

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 13, 2010

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Weekly meeting with City Attorney
- Weekly staff meeting with Directors
- Strategy sessions for GEA with Assistant City Manager, HR Director and Finance Director
- Weekly meeting with HR Director
- Monthly meeting with Risk Manager
- Biweekly meeting with Economic Development Director
- Weekly budget discussion with Assistant City Manager and Finance Director
- Biweekly meeting with Fire Chief

Spoke to, attended and/or met with:

- Attended Movies on the Halifax, E.T., on August 6th.
- Attended Rotary Board of Directors meeting
- Attended Public Works Directors luncheon
- Commissioner Kelley, Planning Director and I met with Craig Coffey, Flagler County Administrator, on Hunter's Ridge DRI/DO concerns
- Attended FCCMA Board of Directors meeting

City Clerk's Office

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

- Prepared packet material for the August 17, 2010, City Commission meeting.

Community Development

- Planning
 - Planning, as a member of the TPO Technical Coordinating Committee, attended a subcommittee meeting to discuss multi-modal issues. It appears that Port Orange received very similar comments as Ormond Beach did and is going down the same track to a non-compliance determination. Since our request to DCA two weeks ago to have a meeting at DCA to discuss their expectations of Ormond Beach regarding the non-compliant multi-modal strategy for financial feasibility, we have not received any word from them, despite their assurance that they would contact us within a week.
 - Staff attended a meeting at Flagler County with the City Manager and Commissioner Kelley regarding Durrance Lane/Strickland Road and the letter received from the Flagler County Administrator on same. A memo summarizing the meeting is being drafted; however, it appears that what resulted from the meeting was much better than what was conveyed in the letter. Flagler County intends as part of the Substantial Deviation action scheduled in October to request Hunter's Ridge to allocate funds toward the improvement of the Durrance Lane–Strickland Road alignment as a secondary

- emergency access road. The road would be constructed quite possibly with crushed concrete. Flagler County would do the improvement but the property owners would be required to sign off on providing the necessary easements if needed. The letter received by the city indicated Flagler County did not intend to require Hunter's Ridge to move forward with improving Durrance Lane since the impacts of the project were not linked with the improvement of Durrance Lane and therefore there was no rational nexus. The only benefit would have been to the property owners with no benefit to the developer.
- Final project plans for the Way Finding and Vining Court projects have been posted on the Planning Department's website at:
<http://www.ormondbeach.org/index.aspx?NID=242>
 - Building Inspections, Permitting & Licensing
 - 94 permits issued with a valuation of \$810,960.00
 - 260 inspections performed.
 - 10 business tax receipts issued.
 - Development Services
 - The SPRC performed the first review and comment on the following plans:
E-Lab at the Industrial Park.
 - CRA Activities
 - Much has been accomplished by staff with the assistance of MainStreet as it pertains to projects from the Redevelopment Plan. Please see attached Status Report on CRA activities.

Economic Development

Ormond Crossings

- Staff is preparing a CRA Trust Fund resolution for the Commission to review in September.
- Staff continues working with Tomoka Holdings' engineers to discuss roadway and landscaping designs for Crossings Boulevard and other local roads within the development. To ensure best practices and standards are being applied to Ormond Crossings, site visits to other commerce parks in the Orlando area are to be arranged.
- Staff met with Tomoka Holdings to discuss the plans and procedures for the zoning and platting of the property with a goal of mid-August submittal to the Planning Department.

Airport Business Park

- Staff has installed the directory sign at the entrance to Sunshine Boulevard. Staff worked closely with a representative group of business owners from the park in the design and placement of this address map. The two monument signs that will replace the old wooden signs are under construction and will be installed at the entrance of Sunshine Boulevard in August.
- Staff reviewed the Pace Analytical 8,000 square foot addition to their facility in at the Airport Business Park, which will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. Staff will be working with the company to determine their eligibility for local and state incentives.

Ormond Beach Chamber

- Staff met with Ormond Beach Chamber Prosperity Committee members regarding economic development initiatives and establishment of sub-committees regarding marketing, business recruitment, and small business assistance. Several subcommittees are to be established with specific tasks to provide marketing related strategies for the Economic Prosperity Committee. A Business Recruitment Team will be established that

will work with City Economic Development staff to provide possible industrial and commercial business contacts and act as business ambassadors for visiting prospects.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), formerly known as MDVEDC, and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.

Special Economic Development Projects

- The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona Volusia Economic Development Corporation (MDVEDC). A workshop between MDVEDC and the County Council was held to discuss the partnership roles of the organizations. The MDVEDC name was changed to Team Volusia Economic Development Corporation (TVEDC). Meetings with the County Council were held June 3 and June 17 and the Council unanimously approved a plan to fund the organization. A number of conditions are required for the funding to be appropriated, including verification of private sector funding and approval of a service contract. A Board meeting was held to adopt the Corporate Bylaws and a variety of operational measures. Staff was elected by the economic development practitioners throughout Volusia County to represent them on the TVEDC Board of Directors.
- Staff participated in the Main Street Economic Restructuring Committee meeting. The Committee is reviewing economic development initiatives such as Brownfield's designation, development incentives, and business attraction strategies.

