

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: September 24, 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 meetings with City Attorney and Budget Director
- Met with City Clerk on Commission orientation
- Weekly staff meeting with Assistant City Manager and Directors
- Bi-weekly meeting with Police Chief
- Met with Assistant City Manager, HR Director and Recreation Manager on Employee Appreciation Day, October 20, 2010
- Met with Assistant City Manager, City Engineer, and Landscape Architect on the beachfront park.
- Received copy of federal complaint by 1545 US 1 LLC v. City of Ormond Beach

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended Team Volusia meeting
- Attended City/County Managers meeting
- Discussed with City Attorney and County Manager 1545 US1
- Met with citizen on property maintenance issues on Live Oak
- Attended VLOC dinner in Ponce Inlet
- Attended United Way meeting

City Clerk's Office

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

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

Community Development

Planning

- The final Remedial Amendments to bring the Comprehensive Plan into compliance based upon the DCA determination to find it in non-compliance were submitted to Linda Shelley who in turn will provide them to the DCA. All the DCA staff involved in the City's meeting in Tallahassee continues to be in DeLand participating in the Administrative Hearings for the Farmton Comprehensive Plan Amendment. Staff hopes to hear back from DCA on the amendment when DCA staff returns to Tallahassee. October 19 and 28 has been scheduled for First and Second Reading of the Remedial Amendments respectively. Linda will prepare the Settlement Agreement and inform DCA of the meetings.
- At the TCC meeting Karl Welzenbach indicated that FDOT is planning to use Revenue Toll Dollars to provide a soft match. Apparently, these dollars exist only on paper and are

- considered a "soft match." This works well for FDOT since no money is involved but the impact on Volusia County, the cities and Ormond Beach in particular is more severe. Since FDOT's soft match has no value, someone else will need to pick up the real dollar match. It appears that either local government will be required to have a greater dollar match as part of the XU pot or the match will be adsorbed by the XU funds. If you recall, the match for XU was reduced by the TPO board from 25% to 15%. Depending on where the make up in match comes from, XU funds could suffer further erosion. XU funds are used by local governments to do safety, traffic operations and pedestrian/bike enhancement improvements.
- Staff prepared an analysis of all parcels for the roadway corridors suggested by the Planning Board for possible placement of electronic message center signs. This analysis considered 4 criteria to determine possible number of signs. The Planning Department will be recommending a more conservative approach to permitting these signs. Consequently, staff has placed importance on whether or not there are multiple tenants, acreage size greater than 3 acres; minimum lot frontage of 200 feet; and 300 feet from all residential areas. The total number of possible areas was determined to be 26. The criteria can be amended to provide more locations **IF** the community becomes comfortable with the signs. If the community rejects the signs, the number of parcels permitted is few and dispersed. The work session for the Planning Board is on September 28th at 6:00 pm in Commission Chambers.

Building Inspections, Permitting & Licensing

- 75 permits issued with a valuation of \$2,908,454.00
- 160 inspections performed.
- 5 business tax receipts issued.

Development Services

- 499 Nova Road (Bright Beginnings) received a stop work order since no site plan was provided and work on the exterior was occurring without permits. Site plans were received and SPRC recommended approval. A Development Order will be forthcoming.

Economic Development

Ormond Crossings

- Staff continues working with Tomoka Holdings' engineers to discuss roadway and landscaping designs for Crossings Boulevard and other local roads within the development.
- Staff continues reviewing and working with Tomoka Holdings regarding the Planned Mixed Use Development plans, which includes procedures for the zoning and platting of the property.

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.
- Staff met with the CEO of Pace Analytical regarding their planned 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. Staff is working with County Economic Development and Center for Business Excellence representatives to determine their eligibility and level of economic development incentives. The company is currently evaluating the available incentives.

- Staff met with the management of Emergency Communication Networks (ECN), a high technology company in the Business Park, to finalize plans for constructing a conduit and fiber cable between their current facility, located at 7 Sunshine Boulevard and 1 Sunshine Boulevard, which ECN has under agreement to purchase and expand their business and create approximately 20 new high wage jobs. Staff expects to a plan and application for the project as soon as next week.

Ormond Beach Chamber

- 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

- Staff participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Florida Production Engineering has purchased an injection molding plant in Canada and according to senior FPE management will have no negative impact upon the Florida operation. This is a positive initiative for the organization and a sign of confidence from both the customer base and the ownership.

Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is conducting interviews of CEO candidates and reviewing sites for a new headquarters. A business plan is also being prepared for the County Council. Staff was elected by the economic development practitioners throughout Volusia County to represent them on the TVEDC Board of Directors and a meeting with the practitioners is scheduled for October 6.
- 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 participated in an unannounced airport security review and inspection this week, conducted by the U.S. Department of Homeland Security (DHS). The airport passed inspection and was issued materials from DHS designed to increase awareness of security issues for general aviation airports.
- Technicians from Advanced Cabling Solutions, Inc. worked in and around the ATC tower over the course of several days this week in an effort to run additional communications cables to the ATC tower from a junction point on Hull Road.
- A technician from Wolen, LLC affected repairs this week to remotely-controlled electric locking systems at the ATC tower recently damaged by lightning. Wolen, LLC is under a continuing contract to maintain tower systems. While making these repairs, it was determined that the intercom box at the outer fence gate must be replaced. Ideally, this unit should be replaced with one similar to the intercom box at the access door to the tower, which includes a camera. Staff will inquire of FDOT to determine if a new intercom box of this type may be acquired under the 100% funding grant currently affording security upgrades at the airport.

