

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 2, 2009

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

City Manager

- Held Quarterly “Meet the Manager” meeting –unfortunately no one attended. We’ll hope for better next time.
- Attended Groundbreaking Ceremony for Habitat for Humanity.
- Held Weekly Staff Meetings with Department Heads
- Attended John Anderson Drive meeting with staff and consultants from McKim & Creed to review options prior to public meeting.
- Attended Ribbon Cutting of the Farmers Market.
- Attended meeting with City Attorney and staff on Property Foreclosure Issue Registration Program.
- Held bi-weekly meetings with Skip, Ric, Ted and Kelly.
- Hands on field visit at the Airport – including flight of the Noise Abatement Procedures flown by the Civil Air Patrol.
- Attended Airport Noise 101 Workshop.

City Clerks 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 and recording meetings):
 - Qualify of Life Advisory Board
- Prepared packets for:
 - October 6 City Commission meeting.
 - October 6 EAR Workshop.

Community Development

- Planning
 - Nothing to report.
- Building Inspections, Permitting & Licensing
 - 36 permits issued with a valuation of \$621,778.00
 - 221 inspections performed.
 - 8 business tax receipts issued.
- Development Services
 - The Planning Department has noticed Pastor Powell of the Oasis Fellowship Church that a conditional Certificate of Occupancy will be issued for the Fellowship Hall located on Tymber Creek Road south of SR40. Because the fire hydrant failed during the fire inspection test, the church will be required to pay for the placement of a pumper and fire crew to be on the grounds this Sunday when the Fellowship Hall is occupied. The

conditional CO has 12 conditions and occupancy of the Fellowship Hall is only for Sunday between the hours of 11:00 am to 2:00 pm.

Economic Development

Ormond Crossings

- Staff is completing the final draft documents to the development agreement, comprehensive plan amendment, and stipulated settlement agreement.
- Tomoka Holdings has prepared the plans and agreements for the Tymber Creek Road reconstruction and presented the plans and agreements to county staff. Follow up with the county is expected in the next 2 weeks to finalize the agreements.
- The regulatory documents are expected to be completed for City Commission review on November 3 and November 17. Following Commission approval, the documents will be submitted to the various state and county agencies in December. The CRA resolution is expected to be presented to the County Council on December 3.

Airport Business Park

- The Real Estate Brokerage Commission program material will be advertised in the News Journal on October 6 and October 14. Staff will be presenting the program to the Board of Realtors on October 7 and to the Ormond Beach Chamber Economic Development Prosperity Committee on October 14.
- Continuing with the design of the new directory sign and permanent monument signs at the entrance of Sunshine Boulevard. The widening of the entrance of Sunshine Boulevard and Airport Road, as part of the County's Airport Road improvement project, is underway. Notification to Business Park owners/tenants and Airport tenants has been completed. Staff is scheduling a meeting to present proposed signage plans in November.

Ormond Beach Chamber and Business Development Partnership (BDP)

- Staff is working with the Chamber and local businesses to promote local business activities throughout the city.
- Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.

Prospective Business Attraction

- Participated with the surrounding community economic development practitioners on weekly conference calls with the BDP and County staffs to discuss potential business opportunities.
- Staff responded to three requests for information on the available Business Park lots for a manufacturing prospect and working with a site selector on an out of state prospect.
- Developing an inventory of available properties, with the assistance of the real estate brokerage community, to better match the prospects and appropriate sites.

Special Economic Development Projects

- The Halifax Area Business Development Partnership and Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and has drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. Staff worked with the City Managers group and the municipal practitioners to make comments and suggestions on the latest draft report. The draft report is expected to be presented to the Executive Committee on October 8.