Airport Operation and Development

- Staff scheduled a follow-up site visit to the airport with representatives of Advanced Cabling Solutions, Inc. and Express Supply, Inc. The purpose of the follow-up visit is to afford these vendors an opportunity to present and discuss their proposal to install an airport surveillance system, which will be evaluated in comparison with a similar proposal from ADT Security Services.
- Staff has identified that Gate #9 at the airport has begun to malfunction. Quotes are being solicited from local vendors to effect repairs.
- Staff prepared and submitted to FDOT a request to extend the expiration date of the current JPA being used to fund the cost of security upgrades at the airport. This JPA is scheduled to expire on October 1, 2010. Staff has requested an extension to February 1, 2011, in order that the City may have the fullest opportunity to evaluate vendor proposals to install security surveillance systems at the airport.
- Staff worked with Stormwater, Engineering, Planning, and GIS to provide additional information related to stormwater and drainage infrastructure at the airport to Sunrise Aviation, as part of a continuing effort to assist Sunrise Aviation with their plans to construct a new fuel farm at the airport.
- Staff has been apprised that certain electric locking systems at the air traffic control tower may have been damaged by lightning. Technicians from Wolen, LLC will repair these systems while on-site for previously scheduled work.
- Staff conducted a meeting with Tomlinson Aviation regarding their plans to lease additional airport property for the purpose of constructing a general aviation FBO adjacent to the new heliport site. Tomlinson Aviation has requested that the heliport site dimensions be staked in order to facilitate further design work for their FBO.

- Staff worked with the City Attorney to compose an RFP regarding design and construction services related to the relocation of Taxiway "A," and the renovation of Taxiway "C" at the Ormond Beach Municipal Airport. The City Attorney has proposed that this RFP be provided to the other airport facilities consultants identified in the "Notice of Intent to Award" for RFQ #2010-16, in order to provide figures for comparison to the proposal already received from Hoyle, Tanner & Associates.
- Staff continued to work with the City Attorney to address the issue of illegal maintenance work at the airport. The City Attorney has prepared and sent a letter to the subject individuals, outlining specific violations of the city code and specifying remedies available to the city, including law enforcement action. Staff is investigating the use of identification badges for airport tenants, tenant employees, and flight students as a remedy for the presence of unauthorized personnel on the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for fiscal year end and annual audit.
- Completed Projects - Weekly
 - Processed 46 Journal Entry Batches (# 4363 – 4461).
 - Approved 18 Purchase Requisitions totaling \$159,390.84.
 - Issued 12 Purchase Orders totaling \$74,564.42.
 - Prepared 165 Accounts Payable checks totaling \$428,495.19 and 27 Accounts Payable EFT payments totaling \$215,701.91.
 - Processed 4,008 cash receipts totaling \$810,506.13.
 - Processed 539 utility bill payments through ACH totaling \$40,331.90.
 - Processed and issued 5,934 utility bills with billed consumption of water of 45,011k.
 - Issued 809 past due notices on utility accounts.
- **Public Information**
 - Press Releases
 - Food Drive for Halifax Urban Ministries
 - Students Return to School
 - Other
 - Citizen Contacts
 - Media Contacts
 - Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.

Fire Department

Weekly Statistics

4	Fire		
12	Fire Alarms		
2	Hazardous		
67	EMS		
6	Motor Vehicle Accidents		<u>Medical Call Type</u>
15	Public Assists		
106	TOTAL CALLS		
1	Abdominal Pain	2	Heat Exposure
1	Assault	1	Pedestrian Accident
7	Breathing Problems	1	Pregnancy

1	Cardiac Arrest	2	Sick Person
9	Chest Pain	1	Stroke
4	Convulsions	11	Traffic Accident
1	DOA (cardiac arrest)	3	Traumatic Injury
5	Fall Victim	6	Unconscious
2	Headache	7	Unknown Medical

65 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies: **13 calls - Volusia County**
- Aid received from other agencies: **2 calls - Volusia County**
- Total staff hours provided to other agencies: **23 hours**
- Total staff hours received from other agencies: **4 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **1**
- # of overlapping calls: **14**

Significant Incidents

Date: Wednesday, August 4th

Type of Call: Brush Fire

Address: 1566 Roosevelt Blvd.

Dispatch Time: 3:47 PM

Cleared Time: 7:38 PM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Engine 94 & Tanker 94, Volusia County: 9 Units, Daytona Beach: 4 Units, Department of Forestry (DOF)

Incident Description: Provided automatic aid to Volusia County for a 24 acre brush fire. Winds were high with flames 10 feet high. Fire could be seen from Interstate 4. DOF trackers cut fire lines around the fire which was headed in the direction of Roosevelt Blvd. where Ormond Beach units were staged to protect structures. Main body of fire was extinguished with no damage to structures.

Operations

- Attended Volusia County Emergency Medical Services committee meeting
- Conducted relief battalion training
- Prepared information needed for the purchase of Target Safety's EMS/Fire software program
- Continued contract negotiations with IAFF Local 3499

Training Hours

3	Advanced Airway Management
29	Building Construction
3	Driving
3	EMT Refresher Module 4
18	EMT Refresher Module 5
8	Leadership
2	Medical Director Special Procedures
3	Policy & Procedures
29	Preplanning
5	Pump Operations
5	Tactics
4	Technical Rescue

112 TOTAL STAFF HOURS

Activities

- Updated 28 pre-fire plans
- Conducted 7 fire inspections
- Visited 2 homes for smoke detector checks
- Conducted 2 tours of station 91 and 1 tour of station 94
- Attended National Night Out
- Held monthly Healthcare Provider's CPR class – 9 students
- Conducted 3 Fire Explorer ride-a-longs with Battalion Commanders

