

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 10, 2009

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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**

- Conducted a follow up Fire Regionalization Meeting with area city and county managers.
- Attended Business Development Partnership Executive Committee meeting with staff to receive their report on proposed restructuring of the BDP. (Report sent to the Commission via Email Wednesday)
- Met with staff and discussed ways to ensure maintenance of private retention ponds and ditches.
- Met with Erin Goldsberry of Randstad USA.
- Met with Brain Motsett with ADT to explain services
- Met with Jim Marshall to explore FEMA opportunities regarding flooding of his Calle Grande rental property.
- Met with Susan Richmond, Ormond Memorial Art Museum regarding grounds and budget.
- Met with Elaine Davis, 66 Melrose Avenue, regarding 75 Melrose Avenue (Lande Carroll)

### **City Clerks Office**

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

- Prepared and distributed packet material for the July 7, 2009, City Commission meeting.
- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
  - Prepared for Budget Advisory Board Meeting
- Processed 1,489 *extra* pieces of mail from Public Works and Finance.

### **Community Development**

- Planning
  - The documentation of all the blocks within the River, Creek, and Ocean Districts of the Downtown Redevelopment Area has been completed. Staff is currently using this source documentation in the preliminary building layout using Auto Desk software. Once this is completed, the information will be sourced out to a consultant to finalize into sketches, drawings, and architectural building designs. These finalized documents along with text will be the City's draft Form Based Code for the Downtown Redevelopment Area. Upon completion, public comment period using Main Street as the vehicle for public participation will be provided prior to formal public hearings before the Planning Board and City Commission.
- Building Inspections, Permitting & Licensing
  - Issued 52 permits with a total valuation of \$361,252.00
  - Conducted 169 inspections
  - Issued 16 new business tax receipts
  - No permits issued related to flood damage
- Development Services

- Received re-submittal of Wal-Mart site plan and architectural plan based upon staff meeting with Wal-Mart officials at a pre-application conference.
- Prepared amendments to the Farmer's Market criteria to permit a broadening of products that can be sold. Scheduled before the Planning Board this week (Thursday).

#### **Economic Development**

##### **Ormond Crossings**

- City Staff met with Tomoka Holdings regarding the Amended Development Order and Fiscal Impact Analysis as well as the preliminary guidelines regarding the SB 360 growth management bill. The various documents are expected to be presented to the City Commission in September.
- The authorization of the CRA designation for Ormond Crossings was discussed and approved by the County Council on July 2, 2009 for an additional 6 months to resolve the final pending permitting matters.
- The Interchange Justification Study is being conducted by Reynolds, Smith and Hill. They are continuing to evaluate a number of development options and preparing transportation capacity improvements. Once this evaluation phase is completed the consultant will schedule and conduct a public comment period.

##### **Airport Business Park**

- Staff has selected Cooksey and Associates to conduct the appraisal of Tower Circle East industrial lots. Following completion of the appraisal staff will complete the Real Estate Brokerage Commission program material for Commission approval.
- Planning a ribbon cutting in July or August for Precision Craft Model Company. Staff facilitated the purchase of lots 34 & 35 by the company in 2008.
- Continuing with the design 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 1-2 months.
- Contacted Florida Power and Light representative to discuss improvements to the electrical infrastructure to the Park to reduce disruptions during storm events.

##### **Ormond Beach Chamber and Business Development Partnership (BDP)**

- A joint business visitation program is being arranged by the City staff, Chamber, and BDP to visit Ormond Beach retail/commercial businesses to assess their needs and to provide assistance if possible.
- Staff has worked with the Chamber on a draft brochure for an Ormond Beach hotel/motel brochure that can be distributed by staff to visitors of the City.

##### **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 2 recent requests for available industrial sites.
- Staff was selected to represent the local governmental partners on the newly created Informational Technology Collaborative for researching and developing web based technology to enhance the cities marketing and information systems and to better match and process potential business prospect with local available properties.
- 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**

- The Halifax Area Business Development Partnership and Volusia County has conducted an independent study of their delivery of economic development services and has drafted

recommendations for the public and private partners to review and make comment. One of the primary changes would be to combine many of the BDP and County functions into a new public/private economic development organization to market Volusia County and assist the cities in locating business prospects.