- Staff worked with the City Attorney to review a final draft of the new standard continuing contract for engineering/architectural services for airport facilities. This contract will be used as the basis for all new requests for contract services, pursuant to RFQ No. 2010-16.
- The City has elected to create an easement over a portion of drain pipe that bisects the Sunrise Aviation fuel farm leasehold area in order to provide for future maintenance of the pipe. Consolidated Survey has completed work on the easement, official copies of which have been provided to the City for recording. A photocopy of the easement has been provided to Sunrise Aviation for review and discussion with their engineers. Sunrise Aviation has requested that the City take no further action regarding the easement, pending completion of the aforementioned review.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation for fiscal year end and annual audit.
- Finalize self audit of payroll taxes. Additional assessment is \$27,700.

Completed Projects - Weekly

- Processed 54 Journal Entry Batches (# 4990 – 5110).
- Approved 16 Purchase Requisitions totaling \$42,672.61.
- Issued 21 Purchase Orders totaling \$140,156.53.
- Held bid opening for Bid No. 2010-20, Left Turn Lane at Hull Road and US1, on 09/21/2010. Five (5) bids were submitted.
- Held RFQ opening for RFQ No. 2010-27, Wayfinding and Interpretation Assessment Plan for the Ormond Scenic Loop & Trail, on 09/22/2010. Three (3) proposals were submitted.
- Prepared 172 Accounts Payable checks totaling \$372,251.30 and 28 Accounts Payable EFT payments totaling \$99,354.16.
- Processed 3,803 cash receipts totaling \$383,368.30.
- Processed 589 utility bill payments through ACH totaling \$38,350.26.
- Processed and issued 5,836 utility bills with billed consumption of water of 50,551k.
- Issued 498 past due notices on utility accounts.

- **Public Information**

- Press Releases

- Walking with the Manager - (10/7)
- Senior Games (10/22-10/31)

- Other

- Citizen Contacts
- Media Contacts

- Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.

Fire Department

- Weekly Statistics

5	Fire
2	Fire Alarms
2	Hazardous
67	EMS
5	Motor Vehicle Accidents
25	Public Assists

106 TOTAL CALLS

- Medical Call Type

3 Assault	2 Heart Problems
1 Back Pain	1 Medical Alarm
2 Bleeding	1 Overdose
1 Blood Pressure	1 Sick Person
10 Breathing Problems	1 Stroke
2 Cardiac Arrest	4 Traffic Accident
6 Chest Pain	4 Traumatic Injury
1 Convulsions/Seizure	6 Unconscious/Fainting
2 Fall Victim	2 Unknown Medical

50 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies: **10 calls – Volusia County (8), Holly Hill (2)**
- Aid received from other agencies: **7 calls - Volusia County (5), Daytona Beach (1), Flagler County (1)**
- Total staff hours provided to other agencies: **9 hours**
- Total staff hours received from other agencies: **23 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **2**
- # of overlapping calls: **19**

Significant Incidents

Date: Thursday, September 16th

Type of Call: Structure Fire

Address: 955 S. Nova, Lot #4

Dispatch Time: 9:43 PM

Cleared Time: 10:37 PM

Jurisdiction: Ormond Beach

Units on Scene: Ormond Beach Quint 92, Rescue Engine 93, Battalion 90, Volusia County: 2 Units, Daytona Beach: 3 Units

Incident Description: Dispatched emergency for a mobile home fire. Upon arrival Quint 92 found the end of a mobile home engulfed in flames. The residence was unoccupied at the time, adjoining structures were endangered. The fire was rapidly extinguished. The loss was estimated to be approximately \$2,000, cause is still under investigation.

Operations

- Continued flu shot program at Station 91 with 46 vaccines administered this week with an overall total of 143.
- Attended Volusia County Council discussion regarding contingency transport.
- Met with Building Division and Police Department to discuss parking issues regarding fire and loading zones at Lowe's.

Training Hours

5 Hazardous Materials

3 Tactics

8 TOTAL STAFF HOURS

Activities

- Inspected 93 hydrants and placed street reflective markers as needed
- Updated 12 pre-fire plans
- Visited 4 homes for smoke detector checks
- Conducted Fire Extinguisher Training:

- PACE Center for Girls – 17 employees
- Florida Power & Light Service Center – 20 employees

Human Resources

Staffing Update

- Job Requisitions
 - Fire Department – Office Manager
 - Fire Department – Firefighter/EMT
- Approved/Active Recruitment
 - Police Dept – Community Service Officer
 - Public Works/Stormwater – Maintenance Worker IV (in house) closes 9/24/10
- Screening/Interviews Scheduled
 - Police Department – Police Officer (3) – Interviews scheduled for October 7th and 8th.
 - Police Department – Evidence/Crime Scene Technician, 40 applications received. Interviews are being scheduled for October 12th and October 13th.
 - Leisure Services/Recreation – PT Recreation Leader (Nova Community Center) 6 applications received and forwarded.
- Job Offers
 - Public Works/Streets – Maintenance Worker II hired September 20, 2010.
 - Leisure Services/Community Events – PT Community Events Technician hired September 23, 2010.