- Volusia County has proposed amendments to the CRA delegation powers. The changes are to allow the county to have greater oversight of local CRA budgets, plans, expenditures, as well as increase public awareness of their financial participation in CRA projects. The proposed countywide CRA legislative changes will impact existing and proposed new CRAs throughout the county. The county has delayed action on these resolutions until the cities have had more time to review the documents.
- Volusia County has scheduled a meeting on Monday, October 5 to discuss the CRA resolutions with the cities. Staff will be attending the meeting and will present the comments as outlined in the Memorandum provided to the City Commission at the September 8 Commission meeting.

Airport Operation and Development

- The first pre-construction meeting for the Airfield Electrical Improvements project is expected to take place in mid-October. Sufficient funding has been made available by FAA to complete concurrently all four FY2009 AIP projects comprising the Airfield Electrical Improvements project (bid request 2009-13). Staff is in receipt of the "recommendation to award" documentation for the construction phase of the project. The low bid of \$308,236.90 was made by H.L. Pruitt Corporation.
- Staff met with Kevin Gray to discuss the use of barricades, jersey barriers, and other means to curb trespassing and vandalism in the airport business park and airport operations area.
- Mr. Ted Baldwin of Harris, Miller, Miller, and Hanson, Inc. will conduct a workshop on aircraft noise abatement for the members of the aircraft noise abatement task force. The workshop is scheduled to take place on October 3, 2009.
- Staff met to discuss the underbrush removal within a portion of operations area of the airport, near the tower, that is beginning to obscure the view of portions of the runways from the ATC tower. A permit was issued and the vegetation is expected to be removed by the end of this week.
- Staff received an executed JPA from FDOT relative to Resolution #2009-60, a grant application to provide 100% funding for airport security fencing and surveillance technology. Installation of the phase one fencing is complete, and the first invoice has been submitted for processing. Staff submitted additional documentation on phase one to FDOT this week, including copies of all bids, tasking, and work orders. Final bids have been received for phase two of the fencing project. Approval from the City Commission will be required in order to award a contract for phase two, and staff is working to place a request for such approval on an upcoming agenda. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
- Staff attended the weekly airport safety meeting at Daytona Beach International Airport.
- Staff met with Frank A. Cleaton, Jr. P.E., of Davis & Cleaton Engineering, Inc., regarding a proposed application for sign permit to be submitted by Tomlinson Aviation.
- Staff completed coordination of the closeout of FDOT Grant FM 418463-1, the deadline for which is October 1, 2009. The project activities funded by this grant are complete, and the outstanding balance of \$104,613.77 will be used by FDOT to pay outstanding invoices pending a final inspection and receipt of project completion and agency certification documentation.
- Staff participated in a field visit to the airport by the City Manager on Friday, October 2nd. The visit included a tour of the airport business park and the airport operations area, and a review of current and proposed development in those areas. Airport infrastructure and pending AIP projects were also reviewed. An orientation flight for the City Manager was provided by the Civil Air Patrol, and was used to demonstrate the efficacy of aircraft noise abatement procedures.

- Staff secured FAA approval for the September 30, 2009 deadline to complete the design portion of the OMN heliport project to be extended to September 30, 2010. Site inspection for the proposed heliport has been completed, and approval of the proposed site has been received from the FAA. It is expected that the design portion will be complete well before the end of this calendar year.
- Staff continues to work closely with prospective businesses to lease the remainder of the SE Quad properties.