Human Resources

Staffing Update

- Job Requisitions
 - Police Dept - Community Service Officer.
- Approved/Active Recruitment
 - Police Department – Police Officer (3) – Advertised 7/21/10, recruitment closed 7/30/10, extended to 8/13/10.
 - Public Works/Streets – Streets Supervisor – Advertised in-house only 7/27/10, recruitment closed 8/13/10.
 - Police Department – Evidence/Crime Scene Technician will be advertised in-house and outside. Awaiting review of job description.
- Screening/Interviews Scheduled
 - Leisure Services/Community Events – Part Time Community Events Technician – Advertised and three (3) applications were forwarded to department for review. All applicants were asked to interview (one declined), applicants were not selected for hire and department has requested that we re-advertise with revised ad. Ad posted on web site and will close on August 27th.
 - Public Works/Streets – Maintenance Worker II (2) – Recruitment closed 7/30/10, Interviews scheduled for Aug. 12th and August 13th
 - Background/Reference Checks
- Terminations/Resignations/Retirements
 - Police Department – Evidence/Crime Scene Technician elected early retirement effective August 6th.
- City Events/Employee Relations Update
 - The City Heart Walk team is planning a hamburger/hot dog lunch to be held at the Public Works complex on Thursday, August 26th. Publicity will be forthcoming so that all City employees will be informed. The team is also working on a pancake breakfast for September.
- Risk Management Projects
 - Designing a centralized insurance review process for all purchases. Coordination with City Clerk's office, Finance and Brown & Brown. Re-working update to Resolution 98-132 revising the insurance requirements for purchases; preparing for September 7th Commission meeting.
 - Policy on Driver License History checks - First draft under review.
 - Updating proposed changes in level of insurance coverage for insured facilities and requesting written confirmation to support deviations from appraised value. Anticipate completion this summer. Met with Public Works for additional data on the water and wastewater treatment plant facilities.

- Recommendation to Purchasing Manager for WC Third Party Administration services. City Attorney's office working on agreement; agenda item is being prepared for September 7th Commission meeting.
- Subrogation recoveries for July total \$15,172.61; sources include insurance policies and private payments from persons causing property damage.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center – Project completed.
 - Server Virtualization – Implementation planning: modeling current environment
 - Document Imaging – City Clerk project – Preparation for RFP
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers - None
- Networking System - Brief Internet outage by Brighthouse 8/5/2010, 5:30 – 6:00pm
- Work Orders - 38 New work - 42 completed - 19 in progress
- Virus Protection - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	59,992	Inbound E-Mails Blocked	51,738
Delivered Inbound E-Mails	7,961	Quarantined Messages	293
Percentage Good Email	13.3%	Virus E-Mails Blocked	38

- Notable Events: None.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 1 Changes: 0 Corrections: 0
 - Map/Information Requests: 17
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 2
 - Notable Events: None.

Leisure Services

- **Administrative Services**
 - Supervisory Staff Meeting
 - Public Works Meeting
 - City Manager Meeting
 - Met daily with Misano Construction regarding skate court progress
 - NIMS Training
 - Checked progress of South Ormond project
 - Farmers' Market
 - Prepared several departmental weekly review articles
 - Continued updating departmental goals and major projects
 - Project ROMP meeting notes prepared
 - Prepared City Commission items
 - Attended Movies on the Halifax
 - Hosted Programming Staff Meeting.
 - Attended SPARC Luau at Nova Community Center
 - Met with Ormond Beach Soccer to discuss expansion of TOPS soccer program
 - Met with Council On Aging Senior Center Staff
 - Met with Sunshine State Officials Association to discuss officials for upcoming seasons
 - Attended special Pop Warner Board Meeting

- Athletics
 - Luis Camacho is once again renting the soccer fields for his Sunday 11 v 11 Adult league. They play each Sunday at 10:00 a.m. The 6-a-side league will start up again later this month.
 - The City's Youth Volleyball Program finished its first ever Summer League this Thursday at the Nova Gymnasium. T-Shirts and awards were presented after the final games.
 - The City's Adult Coed Softball Program, in its 18th year, continues its pre-season practices this week, with the game season to open on August 16th.
 - The OBGS 13's will have their pre-season workouts this Wednesday and Friday, preparing for the upcoming fall season.
 - Upcoming Activities: USSSA Baseball Tournaments, City's Men's Softball Fall Season, City's Youth Flag Football Program, City's Youth Coed Volleyball Fall Program.

- Athletic Field Maintenance
 - Mowed baseball fields 1-4, three times a week
 - Mowed common areas
 - South Ormond: mowed outfield, prepped infield, cleaned tennis and basketball courts
 - Osceola Elementary: prepped softball fields, cleaned tennis, basketball, and handball courts
 - Nova Park: mowed infields and outfields, cleaned skateboard park, tennis and handball courts
 - Mowed softball fields 1 - 4 and coed fields
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Mowed soccer fields 1 - 10, twice a week
 - Mowed the right of way along Harmony Road that leads to the entrance of the Airport complex
 - Painted foul lines and prepared baseball fields daily for competitive teams practice and games
 - Hosted the men's baseball league on Monday and Thursday nights
 - Cleaned up after daily use of the soccer fields
 - Prepped softball fields 1- 4 for Lady Renegade's competitive club practice
 - Put out garbage cans and player benches on soccer fields
 - Painted the full-sized soccer field for men's league
 - Helped out the summer camp program at Nova Rec. for final day activities
 - Hand pulled weeds on soccer fields
 - Put up new batting cage nets at the baseball fields
 - Began pre-emergent/fertilizing of all playing fields
 - Trimmed and edged all the walkways at the softball quads

- Senior Center
 - Staff hosted normal evening programming including: Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, and Daytona Community Church.