#### Airport Operation and Development

- The third meeting of the Noise Abatement Task Force was held on June 25<sup>th</sup> at 6:00 PM at the Senior Center. Staff prepared and reviewed reference documentation for this meeting. Documentation presented included an updated map of the airport traffic area, and a breakdown of monthly operations at the airport. ATC Tower Manager Steve Brockett discussed tower operations, and responded to questions from the task force members and the audience.
- The Certificate of Occupancy for the 39 hangars at FBO Area 2 has been issued, and arrangements with MAC Charter for a ribbon cutting event on July 13<sup>th</sup> at 9:00 AM have been finalized.
- 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. Staff continues to move forward with bid advertisement preparations and research in order to implement these needed security upgrades at the airport.
- Staff attended the Central Florida Flight Training Group (CFFTG) meeting at Embry-Riddle Aeronautical University on Wednesday, July 8<sup>th</sup>. Local tower chiefs and local airport managers (Steven Lichliter, Roy Sieger, Rhonda Walker, and Nick Landgraaf) participated in a discussion of noise abatement issues.
- Staff attended the weekly airport safety meeting at Daytona Beach International Airport on Thursday, July 9<sup>th</sup>.
- Staff received the "recommendation to award" documentation for the construction phase of the Airfield Electrical Improvements project (bid request 2009-13). The low bid of \$308,236.90 was made by H.L. Pruitt Corporation. Staff is now working with our aviation consultants to prepare and submit the FAA and FDOT documentation required to move forward with construction.
- Staff successfully submitted plans and a draft lease to the City Attorney for a proposed new fuel farm on the airport, which was subsequently placed on the consent agenda for the July 7<sup>th</sup> City Commission 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
  - Implementation of Red Flag Rules pertaining to identity theft prevention.
  - Compile information for continuation of audit by IRS.
  - Preparation of Capital Improvement Plan.
  - Preparation of FY 2009-10 Proposed Budget.
- Completed Projects
  - Processed 33 Journal Entry Batches (# 3947 - 4051).
  - Approved 16 Purchase Requisitions totaling \$30,467.02.
  - Issued 20 Purchase Orders totaling \$103,957.18.
  - Prepared 187 Accounts Payable checks totaling \$199,337.51 and 19 Accounts Payable EFT payments totaling \$134,653.93.
  - Processed 4,071 cash receipts totaling \$739,404.81.
  - Processed 1,160 utility bill payments through ACH totaling \$51,728.91.
  - Processed and issued 3,960 utility bills with billed consumption of water of 14,901K.
  - Implementation of policies/procedures regarding collection of delinquent utility accounts.

- Public Information
  - Press Releases
    - Glen Foster Magic
    - MAC Charter Dedication
    - Independence Day
    - Media Responses
- Grants
  - CDBG
    - Submitted monthly status reports and reimbursement requests.
  - ECHO
    - Scheduled meeting between PACE staff and Board members and ECHO staff relative to the need for additional grant funds for the replacement of the roof.
    - Researched potential grants for PACE roof needs.
  - Justice Assistance Grant (JAG) Local Solicitation
    - Submitted application for \$10,890 in funding to purchase electronic citation devices.
  - Station Construction Grant (SCG)
    - Submitted application for \$1.5 million in funding to construct a new fire station 94 in a different location.

**Fire Department**  
Operations

- The Fire Department responded to two serious trauma calls on July 3<sup>rd</sup>:

At 2:58 pm, we responded to 2369 Old Tomoka, a 41 y/o male fell from the back of a pickup truck. The patient was transported to Halifax Hosp., with OBFD assisting EVAC with continuing patient care to the trauma center.

Maverick Motel, 485 S. Atlantic Ave. We responded at 6:34 pm for a 55 y/o male who fell from the fifth floor and landed on a 1st floor outbuilding. The patient was transported to Halifax Hosp., with OBFD personnel assisting EVAC with continued patient care to the trauma center.
- The Fire Department positioned apparatus on both sides of the bridge for the City 4<sup>th</sup> of July celebration event. It was a relatively safe event with no medical or heat related injuries during the fireworks.
- On July 5th at 02:27 AM, the Ormond Beach Fire Department was dispatched to a building fire at 274 Laws Lane reported by a 3rd party. The Fire Department arrived at an unoccupied multi-family building which had a collapsed roof and the second floor fully involved with fire. The fire's intensity spread to the nearby trees and fire debris from the burning roof had ignited a vehicle parked adjacent to the building. It appeared the fire had been burning for quite some time before being reported. These vacant/unoccupied units appeared to have been recently renovated and were currently available for rent. The exterior walls of the building were showing signs of possible collapse and was unsafe to enter. Once the fire was under control Public Works assisted in providing equipment to pull down the unstable walls. This allowed crews to safely complete the extinguishment of the fire and allow

the State Fire Marshall to gather information for his investigation. At this time cause of the fire is unknown and is being investigated by the State Fire Marshall in an attempt to determine the cause. Estimated value loss was \$80,000.

- A vehicle fire occurred on Granada Blvd., possibly a result of transmission fluid dripped onto exhaust system. No one was injured in the fire.
- Interim Fire Chief Skip Irby met with Volusia County Emergency Services Director to further discuss the implementation of priority dispatch. The two agencies are in agreement to expedite this method of dispatching fire service resources for better efficiencies by reducing responses to non-emergent type calls.
- Contract negotiations were held between IAFF Local 3499 and the City of Ormond Beach.
- Department Statistics For The Week:

Fire	Fire Alarms	Hazardous	EMS	Motor Vehicle Accidents	Public Assist	TOTAL Calls
2	3	2	77	7	32	123

- Training:

Drug Free workplace	EMT Refresher	Policies & Procedures	Tactics	TOTAL Staff Hours
2	26	2	20.3	50.3