Employee/City Benefits Program Update

- Annual Open Enrollment underway – meetings concluded week of September 20th, continuing to process employee elections, new plan year begins October 1st.

City Events/Employee Relations Update

- The City Heart Walk team held a pancake breakfast on Friday, September 17th in the “Heartwalk Diner” (aka the Training Room). The team is planning a Poker Run scheduled for October 2 – look for announcements and/or call HR for more information. The total raised to date towards the team’s goal of \$3,100 is \$2,826. At this rate, it appears that we will not only meet our fundraising goal but EXCEED it. Go Team! The official walk is Thursday, September 30th at 5:00 pm.
- Employee Health Risk Assessments to be conducted by FHCP on October 8th at Public Works.
- Employee Health Fair is scheduled October 15th at the Nova Community Center.
- Employee Appreciation Day will be celebrated during Florida City Government week on October 20th.

Training & Development Opportunities

- Partnering with Daytona State College to develop leadership training and development.
- Coordinating substance abuse training for employees/supervisors; waiting for a reply from the Employee Assistance Program (EAP) for availability and cost proposal.

Pay & Classification Plan

- Preparing reclassification information for the Human Resources Board on changes to the Pay and Classification Plan for adding the positions of Permit Manager for Joint Permit Center (as discussed with the Commission one-stop permitting and proposed police dept. reorganization requesting to eliminate Division Commander Position and add Police Lieutenant.

- Risk Management Projects

- Developing centralized insurance review process for all purchases. Met with Finance and will finalize process within the next few weeks then schedule training for departments by the end of September.
- Renewal of Property & Casualty insurance approved.
- Renewal of General Liability insurance approved.

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: - None
- Work Orders: - 44 New work - 39 completed - 26 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	46,707	Inbound E-Mails Blocked	38491
Delivered Inbound E-Mails	8,085	Quarantined Messages	131
Percentage Good Email	17.3%	Virus E-Mails Blocked	15

- Notable Events: None.

- Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 0 Corrections: 0
- Map/Information Requests: 18
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administrative Services

- Attended the Children's Advocacy Fundraiser on Sunday.
- Attended LS Administrative Staff meeting.
- Attended Public Works Meeting.
- Attended City Manager's Meeting.
- Attended City Commission Meeting.
- Attended SONC and Gymnastics Center Contractor Meeting.
- Attended Flag Football practices and Seabreeze baseball game Monday.
- Attended men's softball and coed softball games on Tuesday.
- Hosted Programming Staff Meeting.
- Met with Able Body regarding labor services for Ushers.
- Attended the Employee Appreciation Day Celebration planning meeting.
- Met with staff to discuss the progress of South Ormond project.
- Met with Gymnastics Staff to discuss progress of gym project.

Athletics

- Luis Camacho is renting the Soccer Fields for his Sunday 11 v 11 Adult league. They play each Sunday at 10am. The 6-a-side league also continued this Monday at 6pm.

- The City's Adult Coed Softball Program has begun its 2nd half game season. The 2nd half has been divided into 3 divisions, based on the teams' level of play. This allows everyone to play at their level. Games are played at Softball Field #7.
- The OBYBSA recreational and competitive teams played at Nova Fields, as well as the Dale Buttleman Softball Quad. Games will run through the end of October.
- OBSC Competitive Games will be played each weekend, some at the Sports Complex, and some on the road. This will continue through the month of May.
- OBSC Recreational Soccer Season Opener is September 25th.
- City's Youth Flag Football Program continued its practices this week at the Softball Quad. Three (3) divisions have a total of 23 teams, with over 200 participants. This is the largest Flag Football Program since Pop Warner came to town over 10 years ago. Games will follow in late September/early October.
- The City's Men's Fall Softball League continued its regular season with games on Monday – Friday night. Eight teams are competing, with games at the Softball Quad, or Softball Field #7. The season will run through November.
- City's Annual Youth Coed Fall Volleyball League continued with practices on Tuesday and Thursday night at Nova Gym, from 6-8pm. This program will run for 9 weeks, with games beginning in October.
- CCA Football had their 3rd home game of the season cancelled due to the other school opting out of their contract. There is another home game scheduled Friday night at 7pm. There are currently 4 Home Games left, with possible additional Playoff Games.
- Upcoming Activities: USSSA Baseball Tournaments

Athletic Field Maintenance

- Mowed Baseball Fields #1-#4, three times a week
- Mowed common areas.
- Mowed South Ormond outfield, prepped infield.
- Went to South Ormond to clean tennis and basketball courts.
- Went to Osceola Elementary to prep softball fields; also to clean tennis, basketball, and handball courts.
- Nova Park- mowed infields and outfields.
- Cleaned Skateboard Park.
- Cleaned tennis and handball courts at Nova.
- Mowed softball #1 - #4 and co-ed fields.
- Picked-up and dropped off equipment to Fleet on a 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.
- Prepared 2 fields for the fall high school baseball season.
- Started going through all irrigation for the fall season.
- 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 size soccer field for men's league
- Painted 2 fields for adult 6-aside soccer.
- Painted 19 soccer fields for the beginning of the fall recreation soccer league.
- Began the fall season of adult co-ed and men's softball.
- Painted and prepped the football field.
- Still adding clay boarder on the fence lines of the softball fields.

