contacted, but they have no intention on moving the stop location.
 - Received complaints in reference to **SR A1A and Neptune Drive.** We are working with Traffic Engineering to install the 360-degree red light enforcement lamps. Speed survey indicated motorists' average speed of 35.81 in a 35 MPH zone. We will look at additional signage options. Ultimately, safety at this intersection relies upon those crossing to look both ways, regardless of the signal color. We will enforce this as appropriate.
 - Received complaint about **improper U-turns on northbound SR 5A, just north of SR 40.** FDOT has been contacted. We will be working with them to extend the median or place PVC barriers to prevent this and illegal left turns from Sterthaus Drive.

- **Contacted staff at Pine Trail Elementary in reference to their request to remove No Parking signs from the right-of-ways of their property.** It has been determined that Volusia County erected the signs, and that section of roadway is maintained by the county as well (CR 2813). I explained that this particular stretch of roadway is dangerous and referred them to Volusia County Traffic Engineering for recommendations.
- Traffic Citations 113
 - Parking Citations 3
 - Crash - No Injury 12
- Crash - Injury 3
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
- Total Citations Issued on S.T.E.P.: 73
 - Self-Initiated Enforcement Locations:
 - 1200 Block N. US 1
 - 500 Block Riverside Drive
 - 500 Block Hand Ave.
 - 500 Block Division Ave.
 - 300-500 Block Clyde Morris Blvd.
 - River Chase Way / Tomoka Ridge
 - SR A1A
 - Granada Bridge
 - SR 5A / Sterthaus Drive
 - Enforced Complaints:
 - 100 Block Clyde Morris Blvd. (Crossings)
 - School Zones
- Records
 - Walk-Ins / Windows - 215
 - Phone Calls - 268
 - Arrests / NTA's - 15
 - Citations Issued - 193
 - Citations Entered - 30
 - Reports Generated - 104
 - Reports Entered - 18
 - Mail / Faxes / Records Requests - 115
- Community Outreach

Security survey Volusia County Schools bus terminal.
Fingerprinting at Calvary Christian Academy.
DARE Schedules for schools, meet with staff.
Scheduled workplace violence training for Stylemark.
Arrange Neighborhood watch group for the Standish, Dianne Dr area.
- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 2 Cases Initiated
 - Zone 2: 7 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 2 Cases initiated
 - (In order to meet the reporting deadline, the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)
 - Administrative staff assisted with one (1) walk-in citizen and sixty-four (64) telephonic requests during this week.

- NID staff has investigated and made emergency repairs on one unsecured pool during this reporting period.

Public Works

Engineering

- Construction Projects:
 - Hardened Data Center- Field meeting to located pad, issue WA for electrical connection to generator.
 - Division Avenue Roadway Construction & Watermain Extension- Road base material is being installed, curb & gutter and sidewalk are formed up for concrete pour next week.
 - US1 Forcemain Extension Phase II- Part 1 of the embankment repair was completed. Part 2 involves reconstruction of approximately 100 road section. FDOT is reviewing the plans for the watermain bridge attachment.
 - Wells 7A & 18 A, Division Ave- Construction is substantially complete.
 - 2009 Roadway Resurfacing- Project is substantially complete.
 - Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Pre-construction meeting was held. Construction is expected to begin mid September.
 - Stormdrain Replacement Avenue LaVista- Construction is approximately 60% complete.
 - I-95 & SR40 Bridge Landscaping – The contractor irrigated both East slopes of the bridge.
 - Casements Architectural Improvements – Contractor proceeding with framing of new bathrooms and stairways and conditioned storage building. Installed fire alarm system. Working on expansion of Galley and dance floor rooms. Renovating interior rooms and windows.
 - Conduit for WTP Tower- Requested quotes for the conduit and housing for new air terminals, met with vendor for site visit
- Design Projects:
 - South Ormond Rec. Center Roof Replacement- Contract is being prepared.
 - Hardened Data Center- Obtain quote for insulation
 - Senior Center Sprinkler System- Inspected progress at the Center. Work done at night
 - Mast Arm Rehab- Bid package being prepared
 - Granada Beach Approach- Waiting on Stormwater DEP permit
 - Granada Medians Landscape Renovation – The project went out for quotations.
 - Nova Gym Landscape Renovation – The project went out for quotations.
 - Sports Complex Landscape Renovation – The project went out for quotations.
 - Hand Avenue Road Upgrade – Presented Bridge and lake interconnect to City Commission for consideration. Consultant is finalizing their response to the First RAI received from the SJRWMD for the ERP permit submitted.
 - Downtown Plant Replacement - The project went out for quotations.
 - WWTP Expansion/Rehab Phase 2 – Staff met to discuss project completion and will prepare a presentation to the City Commission at an upcoming workshop to update the City Commission on the project status prior to moving forward with the bidding and construction phases.
 - Stormwater Study – Met with consultant for progress update meeting. Reviewed LMS initiative that will be submitted to Volusia County for future HMGP application. Visited study area sites with consultant.
 - SR40 Sidewalk /Trail- Coordinate for plans preparation, compile bid book documents, requested additional cross sections.
 - Tomoka State Park- Obtained corrected survey for easement