- Activities
  - Fire Explorer 12 hour ride-along with Station 92 Crew
  - Fire Explorers weekly 2 hour meeting at Station 93
  - 3 Smoke Detector Checks
  - 6 Company Pre-Fire Plan Updates
  - 12 Fire Inspections with 2 fire safety hazards discovered
  - Quarterly Safety Committee meeting at Station 93

**Human Resources**

**Recruitment – Personnel Issues**

Preparing for City Commission Agenda Item

- Surveying area cities/counties for information Budget Workshop item.
  - Working on Cities/County Agencies web site
  - No new position recruitments
  - Human Resources Director recruitment has received three (3) new applications for a total of fifty (50) applications to date.
  - Processing of one (1) full time and one (1) part time employee termination.
- Interviews scheduled for Human Resources Director July 14<sup>th</sup> and July 17<sup>th</sup>.

**Other claims-related activities:**

- Injury: chemical burn.
- Lost time injury: trauma from mva.
- Property damage: heavy equipment scraped stucco on private construction.
- Reports only: property damage due to sewer backups.
- Report only (3): 2- scrapes to bumper of city vehicles, 1- dent in door of city vehicle.

**Drug-free Workplace:**

- DFWP employee education sessions for Police Department and Fire Department employees.
- Conducted Random Drug and Alcohol Testing for CDL and Police Personnel unable to attend on-site collections.

**Wellness:**

- City Heart Walk July team-building campaign.

**Information Technology (IT)**

- Work Plan Projects
  - Fiber Project
- Full fiber go-live continues to be successful.
  - Hardened Data Center
  - Continue to work with Engineering and Architects on design issues.
  - Server Virtualization – Benchmarking prototype server base image
  - Document Imaging – City Clerk project – Project moved to FY 09-10 implementation
- iSeries system (HTE Sungard Naviline)
  - None
- Windows Servers
  - None
- Networking System:
  - None
- Work Orders
  - 35 New work - 39 completed - 54 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
    - For the week of July 9:

Total inbound E-Mails	85,786	Net Inbound E-Mails	63,118
Inbound Bad E-Mail	22,665	Percentage bad mail	26.4%
Virus Messages Blocked	3		
  - Notable Events: Network reconfigured for Fiber implementation
- **Geographical Information Systems (GIS)**
  - Addressing Additions: 0 Changes: 1 Corrections: 0
  - Map/Information Requests: 14
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 1
  - Notable Events: Meeting with Pictometry representatives to discuss strategies in continuing to partner with Volusia County to obtain high quality aerials cost effectively. The meeting was productive.

**Leisure Services**

- Administrative Services
  - Administrative Services highlights
    - Successful Rockefeller Gardens Preview Social
    - Outstanding Independence Day Celebration
    - Recreation Manager Applicant 2<sup>nd</sup> Interview
    - Met with Utilities Manager, Reuse Water Supervisor, Facilities Maint. Supervisor and Building Maintenance Supervisor regarding septic system at OBSC
    - Met with Albert Cisson and Deanna Bedford as a follow up to Cisson's email to the Mayor regarding proposed pet event

- Other Meetings/Projects: Leisure Services Supervisory staff meeting; Public Works staff meeting; City Manager staff meeting; City Commission meeting; IDC Follow-up; Budget Review with staff; Kiwanis Central Park Clean Up; OBSC Playground; Labyrinth
- Athletics
  - Luis Camacho continues to run an adult men's soccer league, 11 vs. 11 and 6-a-side on Sunday afternoons and Monday evenings.
  - The Lady Renegades softball teams continue practicing for their upcoming tournaments. They are having a "round-robin" set of games this Saturday at the Quad. Their next home tournament is in October.
  - Soccer fields 1-8, the Kiwanis baseball field, along with the Wendelstedt baseball fields 1-3 will be closed through August 1<sup>st</sup> for renovation.
  - The City's girl's summer basketball program started last week with 15 nine-twelve year olds signed up. This program will run every Tuesday and Thursday evening at the Nova Community Park Gym from 6:15 p.m. to 7:45 p.m.
  - Upcoming summer programs: Baseball/Softball Hitting Clinic, Golf Clinic, Volleyball Clinic, & Coed Softball League (August).
- South Ormond Neighborhood Center
  - Splash pad operational hours are 10:00 a.m. until 7:30 p.m.
  - Special Pops Camp T Rec 8:30 a.m. until 2:30 p.m.
  - Summer camp Monday - Friday 8:00 a.m. until 5:00 p.m.
  - Youth basketball camp Monday - Thursday from 9:00 a.m. until 1:00 p.m.
  - Open gym and weight room as per operational hours 5:30 p.m. until close.
- Athletic Field Maintenance – Week of June 27 – July 3
  - Removed goals off soccer fields 1-2 and 9-10 for soccer camp
  - Mowed soccer fields 1-10
  - Laid out sod on soccer fields 7-8 in bad spots
  - Applied herbicide for weeds on soccer fields
  - Mowed baseball infield and outfield
  - Picked up sod for baseball fields and laid between fields and around bleachers
  - Worked on bullpens and baseball field 4
  - Mowed common area around baseball fields, mowed softball fields
  - Mowed common area around quads, prepared infields on softball fields
  - Dropped off Toro and John Deere carts for 4<sup>th</sup> of July Celebration
  - Division: cleaned tennis, basketball court and picked up litter, painted football field, mowed grass, prepared infield
  - Osceola: prepared infields, cleaned tennis, handball and basketball courts
  - Nova: mowed infields and outfield, prepared infields, cleaned tennis, handball, basketball courts and skateboard park, picked up litter
- Senior Center
  - Staff hosted normal evening programming including, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Judo and Tai Chi.
- Performing Arts Center
  - The Campus Outreach volunteers completed the following projects: placed sod at the OBSC, painted the Ormond Beach soccer building, cleaned up from the Independence Day Celebration.
  - The PAC hosted the PACE Center for Girls Drama class on stage again this week. PACE is utilizing the PAC for their summer drama program.
  - Staff spent the week performing some maintenance to the stage area. The stage was recoated with a layer of dance paint and sealed. Some other areas staff focused on were