- Finished laying out 2 fields for the recreation flag-football.
- Prepped the fields at Osceola for their t-ball teams.
- Began working on the finishing touches at the South Ormond Park field.

Senior Center

- Staff hosted normal evening programming including, Granada Squares Dance, billiards, Tomoka Duplicate Bridge, and Daytona Community Church.

Performing Arts Center

- Staff prepared for the performances of the Tommy Dorsey Orchestra (Friday) and Blues Brothers Jukebox Memories (Saturday).
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Skits, CMT
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap,
 - Wednesday - Show Club Skits, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
 - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
 - Friday – Theatre Workshop, Green Dance, CMT
- The Performing Arts Center is preparing to host the following events:
 - Tommy Dorsey Orchestra, Friday, September 24th – 7pm \$20
 - Blues Brothers Jukebox Memories, Saturday, September 25th – 7pm \$15

South Ormond Neighborhood Center

- The gym will remain closed until further notice due to renovations
- The splash pad remains open, 10 a.m. until dusk
- Weight room, class rooms, playground, tennis and basketball courts remain open

Community Events

- Attended staff Meeting
- Weekly administrative tasks & office work
- Continued working on Employee Health Fair tasks
 - List of sponsors & donations
 - Update flyer with activities & vendors
 - Create banners and props for entrance & throughout the event
- Continued planning for fall events
- Attended Events meeting
- Parade committee planning
 - Updating event flyer
 - Final preparations of parade application & mail out
 - Website application now available
- Attend holiday concert meeting
- Attend Senior Games event managers meeting
 - Assisting with Senior Games registration tasks
 - Advertising & promotion of games
 - Assisting with planning of “KICK OFF Celebration”

Gymnastics

- The Gymnastics Center is closed during the month of September for renovations.

- Staff continues to work on setting up equipment and cleaning, in preparation for re-opening the gymnasium.

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 basketball, and in the game room and exercise room.
- Nova Community Center continued fall programs including the Phonics Game, the Activity Class and Miss Debby's Dance Classes.
- Planning and preparation continued for fall events for the Special Populations Division including contacting volunteers and vendors.
- Challenger Soccer continued on Tuesday at the Ormond Beach Sports Complex for the Special Populations Division participants.
- Youth Coed Volleyball was on Tuesday and Thursday in the Nova Community Center gymnasium through the Athletics Division.
- Special Populations Jazzercise continued on Thursday evening for children and adults with special needs.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily.
- The Casements Camera Club 30th Annual Show Ongoing, Monday – Friday 8am-5pm, Saturdays from 8am-noon.
- The Casements Guild held their first general meeting for the season on Wednesday morning. A member of the historical society presented information on their trolley tours.
- Yoga this week on Tuesday morning from 10:00am-11:30am and Thursday evening from 6:30pm-8:00pm.
- Tai Chi classes on Wednesday evening from 7:00pm to 9:00pm.
- Zumba classes continued this week on Tuesday and Thursday evenings from 6:00pm to 7:00pm.
- Pilates classes continued on Tuesday and Thursday afternoons from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Casements Guild Crafters met Thursday from 12:30pm to 3:00pm and continued working on crafts for the annual gala in December.
- Members of the historical society met with Casements staff to plan the upcoming "Rockefeller Revisited," a historical candlelit tour on Oct. 30th. Several costumed characters will come together to offer an educational and fun Halloween alternative to area residents and visitors.
- Staff assisted with the weekly Farmers' Market on Thursday from 8:00am to 1:00pm.
- Casements staff met with Emily Linehan, a local artist to discuss an upcoming art exhibit.
- Casements staff met with James Boettner, Native American Festival Coordinator, this week to begin preparations and advertising of the Native American Festival for January 2011.

Building Maintenance

- Repaired three taxiway lights at the Ormond Beach Airport
- Repaired five parking lot lights at the Ormond Beach Police Dept.
- Installed motion detector in lobby at the Police Dept.
- Installed two new Sloan valves for the urinals at the softball quads
- Re-lamped all lights in gymnastics to energy saving lamps
- Removed old bathroom partitions in men's room at airport sports baseball building.

- Built new wall for concession area at baseball
- Installed new water cooler at the softball quads
- Ran plumbing lines for fixtures in concession area at baseball
- Repaired water line for decorative fountain at Arroyo
- Replaced pump for decorative turtle fountain at Riviera park
- Relocated shelving in Engineering offices at City Hall
- Rebuilt handicap ramp at Baileys Riverbridge Gardens
- Replaced pump in fountain at the P.A.C.

Parks and Irrigation

- Ran zone at Central Park II labyrinth, adjusted several rotors.
- Located broken zone wire. Installed new wire and connector, backfill hole.
- Checked timers at Nova Community Center
- Installed new timer and batteries in Country Club medians. Repaired broken head. Flushed system. Re-nozzled heads.
- Ran zones on both Sandcastle medians. Installed new batteries in timer, adjusted heads.
- Replaced 2 rotors at Bailey Park.
- Installed new timer at Seville/Buena Vista median. Replaced 1 rotor.
- Installed new batteries in timers at Gateway sign and Airport Rd. corner sign. Ran zones.
- Ran zones, installed new timer batteries at: St. Marks Cir, Northbrook median, Wilmette Cir., Fleet parking lot.
- Ran 2 medians on S. Nova, installed new batteries in timer. Replaced 8 damaged heads.