- Administration:
 - Ormond Shores Dr Stormdrain Replacement- A section of CMP is failing and is too deep for City crews to replace. Submitted requests for quotes from contractors to replace the failing pipe.
 - Santa Lucia Ave Stormdrain Replacement- Voids in the park area are forming due to failure of the existing outfall CMP which needs to be replaced. Submitted requests for quotes from contractors to replace the failing pipe.
 - SR40 Sidewalk/Trail- Prepare bid book with ARRA requirements, .
 - Tomoka State Park- Response to FDEP regarding easement on survey.
 - Responded to Volusia County Beach Street Detour
 - Airport Security Fencing - Prepared a modified clearing permit for Phase I.
 - Processed project invoices/pay requests totaling \$393,022
 - Prepared Work Authorization's totaling \$9,533
 - Prepared requisitions/PO's totaling \$7,667
- Development Review:
 - Final Inspection for US1 Chapman Building
- Meetings:
 - Met with staff to discuss application for ECHO and Tiger Grant for Hand Avenue
 - Met with Staff to review wetland and floodplain LDC revisions
 - Meeting with FDOT for in take Nova Rd Audible Pedestrian Signals
 - Meeting with FDOT for in take SR 40 Sidewalk Tymber Creek and Breakaway Trail
 - Meeting with FDOT for ARRA contract requirements
 - Meeting of EVCTSC – brought several issues related to Ormond Beach
 - Meeting regarding Central Park Labyrinth
 - Meeting regarding SR 40 Cross Sections Survey with C.S.I.
- Customer Service:
 - Responded to Ben England, who wants gutter on Hummingbird
 - Discuss options with Ormondy condominium for water distribution
 - Provide Fortunato Park As-Builts for Chamber of Commerce Re: Riverfest
- Other:
 - 48 construction projects were inspected.
 - WTP Tower conduit Site visit and wrote specs for quotes
 - Issue permit for ATT Hand and Claus
 - Issue permit for ATT Reynolds and Ridgewood
 - Issue permit for TECO 844 Marvin Road
 - Compile maps of all Stormwater Swales and Ditches in City
 - Check for easement access for all Swales and Ditches
 - Compile and map list of all Stormwater projects associated with May Rainstorm event.
 - Property line Stakeout @ 289 Washington for N.I.D.
 - Survey & verify float elevations @ Laurel Creek Pump Station
 - Proposal for SR 40 R/W Certification from Consolidated Survey
 - Construction History Research @ WWTP

Environmental Systems

- Asphalt / Concrete
 - Asphalt (2) spillways at 34 Choctaw Trail
 - Repair asphalt at Cassen Park

- Repair sidewalk & remove form up on S. Ridgewood at Capri & Riverview
- Level asphalt at Riverside/Benjamin & N. Orchard, N/B lane SR40
- Repair sidewalks (form) & pour on S. Ridgewood
- Repair sidewalk (cut/takeout/form) on US1/SR40
- Patch large pot holes at the Tennis Center
- Concrete pad – build recycle base for 16' x 6' x 6" pad at the WWTP
- Cut asphalt & remove at Bailey's Riverbridge Gardens
- Asphalt utility cut for Stormwater at Riverside and Benjamin