- seating repairs and maintenance, inventorying the concession stand supplies and steam cleaning the drapes on stage.
- 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  
Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet  
Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children’s Musical Theatre  
Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz  
Friday –Greene Dance, Children’s Musical Theatre
  - The Performing Arts Center is preparing to host the following events:  
July 11<sup>th</sup> ♦ Kids Got Talent Photo Shoot (rental)  
July 16<sup>th</sup> ♦ Summer Camp Juggler Show – 10am  
July 18<sup>th</sup> ♦ Recovery Comedy Show – 8pm (rental)  
July 25<sup>th</sup> ♦ KEDA Dance Open Auditions (rental)  
July 30<sup>th</sup> ♦ King & I Summer Camp Show (rental)
  - Community Events
    - Community Events staff will be performing extensive clean-up of all equipment used in the July 4<sup>th</sup> event and the Rockefeller Gardens Preview Social event. Tasks include taking down 75 + pieces of red, white and blue bunting, organizing all equipment and supplies, relocating city vehicles, sponsor boards, banners and kids patriotic park items.
    - Staff will also be preparing sponsor recognition packets and post event evaluations.
    - Staff is also continuing the cleaning and organizing of storage areas, inventory updating, preventive maintenance and budget tasks.
  - Gymnastics
    - This week the Gym will be offering a free clinic for the Nova summer camp kids. They will come over to the center one group at a time for an introductory clinic to give the children a chance to have some fun and experience gymnastics. This will also possibly interest more students in enrolling in our gymnastics program.
    - The gymnastics team will be kicking off their season starting in September. The rest of the students are working hard on skills. All the level 5’s are working on their back tuck and fly-aways.
  - Nova Community Center and Special Populations
    - Camp T Rec continued on Monday - Friday. This week’s theme was “Sea Life”. The counselors and campers with special needs enjoyed the second week of games, sports, the playground, movies, arts and crafts and the YMCA pool. The campers also took a field trip to Central Park for snacks and a scavenger hunt. The Marine Science Center gave a special guest presentation for the campers on Wednesday.
    - Nova Summer Connection Day Camp continued with its third week on Monday - Friday. Everyone enjoyed the games, sports, field days, movies, the playground and arts and crafts. The Marine Science Center gave a very informative guest presentation on Wednesday.
    - Summer basketball practice continued Tuesday and Thursday evening.
    - Athletics met in the Nova Gymnasium on Sunday for volleyball practice from 11:00 - 1:00.
    - Open play took place each day 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
  - Summer Art Camp Week #3 at Bailey Riverbridge;
  - Assist instructor with set up; covering floors and tables and moving supplies into main meeting area.
  - Enviro Camp week #1 begins at Osceola Elementary; campers will plant flowers in front circular drive at Osceola Elementary for community project, and thank you for their partnership this year and hospitality.
  - Met with UF volunteers who partnered for projects at Enviro Camp
  - Field trip with Enviro Campers to Ormond Memorial Art Museum and Gardens
  - Tai Chi class continues at The Senior Center
  - Continued planning Caribbean Night
  - Met with Andrew Hall to discuss construction progress and timeline
  - Assisted contractor in finishing choices for renovations
  - Met with two brides for upcoming rentals in Rockefeller Gardens and Casements.
  
- Facilities Maintenance
  - Repaired drinking fountain at City Hall
  - Repaired water line break at Senior Center
  - Repaired bathroom sink and repaired A/C at Police Department
  - Repaired two gymnasium lights and toilet in ladies room at SONC
  - Replaced ice machine filters citywide
  - Repaired lights in men's room at Public Works
  - Put up bunting for Independence Day Celebration
  - Put up sponsor signs at City Hall for Independence Day Celebration
  - Placed barricades in the river for Independence Day fireworks
  
- Parks and Irrigation
  - Repaired toilet at Ames Park
  - Installed "No Skateboarding" signs at Rockefeller Gardens
  - Repaired shower handle at SONC splash park
  - Repaired sink in ladies room at Cassen Park
  - Inspected and repaired irrigations systems on soccer fields
  - Repaired irrigation systems on baseball fields

## **Police Department**

### **Administrative Services**

- Police Department personnel have attended Record Management Services (RMS) computer training classes with the Sheriff's Office in preparation of connecting with the county-wide system tentatively scheduled for September 1, 2009.
  