- Performing Arts Center
 - CMT Reunion rehearsals were held on Wednesday and Thursday with a show held on Friday.
 - The Performing Arts hosted the following classes throughout the week as part of its regular operations:
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats, CMT
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance
 - Wednesday - Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits

Thursday – Devito Dance, Show Club Skits, Show Club Chorus, Kopy Kats Skits, CMT Dance, CMT Jazz & Tap

Friday – Greene Dance, Theatre Workshop, Theatre Workshop Chorus, CMT

- The Performing Arts Center is preparing to host the following events:
 - Tribute to Elvis Show 8/14/10 7:30pm \$20
- South Ormond Neighborhood Center
 - Youth basketball practice took place Tuesday and Thursday from 5:00 to 7:00 p.m.
 - There was a United Hands meeting at the Center at 6:00 p.m. on Monday.
 - The splash pad is open from 10:00 a.m. until dusk for the spring and summer.
 - Renovations are taking place in the gym this week.
- Community Events
 - Continue training of new hire, Sonja Johnson, part-time Community Events Leader
 - Assisting with Movies on the Halifax event
 - Assisting with Caribbean Night event tasks
 - Weekly administrative tasks and office work
 - Interviews on Tuesday; PT Community Events Technician
 - Prepare and start set up of Caribbean Night, Saturday, August 14th, 4:00 p.m. - 9:00 p.m. at The Casements
 - Attended Events Meeting
 - Attended Senior Games Meeting
- Gymnastics
 - New session registrations for August continued this week.
 - The Gymnastics Coordinator is working on setting up another clinic as well as Teacher Duty Day Camps.
- Nova Community Center and Special Populations
 - Nova conducted regular adult classes in jazzercise, “Take off Pounds Sensibly” (TOPS) and Yoga.
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
 - Nova staff spent the week cleaning, organizing and storing supplies and equipment used for the summer camp season.
 - The Special Populations Therapeutic Aide sent thank you letters and a copy of Camp T. Rec’s slide show and video to the parents and campers who attended the summer camp.
 - Volleyball met on Monday, Tuesday, Wednesday and Thursday evenings for practice with the Athletics division.
 - The City of Ormond Beach and Special Populations Activity and Recreation Council (SPARC) had their Luau on Friday evening. Dinner, dancing, a DJ and photographer were on site for all who attended.
- The Casements
 - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
 - Donna Oldham’s Photography Exhibit Ongoing, Monday - Friday 8:00 a.m. - 5:00 p.m., Saturdays from 8:00 a.m. - noon.
 - Yoga returns this week on Tuesday mornings from 10:00 a.m. -11:30 a.m. and Thursday evening from 6:30 p.m. - 8:00 p.m. Welcome back!
 - Summer Art Camp strike and clean up.

- LOMA! final class of the summer, Wednesday 7:00 p.m. - 9:30 p.m. with Gretchen Neal.
- Tai Chi classes have stopped during the summer months and will return the first part of September.
- Zumba classes continued this week with a Tuesday evening class from 6:00 p.m. to 7:00 p.m. The class is growing as we go with three new members this week!
- Pilates classes continue every Tuesday and Thursday afternoon from 3:30 to 4:30 p.m.
- The Casements Guild Crafters met this Thursday from 12:30 to 3:00 p.m.
- The Casements Guild was given a settee and two chairs dating back 100 years. These new pieces will complement the archive room that the Guild will be using to showcase articles and pictures of the time John D. Rockefeller lived here.
- Staff and volunteers worked this week on several projects just in time for Caribbean Night by creating festive signs, a painted backdrop and a limbo game.
- Staff assisted with the weekly Farmers' Market on Thursday from 8:00 a.m. to 1:00 p.m.
- The Casements Coordinator met with Nancy Partridge from Pilgrims Rest Cemetery and Joyce Benedict from the Ormond Beach Historical Society to discuss plans for the upcoming Historical Tours offered both at the cemetery and The Casements in the fall.
- Caribbean Night and Island Market are scheduled for Saturday, August 14th from 4:00 p.m. to 9:00 p.m. Come join the fun!

- Facilities Maintenance
 - Repaired loose boards on pier by fish cleaning station at Cassen Park
 - Repaired doors on second floor of The Casements
 - Repaired three runway lights at the Ormond Beach Municipal Airport
 - Repaired lightning damaged water service at the Waste Water Treatment Plant Maintenance Building
 - Repaired four tables at the Ormond Beach Senior Center
 - Drained, cleaned and installed new pump in the decorative fountain at City Hall
 - Repaired water leak in fountain at the PAC
 - Repaired 14 decorative street lights on side streets Citywide
 - Replaced accident damaged D.O.T. light on Nova Road by Tomoka Meadows
 - Continuing A/C services Citywide
 - Repaired door threshold in breezeway at City Hall
 - Installed four smoke detectors in the offices at Airport Sports Complex
 - Repaired outside restroom door at the Nova Rec. complex
 - Installed touchless urinal flushers in the auditorium restrooms at the PAC
 - Repaired broken wooden slats on the Joyce Ebbets pier

- Parks and Irrigation
 - Ran through all West Granada medians
 - Replaced spray head at Rockefeller Gardens
 - Repaired one broken zone line on South A1A median; ran system, put up flagging to keep trucks off median
 - Inspected and directed RJ Landscapes in relocation of palm tree, relocation and installation of irrigation system
 - Replaced one damaged spray head and installed new nozzle at Central Park II
 - Replaced eight rotors on West Granada medians
 - Replaced two damaged spray heads at Bailey Riverbridge Gardens
 - Replaced two heads on Streetscape

Police Department

- Administrative Services
 - Property and Evidence Room audit and inventory continuing.

- Community Outreach
 - The Ormond Beach Police Athletic League experienced a wonderful summer. Programs are currently closed until October when the fall season of Basketball, Tutors R Us, Youth Directors Council Projects and Science on Patrol resume. PAL staff is organizing items needed for a successful fall program.