- Tree Crew
 - Daily trimming at Corbin School Parking Lot, City Hall & City Yard
 - ROW trimming at various locations
 - Stump grinding & debris pick at Nova Ballfield & other various locations
 - Trimming on Arlington Way
 - Remove palm tree at Nova Recreation
 - Put up flags on Granada Bridge for Labor Day

- Maintenance Crew
 - Rotated Special Event signs
 - Clean debris in ROW's on state & city roads and Granada Bridge
 - Road grading at all parks, Airport Sports, & Old Tomoka
 - DOT weed control on SR40 west of Nova, Old Tomoka W/O Breakaway Trails, & SR40 west of Lowe's to Tomoka River
 - Level area with loader at Airport Sports so water will drain
 - Weed control on N. Ridgewood, Hammock Lane, Sterthaus & City Hall

- Sign Shop
 - Replace vandalized stop signs at following locations: River Palm Way & Overbrook Dr. (2nd time in 1 month) & Northbrook Dr. & Overbrook Dr.
 - Repair or replace signage at various locations beachside S/of E. Granada Blvd. (15 locations)
 - Completed installation of new Plaza Grande Ave. street names – 5 intersections
 - Continued fabrication of HIP Street names at intersections along S. Yonge St.
 - Fabricated & installed low clearance warning signs, speed limit 15 signs, and one-way signs for Riverside Drive

- Stormwater Maintenance
Maintenance Crew
 - Reachout Mowing – Hammock Lane, Wilmette Ave.
 - Locates citywide
 - Slope Mowing – FDOT - SR40
 - Carp Barricades inspected and cleaned
 - Pump Stations inspected and cleaned
 - Basin Inspection & Cleaning
 - Sinkhole Investigation at Autumnwood, Benjamin Dr. & Riverside and Neptune Ave.
 - Manhole repair at Benjamin Drive & Riverside Drive
 - Weed eat Bennett Lane Pumping Station
 - Concrete work on headwall on Hammock Lane
 - Pond Mowing Reachout at Nova Recreation
 - Basin Repair at 932 Northbrook Drive
 - Flood investigation at 598 Andrews

- Basin Repair at Northbrook Dr. & N. Beach St.
- Pipe replacement at 153 Heritage Circle
- Inlet inspection on Orchard Lane
- Street Sweeping
Streetsweeper
 - Cleaned 124.1 miles of roads
 - 18 yards of debris removed

Fleet Operations

- All of our pre storm preparations are complete. We are going to make sure we maintain a state of readiness during the storm season.

- Pm Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
19	30

Road Calls for the week:
4

Accidents for the week:
0

- The below fuel inventory report will continue on the weekly report.

- Fuel on hand (central fueling station at fleet operations):

Diesel	Gas
5429 gallons	14,797 gallons

Comments:

- All PM services are currently on schedule and up to date.
- A medical condition will be affecting a fleet staff member. This absence may affect our productivity, however, Fleet will make every effort to avoid unnecessary delays or down time to those we support.

Utilities Division

- Staff provided review comments on 2nd draft of Consumptive Use Permit (CUP) Compliance Report (5 Year) this week to Barnes Ferland and Associates, consultant. Staff scheduling review meeting with consultant to discuss final edits desired.
- Cross Connection Control Program Management Services with Hydro Designs, Inc. (HDI): hazard surveys for commercial properties ongoing. Draft CCC Plan and Ordinance reviewed by staff. Met with consultant this week to discuss refinement of hazard survey process. Hydro Designs well into actual management of program database and records. Consultant is presented new FDEP regulations concerning CCC Program to WAV Technical Advisory Committee on August 28th.
- Wilmette Ave. Forcemain Replacement Project – Received executed contracts from the contractor. Preconstruction conference to be scheduled in upcoming weeks.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project –Evaluating the request from the centrifuge manufacturer to share costs for the ethernet communication device. Centrifuge manufacturer offered support frame design modifications for differing