Police Department

Administrative Services

- Property & Evidence Room audit and inventory continuing
- Conducted Citizen Volunteer parking enforcement re-training
- New 40 caliber firearms/ammunition ordered
- Planning for Biketoberfest event initiated
- DARE classes started at elementary schools

Community Outreach

- 2 members of the Youth Director Council attended the State of Florida Assoc. of Police Athletic Leagues Youth Conference Committee Training workshop. Attending youths participated in all organizational aspects of the conference.
- Members of the Youth Directors Council attended a community leadership speaker presentation at the South Ormond Neighborhood Center. John Bouck, Environmental Improvement Officer shared the importance and role of neighborhood improvement in the community.
- PAL staff worked with instructors at Ormond Beach Elementary on the submission of a FUTURES grant for the new *Enviro Watch* educational program. The goal of *Enviro Watch* is to provide an avenue for students to increase their knowledge of the scientific method through observation, inquiry and prediction. *Enviro Watch* provides a platform to introduce inquiry-based learning to the current science curriculum.
- PAL staff continued to contact sponsors and door prize donors to support the annual golf tournament. The tournament, Golfing for Youth, will be held at the Riverbend Golf Course on November 13.

Community Services & Animal Control

- Animal Calls Responded to: 58
- Animal Reports: 9
- Animals to FHS: 3
- Dogs Reclaimed: 1
- Kittens Adopted: 1

- Animal Warnings 1
- Alarm Warnings: 1

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 15
- Cases Exceptionally Cleared: 5
- Inactive: 7
- Fraud: 2
- Burglary Business: 2
- Burglary Residential: 4
- Larceny Car break: 7
- Grand Theft: 5
- Auto Theft: 1
- Assaults: 2
- Narcotics
 - Four Buy Walks
 - Three Buy Walk Attempts
- Comments:
 - Ten complaint affidavits for car burglaries have been sent to the State Attorney's office on a subject identified from latent prints taken at crime scenes.
 - A local (Daytona) gang member has been identified as a suspect in two car burglaries in zone 6. The subject is a 14 year-old known car thief. Charges will be filed when the investigation is complete.
 - A couple out of Flagler County has been committing numerous daytime kick-in residential burglaries. Investigators from Flagler County and Ormond Beach have been maintaining surveillance on the subjects for several weeks. The two subjects were recently caught in the act breaking into a residence in Flagler County. The two subjects are believed to be responsible for two burglaries in Ormond Beach. Investigation continues.
 - The number of residential daytime burglaries and nighttime car burglaries appear to be decreasing due to recent arrests.

Records

- Walk-Ins / Window 164
- Phone Calls 279
- Arrest / NTA'S 19
- Citations Issued 178
- Citations Entered 251
- Reports Generated 128
- Reports Entered 118
- Mail / Faxes / Request 117

Operations

- 9/16/10 Car Break - S Ridgewood Ave, unlocked vehicle, bag of change taken.
- 9/16/10 Accident with injuries. DUI arrest at Wilmette and US1
- 9/16/10 Burglary - N Yonge St
- 9/16/10 Retail Theft with aggravated battery at Wal-Mart
- 9/16/10 Auto theft - Vining Court
- 9/17/10 Burglary - Business, Nova Rd. Coffee Shop
- 9/17/10 Car Break - N US 1, unlocked vehicle, purse and contents stolen.
- 9/18/10 Aggravated Assault (firearm) - S Nova Rd. Male subject driving a minivan pulled a gun on the victim during a road rage incident

- 9/18/10 Battery - adult male victim transported to hospital
- 9/18/10 Car Break - Main Trail
- 9/18/10 Felony Warrant Arrest
- 9/18/10 Burglary – Tomoka Oaks Blvd. Adult male arrested for battery
- 9/18/10 Vandalism. Motorcycle was pushed over causing damage on the left side
- 9/19/10 Stolen Vehicle - Orange Park PD recovered the tag from this reported stolen vehicle. Location of stolen vehicle still unknown.
- 9/19/10 Larceny - N St Andrews - 2 air conditioner units taken
- 9/19/10 Burglary Residence - Maplewood Trail
- 9/19/10 Car Break - Maplewood Trail
- 9/19/10 Battery – domestic violence arrest
- 9/20/10 Fraud – victim wired money to various out of state/country cities under the pretense that a family member needed money for bail following their arrest.
- 9/21/10 Burglary - Hand Ave - subject entered garage through an unlocked door and removed a lawnmower.
- 9/21/10 Car Break S Yonge St- 300 pounds of copper taken from a truck.
- 9/22/10 Fleeing and Eluding, S Nova Rd and Division Av. - adult male driver arrested
- 9/21/10 Domestic Violence –Lakebridge Dr. Adult male arrested for battery on live-in girlfriend.
- 9/22/10 Domestic Violence - Byron Ellinor Dr. Adult male arrested.