- Operations
  - 07/03/09 – Crash with fatality – Tomoka Farms Road – male subject riding on the open tailgate of a slow moving pickup truck fell off, striking his head, suffering severe internal trauma (died at hospital the following day). Traffic homicide investigation initiated.
  - 07/03/09 – Accident non-vehicular – intoxicated male subject fell from 5th floor balcony of the Maverick Motel onto the roof of a maintenance building (approximately 4 floors). Subject was jumping between balconies when he fell, suffering numerous broken bones and non life threatening internal injuries.
  - 07/03/09 – Crash with minor injuries. Semi-truck collided with pickup truck resulting in a large diesel fuel spill– cleaned by Fire Dept. personnel.

- 07/04/09 – Structural fire on Laws Lane – residential structure destroyed (was vacant and being refurbished at time of fire). Police evacuated residents on Laws Lane and Jefferson evacuated during incident. Fire likely started by fireworks or electrical problem.
- 07/04/09 – Fourth of July fireworks event/NASCAR race traffic details. All PD personnel utilized.
- 07/06/09 – Robbery by sudden snatching – 7-11 on North Nova Rd. Suspect grabbed cigarettes from the clerk and left the areas south bound on Nova Rd. Vehicle was stopped in Holly Hill, passenger (the robbery suspect) fled on foot. Driver of vehicle was charged with fleeing/eluding and for having a suspended DL. Identity of robbery suspect obtained. Investigation continuing/charges to be filed.
- Criminal Investigations
  - Cases Assigned: 15
  - Cases Cleared by Arrest/Complaint Affidavit: 0
  - Cases Exceptionally Cleared: 3
  - Inactive: 6
  - Fraud: 3
  - Burglary Business: 0
  - Burglary Residential: 2
  - Larceny Car break: 2
  - Grand Theft: 3
  - Auto Theft: 1
  - Offense Against Family/DCF Reports: 1
  - Missing Persons: 1
  - Recovered Missing Persons: 1
  - Robbery: 1
  - Accident Non-Vehicular: 1
- Narcotics Investigations
  - 12 buy walks over the past week including three involving Ormond cases.
  - One search warrant and one knock and talk in Ormond (Results 65 cannabis plants, two cases of possession u/20 and another possession of paraphernalia case).
- Community Outreach
  - 60 Youths went to the Orlando Science Center for PAL field trip.
  - 25 Students attended the PAL summer art program and the SONC
  - OBPAL Summer Computer Lab- 35 Youth worked in educational computer lab to increase math skills and a reading tutoring program.
  - 14 Youth worked with Coaches to refine their communication skills through team sports. Officer Greg Stokes presented information to encourage positive behavior choices.
  - Continued planning for the National Night Out Event.
- Community Services & Animal Control
  - 49 Stray Animal Calls
  - 5 Bite Report
  - 5 Animals to Flagler Humane Society
  - 2 Animals reclaimed by owners
  - 1 False alarm citation
- Records
  - Arrest's/NTA's – 21
  - Citations Issued – 195

- Reports Generated - 155
- Neighborhood Improvement
  - Weekly inspection statistics by Commissioner Zones
  - Zone 1: 7 Cases Initiated
  - Zone 2: 14 Cases initiated
  - Zone 3: 0 Cases initiated
  - Zone 4: 3 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 two (2) walk-in citizen and fifty-nine (59) telephonic requests during this week.
  - NID staff has completed the update to the commercial brochure. This brochure highlights the most common types of code violations that exist in commercial areas.
  - Staff received one complaint about an unsecured swimming pool. Staff was able to secure the pool.

## Public Works

### Engineering

#### **Construction Projects:**

- **Division Avenue Roadway Construction** - Westbound intersection was constructed and reopened. Division Ave from Beach St to US1 will remain closed for construction for approximately three more months. The 4-inch irrigation line along US1 at Division Ave was directionally drilled to offset the conflict with the jack & bore water main casing crossing US1.
- **Wells 7A & 18A, Division Ave Wellfield** - Pump house buildings have been constructed. Electrical equipment is being installed.
- **Business Park Drive Phase I** - Road section was paved. Project is 98% complete. Additional mulch material was unearthed and will need to be removed from the site, which will require approximately one more month to complete.
- **US1 Forcemain Extension Phase II** - Geotech report is being finalized for embankment stabilization/road repairs.
- **2009 Roadway Resurfacing** - Project is expected to start mid-July.
- **Bramblewood Ln stormdrain repairs** - Repairs to the stormdrain system are complete. Driveway and curb and gutter are expected to be completed next week.
- **Rockefeller Gardens** – Contractor is substantially complete. Ribbon Cutting was held on July 3<sup>rd</sup>.
- **Casements Architectural Improvements** – Contractor completed demolition work and is proceeding with foundation construction, structural framing and basement dewatering.
- **WTP Secondary Power Feed** – FPL installed directional bore across the railroad and will replace the transformers after the July 4<sup>th</sup> holiday. Project is expected to be completed by mid-July.
- **Ormond Sports Complex Kiwanis Field Lighting** – Addressing punch list items.
- **Ormond Sports Complex Baseball & Soccer Field Renovations** – Final inspection scheduled for 7/10.
- **Hardened Data Center** – construction is 30% complete.
- 46 construction projects were inspected.
- Fiber Optic Network Infrastructure – Prepared as-built survey drawing.