- site conditions found in the solids handling building. A Westphalia representative visited the plant to measure the size of the existing centrifuge support slab and openings. This information will be used by the manufacturer to design support plates for the frame structure. CDM, CenState and the manufacturer discussed outstanding shop drawing concerns. A formal response is being prepared by the manufacturer and should be received next week. Design consultant and prime contractor recommend City acceptance on approach. Influent pump station wet wells are cleaned and ready for inspection by the structural engineer before lining is applied. Received some documentation from the contractor to justify a construction time extension of 60 days. The contractor was asked to resubmit the request. The request did not adequately address the delay time needed to address electrical and programming modifications needed to change from a hard wired to an ethernet communication network.
- Ormond Beach Wastewater Treatment Plant Expansion – Waiting for the design engineer's response to the City's comments. Project nearing 100% design plans completion. Assisting City Engineer with preparation of Commission workshop presentation materials.
 - Water Treatment Plant High Service Pump Station VFD Conversion – Contractor started construction this week. There was significant concrete in the ground underneath the elevated storage tank that precluded installing the valves and altitude valve as shown on the drawings. Modifications to the plan were made to relocate the piping connections and the altitude control valve location. The piping connection at the filter building could not be performed as shown on the plans. There are electric cables, valves and other obstructions requiring a modification to the connection location of the proposed filter backwash piping connection. Aerial rerouting of a portion of the 12-inch connection is proposed to avoid these obstacles. This proposal is being evaluated.
 - Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) – Reviewed the 100% plans and specifications with the design engineers.
 - Pump Station Repair and Replacement – Received survey information for the Lift Station OM (Publix @ Ormond Mall) easement from Century Companies, John Schneider. Shadow Lakes Lift Station - a temporary bypass system was constructed. The valve vault and piping is installed. Roof is leaking on Lift Station 6M. Repair quotes were obtained and submitted for approval. Coordinated bypass flow concerns with contractor at MacDonald's Lift Station site. The bypass procedure was modified to alleviate pressure on the privately owned lift stations by re-routing flow into a collection system manhole. The bypass pumps use this manhole as a storage wetwell. Flows are pumped into the McDonalds lift station force main.
 - Sanitary Sewer System Root Control Services – The draft technical specification is currently being reviewed by staff prior to advertisement scheduled prior to end of August.
 - Chemical Bids –A City Commission memo was prepared and submitted to the legal department to place the chemical awards on the September 14th agenda. Bids were evaluated and a bid tab prepared for the award recommendation.
 - Ormond Beach Wastewater Treatment Plant Operation Permit –FDEP responded to the comments and modified most permit requirements as suggested by City. City to prepare public advertisement of permit.
 - Airport Road Widening Project – Met with the contractor and the engineering department to present the sequence of operations plan for contractor use for coordinating water and wastewater main outages required for JPA related utilities relocation activities. The notice to proceed will be issued in the middle of September.
 - Hand Avenue Collector Road Upgrade – Reviewed the proposed water main installation design to be performed in conjunction with the roadway improvements. Met with the Engineering Department and the consultant to review design comments.
 - SPRC – Met with the engineer to discuss review comments on the Pineland subdivision plans. Met with the developer and engineer concerning outstanding issues affecting the proposed Ormond Station condominium design plans.

- Attended WAV Technical Advisory Committee Meeting held August 28, 2009

- Water Distribution
 - repaired 8 water service leaks, responded to 3 low pressure calls, flushed 3 cloudy water complaints
 - Inspected/maintained 8 fire hydrants/ continuing maintenance activity on the south peninsula.
 - Continued valve maintenance activity from SR40 north between US1 and N. Beach St. (Hernandez, Highland, and Woodland Dr's)
 - Restored areas and sodded previous weeks fire hydrant and service repairs.
 - Performed scheduled water main tie ins and shut down to support contractor activities for Division Avenue 12" Water Main Installation Project. Precautionary Boil Water Notice rescinded on Thursday September 3, 2009.