Traffic Unit

- 10-09-00364: Hit and Run Crash – 1200 BLK W. Granada Blvd.: Sideswipe crash from an improper lane change. Suspect driver left the scene, but was tracked down by Officer Sanders the following day and cited. No injuries.
- 10-09-00383: Crash with Injury – 100 BLK S. Atlantic Avenue: Female passenger of a motorcycle was ejected / fell off during transit. Transported to the hospital with various abrasions and bruises.
- 10-09-00431: Crash with Injury – 700 BLK W. Granada Blvd.: Rear end crash involving three vehicles. Shut down one westbound lane for about 30 minutes during rush hour. Injuries were minor, damage to vehicles was substantial.
- Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
- Officer Pavelka is working with Iyotech Software to initiate a new and improved crash reporting system. The system will be free and will also be updated with the new HSMV forms.
- Sergeant Smith and Officer Pavelka met with the Fire Department and Building Inspector to discuss the repair of fire lane signage and markings at Lowe's Home Improvement.
- Officer Pavelka provided in-service motorcycle operator refresher training to the rest of the Traffic Unit.
- Hunter's Ridge was heavily patrolled due to traffic complaints from the HOA, alleging that non-residents are cutting through the subdivision from the Airport Road extension.
- Variable Message Board deployed for Fire Department to advertise flu shots.
- Traffic Citations 139
- Parking Citations 0
- Crash - No Inj. 10
- Crash - Injury 5
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 110
 - Self-Initiated Enforcement Locations:
 - 1500 BLK N. Beach Street
 - 500-800 BLK Division Avenue

- 300-600 BLK Hand Avenue
 - 600 BLK Riverside Drive
 - SR A1A
 - Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 3 Cases Initiated
 - Zone 2: 10 Cases initiated
 - Zone 3: 4 Cases initiated
 - Zone 4: 3 Cases initiated
 - 8 tree removal permit requests
 - 61 signs either removed or sign cases created.
 - Administrative staff assisted with seventy-eight (78) telephonic inquiries.

Public Works

Engineering

- US1 Forcemain Extension Phase II- Sodding of the embankment has been mobilized. Met with contractor to discuss pipe cleaning operation and staging of operation. FDOT is still reviewing watermain bridge attachment modifications.
- Rima Ridge Wells 54, 55 & 56- Well 54 has been developed. Outer casings were installed for Wells 55 and 56.
- Water Treatment Plant Dist. System Phase II- Project scheduled for re-awarding on September 21, 2010. Original low bidder's bond was collected.
- Oak Forest Outfall- Pipe lining of the outfall is expected next week and should be completed within three days from start up.
- 2010 Roadway Resurfacing- Contracts are being prepared.
- South Ormond Neighborhood and Gymnastics Centers Improvements- New gym floor is within 98% of being surface finished. Ceiling installation and new roof are complete. Other interior improvements are about 50% complete.
- Coolidge Ave Improvements- Bids were opened on September 15th.
- South Ormond Neighborhood Center Lighting- Sports lights are operational, working on punch list. Obtained quote for additional concrete work on sidewalk and bleachers.
- SR40 Sidewalk / Trail Phase I- Provided form for processing Invoice one, work on close out document.
- SR40 Sidewalk / Trail Phase II- Process invoice and gather close out documents.
- North US1 – Landscape Renovation – The contractor completed removing all the undesirable plant materials and started installing sod to cover the bare planting beds.
- Sunshine Blvd Monument Signage - Structural drawings are ready to be submitted for building permit review. Both monument signs are currently being fabricated. Staff is preparing a planting plan for implementation after both monuments are installed.
- Nova Passive Parks- The trees were tagged at the nursery by staff. The contractor will begin installing the irrigation near the end of October.
- Downtown Street Tree Replacement- The trees were tagged at the nursery on Friday by staff. The contractor will begin removing the Bradford Pears near the beginning of October.
- City Hall Parking Lot Repairs- The contractor is scheduled to begin work after October 1st.

Design Projects

- Alcazar-Buena Vista Area Drainage Improvements- Permits have been prepared for the SJRWMD.

- Sanchez Avenue Stormdrain- Contractor is expected to mobilize in two weeks.
- OBSC Boundless Playground- Staff has finalized the design and tentatively scheduled the bid award for the October 19th City Commission meeting.
- Ormond Scenic Loop- Responded to questions and issued addendum.
- SR40- A1A to Nova Interconnect- Provided a scope for design of the interconnect.
- US1 & SR40- Reviewed paint sample for new mast arms.
- Granada Bridge Decorative Pole Replacement- The competitive bids were opened on September 9th and are currently being reviewed by staff for award on October 19th.
- Vining Court- The consultant submitted the Final Plan Set and Project Manual for staff review. The project will be advertised for competitive bids near the end of September.
- 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 Wayfinding Signage- The consultant submitted the Final Plan Set and Project Manual for staff review. The project will be advertised for competitive bids near the end of September.
- 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 – A deductive change order will be presented to the City Commission on October 5th regarding the value engineering process.
- 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 approved by the EVRWA.
- Hand Ave./Coolidge Avenue Roadway and Drainage Improvements- Bids for the construction of road and drainage improvements on Coolidge Avenue were received and will be presented to the City Commission for award next month. Coolidge Avenue will be constructed separately from Hand Avenue in order to get some construction on the stormwater improvements underway. Still waiting on final approval from FEMA for expanded grant request.
- Joint Permit Center – The CC approved the contract for construction at the September 21st meeting.

Administration

- Drafted a discussion item related to mast arm and requesting that they are painted.
- Issued an addendum on Ridgewood sidewalk project.
- Prepared clearance application to VCHD for well modifications to reduce chlorides for Division Avenue Well 5D.
- 18 roads were surveyed for pavement distress.
- Prepared project invoices/pay requests totaling \$144,223.
- Prepared requisitions/PO's totaling \$53,483.
- Prepared work authorizations totaling \$780.