#### **Design Projects:**

- **Airport Rd Forcemain Extension** - Design is approximately 50% complete.
- **Rima Ridge Wells 54, 55 & 56** - Design is complete and under final review.

- **Hand Avenue Road Upgrade** – Consultant was authorized to fast-track the final design and permitting to have the project construction ready in 90 days. Permits were submitted to SJRWMD for the FEMA grant funded portion of the road corridor, the remaining section of the roadway will be submitted separately to avoid potential permit issues from impacting and delaying construction on the grant funded portion of the road project. Received the first response from SJRWMD and have scheduled a meeting with them next week.
- **WWTP Expansion/Rehab Phase 2** – Staff met internally to review the 90% plans and will meet with the consultant next week to discuss.
- **SONC Field Lighting** – Bids are due July 14.
- **Senior Center Fire Sprinkler System** – Bid awarded at 7/7 CC meeting.
- **Vining Court** – Preliminary design is complete, reviewing final design proposal.
- **Tomoka State Park Sidewalk** – Worked on sidewalk cross sections.
- **Traffic Signal Mast Arm Rehab** – Prepared bid documents.

### **Department Activities**

#### **Administration:**

- Met with the East Volusia Regional Water Alliance (EVRWA) to discuss the regional approach to stormwater improvements to the Nova Canal Drainage basin. The EVRWA will draft a JPA and scope of work. City Engineer will act as a technical advisor on the committee for this project.
- Prepared engineering division goals, performance measures, and accomplishments for FY 09/10 budget document
- Facilitated acquiring information on pump and lift stations for City appraiser
- Residential SWMP Permits – review and filing (on-going)
- Processed project invoices/pay requests totaling \$520,410
- Prepared Work Authorizations totaling \$18,500

#### **Development Review:**

- Issued Engineering permit for Ormond Lakes/Ormond Grande

#### **Meetings:**

- 931 John Anderson Drive – stormwater options

#### **Customer Service:**

- DOT right-of-way map of A1A street intersections (for Planning Dept)
- Sanchez & Beach Street right-of-way ownership research (for Planning Dept)

#### **Other:**

- Slab elevation shots at flooded homes for City-wide map & spreadsheet
- Ormond Beach Sports Complex Soccer Field Pavilion - utilities map
- Nova Road Canal drainage basin – City stormwater comparison

### **Environmental Systems**

#### **STREET MAINTENANCE**

- Asphalt / Concrete
  - Form pads for benches at Fortunato & Riviera Parks
  - Repair sidewalks at Forest Hills
  - Asphalt patch at PAC
  - Pot holes at Rio Pinar/Forest Oak, Alanwood and City Hall parking lot
  - Assist Water Department at Espanola Street utility cut
  - (2) sidewalk utility cuts at Windward Circle

- Tree Crew
  - Removed downed limb at 75 Linden
  - Picked up palm on Mound Avenue
  - Removed tree at 45 Riverridge Trail
- Maintenance Crew
  - Trimming at various streets all over the City
  - Trimmed at Hand and Lincoln
- Sign Shop
  - Repaired (3) stop signs hit by vehicles
  - Replace (3) "Yield to Pedestrians in Crosswalk" signs that were hit by vehicles & destroyed
  - Hand & Laurel – installed new high intensity Prismatic (HIP) Pedestrian crossing warning signs & arrows at crosswalk
  - Division Avenue – installed new HIP Pedestrian warning signs & arrows at 2 mid-block crosswalks
  - Hand Ave. at CP1 – installed HIP Pedestrian signs at crosswalk
  - Hand Ave. & Laurel Dr. – installed new crosswalk pavement markings to replaced faded lines
  - Sterthaus Dr. & N. Nova Rd. – installed "No Left Turn" sign below stop sign & apply right turn only arrow & word only to pavement
  - Continued installation of HIP street names along S. Atlantic Avenue

#### STORMWATER MAINTENANCE

- Ditch Insepections
  - SR40
  - N. USI
  - Citywide with USDA
- Menzi Muck
  - Industrial park
- Maintenance Crew
  - Inspected (5) sinkholes
  - Repaired (3) sinkholes (pipe repairs)
  - Inspected Pumps Stations
  - Inspected Carp Gates
  - Cleaned (2) outfalls
  - Locates – citywide
  - Installed 6-inch well point pump on Mound Ave.
  - Pipe Installation and Removal
  - 142 Mound Ave.