Finance/Budget/ /Utility Billing Services

- **On-going Projects**
 - Compile information for continuation of audit by IRS.
 - Preparation of interim and year-end audit.
- **Completed Projects - Weekly**
 - Processed 96 Journal Entry Batches (# 5245 – 5342).
 - Approved 33 Purchase Requisitions totaling \$475,673.94.
 - Issued 34 Purchase Orders totaling \$117,261.61.
 - Prepared 176 Accounts Payable checks totaling \$450,071.12 and 25 Accounts Payable EFT payments totaling \$37,521.76.
 - Prepared 57 Payroll checks totaling \$50,891.22 and 329 Direct Deposits totaling \$407,296.60.
 - Transferred IRS 941 payment of \$156,972.67.
 - Processed 3,818 cash receipts totaling \$1,051,317.34.
 - Processed 843 utility bill payments through ACH totaling \$41,172.74.
 - Processed and issued 3,917 utility bills with billed consumption of water of 12,867K.
 - Issued 519 past due notices on utility accounts.
- **Completed Projects - Monthly**
 - Total billed consumption of water for September 2009 was 127,411K.
 - Completed 318 Initial Reads for September 2009.
 - Completed 164 Re-Reads for September 2009.
 - Completed 290 Final Reads for September 2009.
 - Completed 285 Delinquent Notices for September 2009.
 - Completed 196 Restore of Services for September 2009.
- **Public Information**
 - **Press Releases**
 - Be Aware, Help Save a Life, Move Over-28th Annual National Fallen Firefighters Memorial and Fire Prevention Week, Oct. 4-10.
 - Danny & The Juniors – October 10, 2009
 - Girls Youth Basketball
 - Responded to Media Requests
 - Responded to Citizen Requests
 - Completed Employee Newsletter for October
- **Grants**
 - **Community Development Block Grant (CDBG)**
 - Attended mandatory training workshop for the FY 09-10 CDBG funding of \$107,250. We are waiting for the agreement from Volusia County and for the release of funds from the Department of Housing and Urban Development (HUD). Once these are received, the activities can begin.

Fire Department

Operations

- Continued the Flu Shot Program at Station 91 with 188 vaccines administered for the week and a total of 1048 for the month of September.
- Conducted "Quality Assurance" on state reporting.
- Continued updating and converting business preplan data for implementation of new preplan software.
- Enhanced training with a purchase of a cardiac training mannequin with defibrillation capabilities.
- Updated Fire Department map book.
- Held bi-weekly administrative staff meeting.
- Received annual employee uniform orders.
- Received replacements for old dispatch printers at all stations.

- **Weekly Statistics**

4	Fires
7	Fire Alarms
4	Hazardous
72	EMS
4	Motor Vehicle Accidents
20	Public Assists
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111	TOTAL CALLS

- **Training Hours**

9	Aerial Operations
42	EMT Refresher Module
3	Pump Operations
19	Search and Rescue
47	Technical Rescue
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120	TOTAL STAFF HOURS

- **Activities**

- 90 Hydrants Serviced
- 8 Pre-Fire Plan Updates
- 2 Inspections Conducted (2 fire safety hazards discovered)
- 8 Smoke Detector Checks
- Weekly Fire Explorers Meeting
- Fire Explorer 12 Hour Ride-Along with Station 92 Crew
- Attended Open House at Ormond Elementary – Provided safety materials and spoke to parents and children.
- Attended "Lowe's Safety Day" – Showed the engine, equipment and displayed the aerial ladder. Provided literature on safety and spoke with citizens. Approximately 100 people attended.
- Station Tour of 92 – Birthday party of 15 children
- 2 Tours of Station 91

Human Resources

- **Staffing**

- New Hire Requisitions: 1 - Maintenance Worker II
- New Hire Processing: 0
- Promotions Processed: 0
- Terminations Processed: 8 - Radford, Glenn, Grosvenor, Gleason, McLeish, Cuddy, Holy, Benton

- Policies
 - Continued drafting of Pandemic Policy
 - Coordinating authorization of payout under Certification Policies
 - Processed 2 public records requests
- Benefits
 - Continued processing of employee enrollment forms
 - FSA administration & funding initiated
 - Coordinated grief counseling through EAP
- Wellness
 - Promoting Health Fair (on October 16th)
- Claims Related Activity
 - Deposed WC claimant
 - Responded to interrogatory questions re: liability case
- Risk
 - Coordinated risk assessment at Public Works, Fleet, Water & Waste Water Plants
 - Conducted random drug testing, random alcohol testing, follow-up drug test -- 16 employees total

Information Technology (IT)