- Community Services & Animal Control
 - 52 Animal Calls
 - 7 Animal Reports
 - 3 Animals to FHS
 - 2 Animal Citations
 - 2 Animal Warnings
 - 1 False Alarm Warning
 - 2 Animals (1 kitten & 1 puppy) adopted from OBPD (saved \$76)
 - LCSO Owen made a presentation to the Volusia County Advisory Animal Control Board concerning the City of Ormond Beach TNR Program

- Criminal Investigations
 - Cases Assigned: 43
 - Cases Cleared by Arrest/Complaint Affidavit: 7
 - Cases Exceptionally Cleared: 15
 - Inactive: 15
 - Fraud: 10
 - Burglary Business: 1
 - Burglary Residential: 10
 - Larceny Car break: 7
 - Grand Theft: 10
 - Auto Theft: 1
 - Offense Against Family/DCF Reports: 2
 - Sex Offense/Rape: 2

- Narcotics
 - Two search warrants
 - Three buy/walks and four attempted buy/walks.

- Records:
 - Walk-Ins / Windows 187
 - Phone Calls 274
 - Arrest / NTA'S 26
 - Citations Issued 149
 - Citations Entered 197
 - Reports Generated 136
 - Reports Entered 142
 - Mail/Faxes/Request 182

- Patrol
 - Total Calls 1,181
 - Total Traffic Stops 181

- Operations
 - 8/05/10 Grand Theft, Deer Creek subdivision, suspect cut and removed 51 brass valves.

- 8/05/10 Burglary - business, Osceola Elementary. Two 17" monitors were stolen from a portable classroom.
- 8/08/10 Larceny Shoplifter; Kangaroo (1058 N US Hwy) adult male stole a pair of \$10 sunglasses. Male was taken into custody and transported to VCBJ.
- 8/08/10 Burglary -Grandview Ave; Tools from the shed while the victim was on vacation; possible suspect known.
- 8/09/10 Car Break - Quail Run; follow up from car breaks last week; new victim; VCSO recovered the stolen property.
- 8/09/10 Fraud at Bank of America - Subject opened a checking and savings account on August 4th. Monies were transferred into the account August 5th from three different victims from out of state. The subject then removed the monies from three different banks, all located within the city.
- 8/10/10 Car Break - Lake View Cir - Resident heard car alarm -called police. Misc music CD's taken. No suspect found.
- 8/11/10 Stolen Vehicle - Granada Plaza - subject went into Walgreens and on return to lot discovered his vehicle missing. Keys had been left in same. Not a tow or repossession.
- Traffic Unit:
 - 8/06/10 Hit & Run Crash @ SR40 & US-1, no injuries, suspect not found.
 - 8/11/10 Multiple Crash Investigations due to inclement weather, none were serious but did cause temporary road blockage.
 - Continued enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
 - Sergeant Smith and Officer Pavelka attended a workshop yesterday for the new report format at IPTM Jacksonville.
 - Assisted NID with several parking complaints. They were resolved with citations / tow warnings.
 - Sergeant Smith and Officer Pavelka met with Principal Carl Persis and his staff at OBMS to discuss upcoming traffic issues anticipated during the first week of school.
 - Sergeant Smith generated an operational plan and roster to deploy personnel to public schools in need of traffic assistance next week for the first week of school.
 - Sergeant Smith approved of signage requested by OBPW to prohibit parking near a lift station so maintenance crews could access it. The request and approval was forwarded to the Streets Division.
 - Sergeant Smith, Officer Pavelka, and Officer Borzner assisted DBPD with the funeral services and escort of DBPD Sergeant Michael Miller who died unexpectedly last week.
- Weekly Statistics
 - Traffic Citations 85
 - Parking Citations 3
 - Crash, no injury 14
 - Crash with injury 2
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total # of Citations: 87
 - Self-Initiated Enforcement Locations:
 - 1200 BLK N. US 1
 - 500-800 BLK Division Avenue
 - 300-600 BLK Hand Avenue
 - 700 BLK Fleming Avenue
 - SR A1A
 - Enforced Complaints:

- Central Park area (Division, Hand, Fleming)
- 100-500 BLK Clyde Morris Blvd.
- 500 BLK S. Ridgewood Avenue

- **Neighborhood Improvement**

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 3 Cases Initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 4 Cases initiated
 - Zone 4: 1 Cases initiated
- 15 tree removal permit requests
- 13 signs either removed or sign cases created.
- Administrative staff assisted with seventy-four (74) telephonic inquiries.

Public Works

- **Engineering**

- US1 Forcemain Extension Phase II- Contractor placed barricades along southbound centerline to establish temporary lane closure for roadway repairs which are pending watermain clearance to remove temporary watermain along outside road shoulder.
- Water Treatment Plant Distribution System, Phase II- Contracts are being prepared.
- Rima Ridge Wells 54, 55 & 56- Gopher Tortoise burrows were investigated by biologist at each site location. None of the burrows were deemed active. Construction activities will restart the following week.
- Oak Forest Outfall- Purchase Order will be generated to install cured in place PVC liner. Outfall area was cleaned out by City crews, pipe has been cleaned and TV'd.
- 2010 Roadway Resurfacing- Bids were received August 4. Low bid was below budget as were the two alternates, which include resurfacing the MacDonald House parking lot and entrance pavement at Rima Ridge & SR-40. Prepared Commission memo for award of bid, scheduled for September 7.
- South Ormond Neighborhood and Gymnastics Centers Improvements- Contractor is procuring materials to install new roof system at the SONC. With the closing of summer camp this week interior renovations can now begin.
- Ormond Beach Sports Complex Press Box - Project is substantially complete.
- US1 and SR40 Palm Transplanting – The 3 palms are now installed in the Performing Arts Center parking islands.
- SR40 Sidewalk/Trail Phase I- Preparing project close out documents.
- SR40 Sidewalk/Trail Phase II- Installed stormwater pipe and two inlets, processed invoice.
- US1 / SR40 Utilities Relocate- Relocated fire hydrant that was in conflict with new FPL pole. Reviewed and commented on FPL MOT.
- South Ormond Rec Center Lighting - Conduits for new FPL feed have been completed.
- North US1 – Landscape Renovation – Staff is processing the project Purchase Order.
- SONC Softball Irrigation – Staff is processing the project Purchase Order.
- Nova Passive Parks - Staff is processing the project Purchase Order.
- Sunshine Blvd Monument Signage - Structural drawings are being prepared for permitting. All the materials have been ordered.
- City Hall Parking Lot Repairs- A pre-construction meeting to discuss the project with the contractor is scheduled for today.