#### SOLID WASTE

- Waste Management has completed the collection of storm related debris Citywide and additional collections in previously flooded areas. 248 stops equaling 1,078 cubic yards of storm related debris has been collected.

#### STREET SWEEPING

- The street sweeper is back on normal schedule within the City.
- The Street Sweeper has swept 100.6 curb miles, collecting 45 cubic yards of debris equaling 13.5 tons of material.

### Fleet Operations

- The accident which took place on July 2, 2009 involving police patrol car #125 a 2008 Ford Crown Victoria with 9456 total miles is a total loss. Fleet Operations will be replacing this unit with a new Crown Victoria. The new unit will incorporate all salvageable equipment in order to reduce cost. The retired unit will be sold at public auction for parts only.
- We are still seeing some flood related damage to vehicles and equipment. Most of these incidents are units not identified as being in flooded areas. A continuing record of damage cost is ongoing.
- No problems were noted with the set-up and return of the mobile command station over the July 4th festivities. This unit is set up as a temporary operations center for the P.D. during the event.
- Estimates are being taken for the repair of the failed emergency power generator at station #91 E 148 on beachside. This power generator was a new unit to the building of the station only a few years ago. Efforts will be made to seek some assistance with the cost as this is a premature failure. Fleet has wired in a temporary unit from the utility division to accommodate emergency power needs.
- All PM services and repairs are up to date at this time.
- Chris Ridley mechanic 3 fractured his wrist in a non job related accident last week. Chris has returned to work with limitations. He is expected to gain full recover and use of his wrist within 8-10 weeks. Select daily responsibilities performed by Chris will need to be sublet to local vendors. Vendors will be chosen by cost of repair and quality of work.

### Utilities Division

#### Projects Summary

- Staff continues to assist preparation of **Consumptive Use Permit (CUP) Compliance Report (5 Year)** with Barnes Ferland and Associates, consultant. Staff reviewing draft copy of report and providing additional information and comments. Aquifer drawdown modeling under review.
- **Cross Connection Control Program Management** Services with Hydro Designs, Inc. (HDI) Hazard survey for cross connection control devices began at City owned sites on 5/14/09. HDI is working with staff on the site visits. Draft CCC Plan and Ordinance provided by consultant to staff for review. Reviewed draft CCC and sent comments to water distribution supervisor. Sent insurance information to the purchasing department.
- **Wilmette Ave. Forcemain Replacement** – City Commission memo was prepared recommending contract award to Masci Corporation for \$53,732.50. A packet was submitted to the legal department to have this item on the 7/21/09 City Commission Meeting agenda.
- **Ormond Beach Wastewater Treatment Plant Rehabilitation Project** – Work is continuing in the influent pump station wet well and top floor slab modification areas. The floor slab design was modified to add strength due to discrepancies in the record drawings. Additional forming and re-bar will be required and could result in increased costs. Discussed the contractor's request for 60 additional days to complete the project. Documentation was requested so the request could be evaluated. Reviewed Factory Acceptance Test shop drawing information. Received a copy of the Approved as Noted/Resubmit HMI Graphic Screens Shop Drawings. Responded to Westfalia Performance Bond requirements. Processed pay application #5.
- **Ormond Beach Wastewater Treatment Plant Expansion** – Interdepartmental plan review meeting was attended to review the 90% design drawings. A set of drawings was given

SPRC for review of fire requirements. A meeting is scheduled with the consultant at the end of the week to review staff comments.

- **Water Treatment Plant High Service Pump Station VFD Conversion** – The preconstruction meeting was held for the project and an inspector was assigned. The notice to proceed date is tentatively scheduled for 8/3/09. Reviewed shop drawings for the altitude control valve, structure and schedule and returned comments to the engineer.
- **Water Treatment Plant Redundant Electrical Feed** – Power Switch Project: FPL contractor performed conductor feeds and pass through transformer installation this week. Testing of new power feed switch to occur on July 9.
- **Site Plan Review Committee** – Reviewed plans for Farmer's Market Main Street Minor Modifications, Madison Glen and Ormond Beach Middle School Building 4. Reviewed Tomoka Christian Church site plan minor modifications. Partial water main clearance received for Ormond Mall Publix.
- **Pump Station Repair and Replacement** – Reviewed pump curves for Lift Stations SC and SL. Waiting for survey information needed for the Lift Station OM (Publix @ Ormond Mall) easement from Century Companies. Called John Schneider, representing Century Companies, concerning the easement. He will try to get the legal description out by the end of next week.
- **Airport Road Utility Relocates** – Prepared a construction sequence of operations plan for water and force main relocation for review by water and sewer system managers. Bids received, Engineering reviewing bid tabulations from Volusia County. Bid tabs received from the county. Additional funding will be required for utility relocations. A City Commission memo was prepared for the July 21, 2009 agenda.
- **Leak Detection Equipment** – Purchase Requisition prepared for purchase of equipment.
- **Sanitary Sewer System Root Control Services** – A draft technical specification was prepared for review and eventual advertisement.
- **Chemical Bids** – Specifications were prepared for staff review prior to sending them to Daytona Beach for inclusion in the joint bidding documents.