Customer Service

- Stormwater pipe location and ownership research for @ 1225 W Granada for Stormwater Division.
- Tree locates for Neighborhood Improvement Division.

Other

- 405 Oceanshore Blvd., discussed requirements for a fill operation in back yard.
- Coordinated the connection between Leisure Services office on Hull Rd and Airport tower.
- 38 projects were inspected.

- Continued updating the City Fiber Optic as-built to reflect the vertical depth elevations of the conduit.
- Completed additional updates on the sketch and description of 1545 N US 1 parcel for annexation agreement.
- Acquired digital as-builts for Wells 12A and 18A.

Meetings

- Met with FDOT and his contractor on US1 and SR40 signal.
- Met with FPL onsite regarding a conflict with new street light pole.
- Pre-bid meeting on Ridgewood sidewalk project.

- **Stormwater Maintenance**

Asphalt / Concrete

- Repaired asphalt around landscape island at Staghound – Hunters Ridge
- Repaired concrete at 29 Huntmaster Court
- Patched concrete at 53 Huntmaster and 60 Levee Lane
- Repaired concrete on Foxcroft Run at Ashton Look
- Patched large pot hole on Pineland Trail
- Barricaded off Water Department utility cut on Nicholas Court
- Removed & formed up additional 70'+ of broken sidewalk at N. Beach St. N/O Carmel Terrace

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Trimmed & cleared out at Seminole Lift Station, Division Ave. Public Works Yard, and Nova Community Center
- Trimmed at 49 Hernandez Ave.
- Removed dead pine at Division W/O Center
- Trimmed and removed debris at Live Oak & Washington and at Memorial Gardens

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleaned up on Granada Bridge and at 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
- Assisted Ballfield Maintenance w/loader and forks at South Ormond Neighborhood Center
- Picked up equipment from Fleet
- Killed vines on tree at Lincoln & US1
- ROW trimming citywide

Sign Shop

- Traffic pavement markings have been completed on N. Halifax at E. Granada Blvd. and at the curve on Spring Meadows Dr.
- Continued setting up the citywide pavement marking assessment program
- Fabricated (2) signs for the construction beginning at Sanchez Park and install sign to read: Boat Ramp and Park – Access Will be Limited During Construction – Stay Clear of Construction Area

- Repaired or replaced signs at the following locations:
 - Nova Community, replaced 5 mph sign
 - W/end of new sidewalk near Hunter's Ridge, installed "Sidewalk Ends" sign
 - Ormond Parkway & S. Halifax, replaced bent stop sign post & stop sign
 - Woodland Tr. & Airport Rd., replaced bent stop sign & post and installed new HIP (High Intensity Prismatic) street names
 - Caladium & Chrysanthemum, replaced street names & post
 - Acuba Cir. & Chrysanthemum, installed HIP street names
 - Acanthus Cir. & Chrysanthemum, installed HIP street names
 - 100 Wilmette Ave., replaced bent 25 mph sign post

- **Stormwater Maintenance**
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Sinkhole inspected – Hunters Ridge
- Pipe repair – Alanwood Look
- Slope Mowing – N. US1, Wilmette Ave. to Ormond Lakes east and west side of road and Airport Retention pond
- Reachout Mower – Arroyo Parkway, Center Street and Fleming Avenue
- Construction in bay offices – moved all equipment
- Drains inspected in The Trails
- Cameras and video recorder added to all computers in the offices
- Chemical Spraying – Cherrywood Lane
- Cleaned vehicles

- **Streetsweeper – Street Sweeping**

- 130.8 miles of road cleaned
- 31.5 cubic yards of debris removed

- **Fleet**

- **PM Services completed for the week:**

Emergency—Vehicles and Equipment

9

Non-Emergency Vehicles and Equipment

34

- **Road Calls for the week:**

3

- **Accidents for the week:**

0

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

Diesel

7,430 gals.

Gas

14,394 gals.

- **Comments:**

- Fleet operating activities are normal.
- Fleet has completed the annual pump testing for all fire apparatus units.

- **Utilities Division**

- Preparing a response package to the request for additional information (RIA) correspondence received from the SJRWMD review of the City's Consumptive Use