- **Design Projects:**

- Alcazar-Buena Vista Drainage Area Improvements- The project is being divided into two components/ drainage basins for purpose of permitting through SJRWMD.

- Airport Rd Forcemain / Reuse Extension- Submerged Land and Environmental Resources (SLER) permit is being processed by the State.
- Sanchez Ave. Storm Drain- Received proposal for replacing culvert crossing on one park access and another within the cul-de-sac.
- OBSC Boundless Playground- Staff is finalizing the design for bidding.
- Hull Rd. & US1 - Prepared advertising and schedule.
- Ormond Scenic Loop - Prepared draft of bid documents.
- Fire Station 94 Sprinklers- Prepared bid documents.
- Ridgewood Sidewalk- Prepared quantities for bid documents.
- Vining Court- The plans were approved and staff was instructed by the MainStreet Board to make minor adjustments and advertise the project for sealed bids. The consultant is revising the plans and project manual.
- Granada Bridge Decorative Pole Replacement- The plans have been reviewed by FDOT with minor comments requiring a second and final submittal for permitting. Staff has begun preparing the bid package for purchasing the equipment for the project and soliciting quotations for installation.
- Memorial Gardens Well Replacement- Staff will pursue extending reuse water to irrigate the gardens and fill the ponds as the existing wells have failed.
- Downtown Street Tree Replacement - Staff is soliciting quotations to remove and replace select trees that have been aggressively pruned due to overhead electric lines.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- Wastewater Treatment Plant Expansion and Rehabilitation – Held discussion with engineer and contractor on Value engineering ideas. Contractor will provide cost reductions on agreed items for staff’s consideration.
- John Anderson Drive – Scheduled meeting with consultant and Utilities to perform a field walk-through in order to identify all problem areas and required improvements.
- EVRWA Nova Canal Flood Control Study– Final report was submitted and will be discussed at the next EVRWA Board meeting scheduled for today.
- Hand Ave./Coolidge Ave. Roadway and Drainage Improvements- Coolidge Avenue will be constructed separately from Hand Avenue in order to get some construction on the stormwater improvements underway. FEMA has approved that work can occur on the existing approved grant components even though the City has submitted for additional work to be added to the grant. Staff updated the City Commission on the Hand Avenue project on August 4th.
- Joint Permit Center – Staff is working with Hall Construction and their architect on the final plans.

- Administration:
 - Installation of new crosswalk to the SONC has been scheduled for next week by RA Scott Construction.
 - Prepared scope of work for legal survey and proposed easements for private sections of primary drainage canal/ditches.
 - 35 roads were inventoried for pavement condition index.
 - Prepared cost estimate for stormdrain, utility and roadway improvements on Oak Drive.
 - Wrote Commission memo for presentation of proposed amendments to the Code of Ordinances, Storm Water Utility.
 - Created 2890 John Anderson Dock Wetland Protection Permit.
 - Researched and determined the size of additional easement required to complete the easement for well 21A, and created sketch to illustrate findings.
 - Prepared project invoices/pay requests totaling \$225,716
 - Prepared requisitions/PO's totaling \$22,992

- **Customer Service:**
 - Responded to 714 Santa Fe Grade and fill permit.
 - Investigated 53 S. Center St. easement for Building Division.
 - Responded to Tymber Creek HOA on resurfacing and stormwater issues.
 - Responded to Contractor inquiries for Royal Floridian for FDEP permits.
 - Determined Seminole beach ramp ownership for OBPD to assist in case.
 - Met with citizen regarding property ownership and buffer planting requirements for areas between the Tuscany and Breakaway Trails neighborhoods.
 - Provided contour maps for Zev Cohen request @ I-95 and US1 intersection.

- **Meetings:**
 - Met at Airport for surveillance CCTV implementation.
 - Met with FDOT on FPL MOT for US1 and SR40

- **Other:**
 - 42 projects were inspected.
 - Continued updating the City fiber optic as-built to reflect the vertical depth elevations of the conduit.
 - Completed weekly measurement of the leaning retaining wall on Magnolia Ave.
 - Surveyed the existing fuel farm stormwater pipes and structures for the proposed expansion of the existing fuel farm at the OBMA.
 - Field surveyed the Well 21A site for possible easement overlap.
 - Created new OBPD monitoring well map with added coordinates per the consultant's request.

- **Street Maintenance**
Asphalt / Concrete
 - Level roadway with asphalt on south side of Seville, west of S. Beach St.
 - Repair (2) radius on Arroyo Parkway at S. Beach St.
 - Asphalt Stormwater utility cut on S. Beach St. at Arroyo Parkway
 - Repair sidewalk at 441 Pine Road
 - Patch potholes on Pineland Trail & citywide
 - Repair utility cut made by Water Department in Breakaway Trails at Coquina Ridge & Riverchase
 - Opened asphalt walkway at Central Park III on Hammock
 - Repair broken sidewalk & raised sidewalk at Riverbridge Gardens
 - Patch utility cut made by Water Department behind Walgreens, beachside
 - Formed sidewalk (2 sections, 3' x 3' each) & poured concrete at 142 Roberta Road
 - Repaired broken sidewalk at Airport Sports Complex Softball Fields
 - Park bench slabs at Hospital Park