#### **Public Works – Utilities Division**

- Water Distribution
  - Repaired or replaced 11 Residential and 1 commercial water meters
  - responded to and repaired 9 water leaks / 1 low pressure call / 3 cloudy water complaints
  - installed 4 BFP water meters and tested 5 City BFP's
  - replaced 4 water services to the main / replaced 8 meter boxes/ located 2 water meters for the meter readers
  - continued to perform valve maintenance on New Britain Ave / Lincoln Ave / N. Ridgewood Ave
  - performed flushing activities at the following locations: Plaza Grande area (3x), Hand Ave, S. Nova Rd, Stratford Place, Park Place, Park Ridge sub, Oak Park sub, Arroyo Pkwy, Montana/Tennessee Terraces, Hernandez Ave, Sanchez Ave, Byron Ellinor Dr, Ormond Shores Dr (2x), and San Jose Dr
  - Rescind the boil water alert in the Northbrook subdivision
  - Espanola Ave: Perform shutdown, replace fire hydrant, tee, valve, 8' of water main, and refill, compact, get road ready for asphalt. Issued and rescinded Precautionary Boil Water Notice.
- Water Treatment
  - Delivered to the City 38.05 million gallons for the week ending July 5, 2009
  - Backwashed filters 21 times for a total of 980,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Completed all underground boring for new FPL secondary feed.

- Developed new SOP for SCADA system backup. All SCADA operating systems and data backed up and stored at remote site (IT Department City Hall).
- Continued coordination CUP Consultant BFA for responding to requests for additional information and providing comments on current draft of compliance report .
- Waste Water Collection - Reuse
  - Responded to three low pressure trouble calls. Replaced PEPSystem components – 2 pumps 1 tank lid, replace all sod
  - Following up on low pressure system calls from the weeks before.
  - Assisting contractor at WWTP with Influent Pumping Station associated with WWTP Rehabilitation Project.
  - Read all irrigation system meters at Hunter’s Ridge and BAT Plant daily.
  - Televised ten sewer services.
  - Responded to two trouble calls in town. Disconnected 4” sewer lateral at 330 Riverside Dr.
  - Assisting maintenance at wastewater plant to help clean up Storm Water bay. Picked up two pallets of sod to finish replacing sod for all repairs.
- Waste Water Treatment
  - Process solids backup is still an issue.
  - Estimated Domestic and Industrial Wastewater flow 40.36 Million Gallons
  - Produced 14.40 Million Gallons of Reuse
  - Produced 24.78 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 5.77 MGD, plant designed for 6 MGD
  - Produced and Hauled 112.97 Wet of Tons of Dewatered Sludge (13%-15% Solids). Current insurance requirements not being fully attained by contractor. Seeking other contractor resources for hauling and treating dewatered sludge. Prepared pertinent notice to FDEP for alternative biosolids disposal site. Coordinating with Risk Management, Legal and Purchasing for preparation of necessary City Commission action.
  - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
- Utilities Maintenance Division
  - WATER PLANT - WELL FIELDS - BOOSTER STATIONS
    - Replaced RTU battery at well 8D
    - Checked well 5D for operations, all good.
    - Replaced Clevis couplers and gears on Well 10D meter.
    - Performed PM’s to LPRO and Lime Softening Water Plant equipment.
    - Checked all Booster stations and pumped out valve pits as needed.
    - Repaired lime slurry pump #2. Also replaced hose
    - Replaced feed line to Claricone #2.
    - PM’s to Hudson and SR 40 Wellfields
    - Performed PM’s on reuse pumping equipment.
    - Repaired leaking check valve Aerator pump #3.
    - Added wheels to new Slaker grit dumpsters for easier use. Also epoxy paint coated for longevity.
  - WASTEWATER PLANT – LIFT STATIONS – REUSE SYSTEM
    - Replaced Motor starter overloads at 13M liftstation.
    - Rebuilt motor starter for submersible aerator blower.
    - Replaced sump pump and broken plumbing in decant room.
    - Force main pressure readings on A1A and SR40.
    - Replaced pump #2 at 13M liftstation with spare, pump rebuild at FLYGT.

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- Deragg submersible aerator #2 and post anoxic mixer.
- Reconnected spare blower for reaeration tank.
- Assisted operations with rental pump suction screen replacement.
- PM's to all plant equipment.
- Repaired underground chlorine leak between Hydro building and final tank.
- Performed annual PM to 5 Liftstations(replace wear rings/ impellers)
- Cleaned and deodorized 27 Liftstations.
- Repaired steam cleaner at maintenance shop.
- Replaced washdown hose assembly at carrousel #1.
- Tightened mounting hardware at Preaeration mixer #11.
- Installed liquid deodorizer to 6P LS to try to help with continued complaints from residents to north of station.