- Permit (CUP) Compliance Report submittal. Modifications to population projections and service area map illustrations have been requested. Time extension granted to submit the information.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department.
 - Annual Chemical Bid –The City Commission approved the bids for the various chemicals. Sulfuric acid and solar salt will need to be purchased separately because no bids were received.
 - 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 Dept.
 - Fire Hydrant Replacement Program – Contract documents are completed. A pre-construction meeting will be scheduled.
 - 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. Pump #1 and Pump #2 continue to show intermittent clogging due to rags. A temporary ramp was constructed in the bar screen channel to raise the water level higher to determine if rags were passing underneath the bar screen. There was no significant difference in the amount of rags being collected. The pump wet well will be examined to determine if rags are floating inside and not being pumped into the plant. Changes in the operating levels of the pumps may be required if a significant number of rags are found. Questions on centrifuge operation are being solicited from staff before the training is obtained. Further training on the centrifuges will be scheduled.
 - Gravity Sewer Pipeline Repair –The proposal to piggyback the Polk County unit bid pricing for manhole rehabilitation activities was approved at the 9/21/10 City Commission agenda.
 - Water Treatment Plant High Service Pump Station VFD Conversion - Additional changes are required for the record drawings.
 - Lift Station Repair and Replacement Project. All of the lift stations are complete except for 6M punchlist items and newly configured and expanded OM. The doors, handrail, light and ladder remain to be installed at lift station 6M. The contractor was notified about some false alarms being generated by the SCADA system.
 - Roll Off Container Filter: Purchase of the filter was approved at the September 21, 2010 City Commission meeting. A purchase order was prepared.
 - Root Control Services –Executed contract documents from the vendor were received. Worker's comp insurance needs to be finalized before the project can be started.
 - Town Square and Lift Station 4M1 Rehabilitation – Record drawings for the Town Square lift station were received. These will be used to prepare rehabilitation plans.
 - Tymber Creek Road Phase 1 – Plans were received from Volusia County. Their design plans are 100% completed. A comparison will be made with our existing design to make sure that there are no new conflicts present.
 - Water Plant Aerator Rehabilitation –The alternative selected will brace the exterior walls of the structure instead of replacing it. A sole source memo was prepared for review recommending that the manufacturer that provided the aerators be used to perform the rehabilitation
 - SPRC – Attended the SPRC meeting to discuss the Bright Beginnings site.
 - Updated Sunshine State One Call utility location program contact names and offices and user designations with service company.

Water Distribution

- Replaced 7 residential water meters, installed 1 new water service.
- Responded to 15 leaks, 2 low pressure calls, flushed 13 cloudy water work orders.
- Replaced 3 water services, and 21 water meter boxes/lids.

- Large meters tested: 3 each -3", 2 each -4", and 1 each-6" meters.
- Valve maintenance and exercising completed on Ormond Shores Dr and Flamingo Dr
- Performed maintenance on 12 fire hydrants in the Falls Subdivision and Interchange Blvd.
- Assisted Volusia County with service repairs on San Jose Dr. due to storm drain replacement.
- Scheduled shutdown to replace 6" valve at Cardinal Dr/Riverside Dr intersection, replaced valve, repaired road, rescinded boil water alert
- Removed 8" meter from Ashford Lakes Sub, replaced meter with straight pipe
- Installed 8" meter at potable/irrigation interconnect for Breakaway Trails, installed a 4' x 8' vault, grade area around vault, and re-test 8" meter.
- Cleaned and restocked all trucks

Water Treatment

- Delivered City 38.324 million gallons for week September 19 (5.475 MGD)
- Backwashed 12 filters for a total of 586,000 gallons backwash water.
- Produced and hauled 121.5 wet tons of dewatered sludge.
- Collected lead and copper samples from customers' homes for annual compliance sampling.

Waste Water Collection - Reuse

- Crews responded to six trouble calls Breakaway/Hunter's Ridge areas and one in town.
- Butch and crew televised eight sewer laterals, removed weir at W.W.T.P. bar screen, Repaired pep tank at 27 Foxhunters Flat.
- Cleaned all buildings and fueled equipment for weekend.
- Marty and crew still flushing irrigation system in HR. & BAT. Completed pep tank rehab at 39 & 44 Black Pine Way.
- Checked irrigation system at Breakaway and Hunter's Ridge. Low level and pressure at Breakaway due to no rain.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 24.27 Million Gallons
- Produced 23.36 Million Gallons of Reuse
- Produced 0.91 Million Gallons of Surface Water Discharge
- Influent flows average for week was 3.47 MGD, plant designed for 6 MGD
- Hauled tons of sludge 156.01 (14%-18% Solids).
- Pretreatment Local Limit Evaluation continues.
- 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

- Took apart Lime Slaker #1 and rebuilt bearings and belt tracking assembly.
- Reset Granada Booster station pump #2.
- Replaced leaking day tank for phosphate acid.
- Replaced out of date eye wash bottles around plant.
- Primed and painted Riverview booster pumping station.
- Troubleshoot the sonar water level at Aerator wetwell, found loose wiring. Researching need and resource for obtaining spare controller.
- 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.

- Installed pressure switch at Hull Road ball field irrigation well system.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs. See below

Wastewater Plant – Lift Stations – Reuse System

- Reset main 800 amp breaker at Reuse Storage tank High service pump facility from FPL power glitch.
- Power out at Bennett Lane SW Pump station. Called FPL - reset station.
- Replaced phase monitor at 4P liftstation.
- Replaced battery and radio at Chelsea #2 liftstation.
- Installed new VFD controller to RAS #2 pump and programmed.
- Repaired plumbing to Chlorine analyzer.
- Replaced sump pump in RAS room.
- Cleared blockage on Clarifier #3 trough.
- Assembled pipe rack and organized all inventory pipe.
- Steam cleaned shop floor.
- Assisted collections crew with flushing of Alum lines with Vactra.
- Assisted operations staff cleaning tele-valves on clarifiers.
- Assisted operations deragging influent pumps.(Twice)
- Assisted operations deragging recycle pumps.
- Performed PM service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 23 Liftstations (cleaned and deodorized) also continued with monthly valve exercise program.
- Annual PM's to 6 Liftstations. Pulled pumps check/replace impellers
- Utilities Division completed 94 work orders as reported in MP2 computerized maintenance management system, of which 71 were PM work requests and 23 were repair work orders.