- Water Treatment
 - Delivered to the City 34.247 million gallons for the week ending August 30th , 2009
 - Backwashed filters 17 times for a total of 800,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Well 21SR out of service, failed Bac-T and well seal bad. Repairs on hold until well vault improvements can be completed. 7/31/09
 - DEP sanitary survey work orders have been written for noted deficiencies. Written response due no later then September 25,2009
 - Returning to chloramines disinfection in distribution system starting Monday Aug. 31

- Waste Water Collection - Reuse
 - Responded to eight low pressure PEPSystem trouble calls and one trouble call in town. Following up on low pressure calls from previous week.
 - Assisting contractor at WWTP with Influent Pumping Station associated with WWTP Rehab Project.
 - Repaired leaking force main at US1 McDonald's Lift Station area.
 - Continued televising 1M system for I & I.
 - Read all irrigation system meters at Hunter's Ridge and BAT Plant daily.
 - Prepared Volusia County Use Permit Applications for upcoming Beach St sewer repairs.
 - Root control ten sewer laterals, televised 10 sewer laterals and cleaned ten sewer laterals.
 - Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Estimated Domestic and Industrial Wastewater flow 38.33 Million Gallons
 - Produced 15.04 Million Gallons of Reuse
 - Produced 20.86 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 5.48 MGD, plant designed for 6 MGD
 - Produced and Hauled 197.86 Wet of Tons of Dewatered Sludge (13%-15% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
 - Scheduled advertisement of Public Notice of FDEP intent to issue Draft Operation Permit for WWTP in News Journal as required by statute.
 - Prepared draft response to Energizer for analytical data provided for waste processes to City WWTP consideration.

- Water Plant – Wellfields – Booster Stations
 - Replaced burnt wiring and conduit on well 35R, also replaced broken pin on Bermad (automatic) valve. This pin shuts well down slowly and when it broke well kept running with partially closed valve and overheated wiring.
 - Cleaned motor starter contacts at wells 36R and 38R.
 - PM's to Rima Ridge wellfield and Booster Pumping Stations.
 - Tightened belts on both aerator blowers.
 - Reset High Service pumps #1 and 5.
 - Secured 24-7 Emergency contact information for Emerson RAS and distributed to Operations.
 - Secured 3 back up generators from Fleet maintenance and stored at water plant during storm season to hasten response time for wellfield failures during storm events. Wired up battery chargers and block heaters.
 - Installed new ammonia injector at Blended water static mixer.
 - Fabricated stand for dual ammonia injection system at static mixer.
 - Performed PM's to LPRO and Lime softening plant equipment.
 - Adjusted Bermad valve on Well 38R to 49 amps per phase to try to stop nuisance tripping.
 - Installed pipe clamps on chlorine line at splitter box.
 - Ran weed eater around well houses at Rima Ridge.
 - Called to Granada Booster station, operations lost communication. Reset RTU
 - Cleaned shop and put supplies away
 - Performed Reuse system PM's.

- Wastewater Plant – Lift Stations – Reuse System

Performed PMs to Shadow Crossings reuse pumps. 50HP pump is still being evaluated by Stewarts Electric motor for repair. Temporary 25HP pump is still working fine.

 - Performed PM's to BAT reuse system pumps, all good
 - Installed repaired motor at 1P liftstation, checked system. All good
 - Centrifuge at WWP delta motor starter burned up. Replaced motor starter and replaced burnt wiring and replaced the Y motor starter coil. Centrifuge back up and running.
 - Installed rebuilt pump at 4M liftstation and installed in #2 slot.
 - Cleaned contacts on motor starter #1 at CP foods liftstation.
 - Transported 3 generators from Fleet and staged at WWP for liftstation use during inclement weather events.
 - Performed PM's to all WW plant equipment.
 - Derag all submersible aerators daily.
 - Delivered 7.5Hp submersible aerator to ABS pumps for rebuild and picked up and installed 25HP aerator.
 - Installed electric winch on Davit crane for assisting rag removal activities by lifting fouled aerator units.
 - Assisted operations with refueling and cleaning of screens on portable pumps at clarifiers and refueling of portable air compressor used at aeration tank while pumps were being repaired.
 - Replaced coupler on polymer feed pump #2 to centrifuge.
 - Leveled red diesel fuel storage tank as per Fleets request.
 - Truck 366 was down for 1.5 days due to rear end problem found during routine maintenance.
 - Replaced bad motor coupler at reparation blower inboard.
 - Reset motor starter at post anoxic mixer #1.
 - Performed monthly PM's to 31 liftstations (cleaned and deodorize)
 - Performed Annual PM's to 5 liftstations (Pull pumps and re-sleeve impellers)