- **Tree Crew**
 - Trimming at City yards and City Hall (including Corbin St. parking lot at school).
 - Pick up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
 - Trimming at Memorial Gardens, Fortunato Park, bus stop benches, and on John Anderson Drive
 - Clean up & haul debris for Airport and Nova Community Center
 - Assist Stormwater with Reachout mower in grading parks
 - Tree removals at 19 S. Arbor Drive, 20 Mayfield Circle, 44 Sycamore Cir, and 415 N. Halifax Dr.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Maintenance of various vehicles in Public Works yard
- DOT weed control on Nova Road & Granada Blvd.
- ROW trimming citywide
- MW II interviews at Public Works Yard

Sign Shop

- Spring Meadows Dr., installed (2) 48" x 24" large arrows at the 90 degree corner as requested by the Engineering Division
- Finish checking signs in zone SM2 (south of W. Granada Blvd. between US1 & S. Nova Rd.)
- Begin checking signs in zone SM3 for repair or replacement
- Repair & replace signs at the following locations:
 - 74 Spring Meadows Dr., installed a HIP (High Intensity Prismatic) 25 mph sign
 - 258 S. Beach St., installed a HIP 25 mph sign on the Fairview Ave. side of the house
 - 320 Grove St., raised the new 25 mph sign to the standard height
 - 80 Grove St., raised the 25 mph sign to the standard height
 - S. Washington & Division Ave., replaced names
 - 184 Tomoka Ave., replaced 25 mph sign
 - S. Beach St. Service Road (S. of Riverview), replaced "No Thru Traffic" sign
 - 908 Northbrook Dr., replaced a missing bolt & nut on the school speed limit sign
 - 70 Fairview Ave., installed a new 25 mph sign & straightened the post
 - 106 Riverview Dr., installed a new 25 mph sign & straightened the post
 - S. Perrott Dr. & Tomoka Ave., installed a new stop sign, names & post which was damaged by a vehicle
- **Stormwater Maintenance**
 - **Maintenance Crew**
 - Locates citywide
 - Carp Barriers – cleaned and inspected
 - Chemical Spraying – Jeanette Dr., and Willis Dr.
 - Cleaning out Wastewater Plant – (23) loads of dirt hauled out. Pipe thrown away and metal sold to Yorke's (over 7 tons, first load)
 - Vacon – Cleaned out drywells in The Trails and replace gravel. Finish Dormont pollution control box
 - Take boat out every day to deliver worker to barge that is digging out ditches between railroad tracks and Business Park on Orchard Street
 - System inspection – Bear Creek to Hull Road
 - Airport – Pipes that cross runways located
 - Mowing – Sanchez Park, West SR40 (mower broke down)
- **Streetsweeper – Street Sweeping**
 - 142.2 miles of road cleaned
 - 26.0 cubic yards of debris removed

- **Fleet**

PM Services completed for the week:

Emergency—Vehicles and Equipment
9

Non-Emergency Vehicles and Equipment
19

Road Calls for the week:

1

Accidents for the week:

0

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

Diesel
8,826 gals.

Gas
13,729 gals.

Comments:

- 90+% of the PD patrol vehicles have had the printer and mount installed.
- All PM services are currently on schedule and up to date.

- **Utilities**

- Finalizing response package to request for additional information (RIA) correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. Received information concerning service area designations from the GIS Division and additional account related information from Finance Dept.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department.
- Breakaway Trails Irrigation System – Nearing completion of controls installation for optimizing the pond pumps and the supplemental well setting for better managing the irrigation supply.
- Annual Chemical Bid – The project is presently advertised for bids with City of Palm Coast for scheduled receipt of bids on August 12.
- Cross Connection Control (CCC) Program Management Services: Awaiting feedback for submittal to VCHD requested survey of demographic information concerning City's CCC program. Address inactive account procedures regarding this program with Building Division.
- Fire Hydrant Replacement Program – Award packet was authorized by Commission at 8/4/10 meeting. Awaiting receipt of executed contract documents prior to scheduling notice to proceed.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 upon successful results of installation of the modified impeller bolts to demonstrate that ragging at the influent pump station is reduced or eliminated. A new impeller and modified bolt was installed on Pump #1. Impeller bolt installation for pumps 2 & 3 was also performed. Pumps have since been operating effectively.
- Gravity Sewer Pipeline Repair – Specifications for repairs are being prepared. Contacts were obtained with the City of Titusville and Delray Beach if we decide to piggyback their contracts.
- Water Treatment Plant High Service Pump Station VFD Conversion - Additional changes are required for the record drawings. All other work completed.
- Lift Station Repair and Replacement Project – The site plan is being reviewed by Volusia County. An executed work authorization was received from Consolidated Survey to perform a boundary survey of the easement site as requested from Volusia County. The boundary survey was performed. FPL notification form letter forwarded to the contractor

- for signature. The contractor signed the form letter and sent it to FPL for processing. The project status was sent to the bonding company at their request.
- Roll Off Container Filter: The project is advertised for bids
 - Root Control Services – The contract award was authorized by CC to Municipal Sales at the 8/4/10 City Commission Meeting. The company has provided verification of registration in the State of Florida. Awaiting receipt of executed contract documents prior to scheduling notice to proceed.
 - State Road 5 at State Road 40 (US1 & Granada) - The fire hydrant at Station 1196+75 needs to be moved 5 feet south to provide 7.5 feet clearance from the power pole to meet National Fire Protection Association requirements. Engineering Order 5 was prepared in the amount of \$5,000 and sent to the contractor. As-built drawings were reviewed and comments sent to the contractor.
 - Wastewater Treatment Plant Expansion – A conference call was conducted and various value engineering alternatives were discussed. The contractor will provide estimated savings for the selected alternatives before the next scheduled meeting.
 - Water Plant Aerator Rehabilitation –The alternative selected will brace the exterior walls of the structure instead of replacing it. Aerator trays will be inspected to determine whether replacement of them is warranted. The final engineering report was received. A sole source memo will be prepared recommending that the manufacturer that provided the aerators be used to perform the rehabilitation.
 - SPRC – Met to discuss the Olive Grove plans. Received plans for the Sunrise Cove subdivision from Volusia County. The plans were reviewed and deemed acceptable.
- Water Distribution
 - Replaced 3 residential water meters, disconnected 1 water service
 - Responded/repared 6 water leaks, 14 low pressure calls, 6 cloudy/red water complaints
 - Replaced 10 water services, 2 of which were long services that we bored under the road
 - Replaced 12 meter boxes/lids, located 1 meter for meter readers, 3 customer assists
 - Performed maintenance on 5 fire hydrants located in Hidden Hills subdivision
 - Performed accuracy testing on the three ¾” meters due to billing complaints – finding all meters tested within acceptable accuracy tolerances.
 - Completed valve maintenance and exercising North Forty Subdivision, 3 driveways were cut to expose covered valves.
 - Investigated a reported radio read meter reverse flow event at 21 N. Nova Rd. Backflow preventer was faulty, customer notified for repair.
 - Performed maintenance on 5 permanent flushing devices.
 - Repaired washouts around fire hydrants caused by flushing
 - Moved a water service serving 142 Roberta Rd due to the extension of septic tank drain field.
 - Cleaned and organized the yard stock and equipment area in anticipation of new storage containers
 - Water Treatment
 - Delivered City 41.265 million gallons for week August 8th (5.895 MGD).
 - Backwashed 15 filters for a total of 730,000 gallons backwash water.
 - Produced and hauled 67.54 wet tons of dewatered sludge.
 - Assisted preparation of SJRWMD CUP RAI response with data files for the EN50 Well Pumpage values and water plant production numbers for additional 2009 audit year.
 - Waste Water Collection - Reuse
 - Butch and crew checked five trouble spots around town, Televised 2,015’ of sewer mains and repaired sewer laterals at 16 Rio Pinar Dr., 39 S. Yonge St. and repaired 779 John Anderson Dr. reuse service.

- Crew still cleaning up at wastewater plant in preparation of upcoming rehab and expansion project.
- Marty and crew finished connecting 20 Foxfield Look to LPS sewer main.
- Changed out pump at 4 Huntmaster Look.
- Replaced electric box at Coquina Ridge & Riverchase Way.
- Checked irrigation system at Breakaway and Hunter's Ridge. Had to turn on 3" and 8" potable water due to high usage in Breakaway Trails and low pressure in irrigation system for one day.

- Waste Water Treatment
 - Domestic and Industrial Wastewater weekly flow @ 25.28 million gallons
 - Produced 23.55 million gallons of reuse
 - Produced 1.73 million gallons of surface water discharge
 - Influent flows average for week @ 3.61 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 129.0 (14%-18% Solids).
 - Commencement of the Pretreatment Local Limit Evaluation is planned to start August 14th.
 - FDEP provided correspondence to the Pretreatment Compliance Inspection performed on July 13th stating the City's Industrial Pretreatment Program is being implemented satisfactorily.
 - Contractor installed modified influent pump impeller fasteners per the manufacturer's suggested updated solution. Preliminary results indicate ragging of pumps has reduced or been eliminated as a result of this modification.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project.

- Utilities Maintenance Division
 - Water Plant - Well Fields - Booster Stations
 - Replaced 100 HP High Service #6 Pump and motor, leveled, shimmed and tested. Turned over to operations.
 - Ran power to old vacuum priming system at Standish Booster station.
 - Repaired air leak to high service pump #5 automated valve.
 - Rebuilt sodium hypochlorite pump #5, installed new gear box and tube.
 - Replaced wash down hose at Leeway Trails tower for sludge technician.
 - Installed new actuator motor on Standish booster pump #1.
 - Checked and reset well 29H for operations, all ok
 - Replaced control relay for well 39H
 - Liftstation mechanic on site for one month for cross training.
 - Ran LPRO and lime softening back up generators, tested ok, inspected system after run and submitted findings to Fleet Maintenance.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
 - Performed PM's to LPRO and lime softening plant equipment.
 - Performed Booster Station PM's.
 - Cleaned shop and put away spare parts.
 - Performed Reuse pump station PM's and repairs.
 - Attended Weekly staff meeting

 - Wastewater Plant – Lift Stations – Reuse System
 - Installed new tank level controls for Breakaway Trails reuse pumping station. Tank level controls well pumps and pond pumps via submersible transducer, which replaces the float system. It will also control 3" potable valve upon final receipt of automatic valve.
 - Checked out reuse flow meter chart recorder for operations, all ok
 - Replaced fence at Sandy Oaks liftstation, submitted request to PD and Sign shop for some "No Parking" signs to be installed at front of liftstation.

- Replaced 8" emergency pump out port valve at 4P liftstation for upcoming contractor cleaning activities.
- Repaired underground water leak at back of Maintenance building.
- Installed flanges to accommodate Vactor connections on centrifuge feed pump suction lines, cleaned lines and pulled out numerous rags that were clogging feed pumps.
- Replaced broken shear pin and adjusted drive chain on Barscreen #1.
- Assisted operations deragging recycle pumps.
- Assisted contractor with changing out impeller nut on all 3 pumps at Influent pump station.
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 18 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 0 Liftstations. Technician temporarily assigned to water plant for cross training.
- Utilities Division completed 87 work orders as reported in MP2 computerized maintenance management system, of which 57 were PM work requests and 30 were repair work orders.