- Work Plan Projects
 - Fiber Project – Implemented – No issues.
 - Hardened Data Center
 - HVAC PO issued to contractor
 - Electrical PO issued to contractor
 - Wall Insulation – Done ((Awesome job by Building Maintenance at a huge savings))
 - Server Virtualization – Benchmarking prototype server base image
 - Document Imaging – City Clerk project – Project moved to FY 09-10 implementation
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - VCSO Records Management system project (week 5). No new issues.
 - Work Orders: - 50 New work - 42 completed - 73 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	64,967	Net Inbound E-Mails	44,219
Inbound Bad E-Mail	20,496	Percentage bad mail	31.9%
Virus Messages Blocked	252		
- Notable Events: Network outage (35 min.) due to power failure at WWTP, Plans are in place to prevent reoccurrence.

Geographical Information Systems (GIS)

- Addressing Additions: 3 Changes: 0 Corrections: 0
- Map/Information Requests: 7
- Information Requests from External Organizations: 7
- CIP Related Projects (pavement management, project tracking map): 0

- Notable Events: Reviewed results from Land Management hard match report.

Leisure Services

- Administrative Services
 - Administrative Services highlights
 - Supervisory Staff meeting
 - Managerial Staff meeting
 - Leisure Services Advisory Board meeting
 - Quality of Life Board meeting
 - Attended Farmer's Market Ribbon Cutting Ceremony
 - Year-end administrative tasks
 - Construction progress meeting at The Casements
 - Met with contractor to establish viable quote for skateboard park refurbishing
 - Met with Tom Cobb and family to consider possible family memorial contribution
 - Met with Engineering regarding lighting for South Ormond softball field
 - Met with Engineering regarding possible punch list for Rockefeller Gardens
- Athletics
 - Luis Camacho continues to run Adult Men's Soccer Leagues, 11 vs. 11 and 6-a-side. These are held on Sunday afternoons and Monday evenings.
 - The Lady Renegades Softball continued their fall practices this week. Their first fall home tournament is this weekend October 3rd and 4th.
 - The City Coed Adult Softball League continued games this week, with 11 teams competing. Each team plays twice a week for a total of 11 games weekly, weather permitting.
 - The City Men's Softball Fall League continued games this week at the Dale Buttleman Softball Quad. Currently eight teams are signed up to compete, with games slated through November.
 - The City Youth Flag Football Program started games this week, Tuesday through Friday. Four to five games are held nightly. Twenty two teams are competing in three divisions.
 - The Ormond Beach Youth Baseball/Softball Association started their fall game season at the Nova fields. This includes the boy's baseball, as well as the girl's softball.
 - The Ormond Beach Soccer Club is continuing their recreational and competitive soccer season this weekend.
 - The City Youth Volleyball Program is once again underway for the fall season at the Nova gymnasium. Training/games are held every Tuesday and Thursday evenings from 6:30 to 8:00 p.m. Currently 46 participants (all girls) are signed up.
 - Calvary Christian Academy will have its Homecoming game at the Sports Complex this Friday night.
 - Upcoming Fall Activities: Youth Flag Football Picture Night October 12-13.
- South Ormond Neighborhood Center
 - Splash pad operational hours are 10:00 a.m. until 7:30 p.m.
 - Open gym and weight room as per operational hours 1:00 p.m. until close.
 - Neighborhood Park opens from sunrise until 11.00 p.m.
- Athletic Field Maintenance
 - Mowed infields and outfields of baseball fields 1 - 4
 - Mowed soccer fields 1 - 10
 - Mowed common areas
 - Painted soccer fields 1 - 10
 - Mowed softball fields 1 - 5
 - Prepped softball fields for practice

- South Ormond: cleaned tennis and basketball courts, mowed and prepped softball field
 - Osceola Elementary: prepped softball fields, cleaned tennis, basketball and handball courts
 - Nova Park: mowed infields and outfields, cleaned skateboard park, tennis and handball courts, prepped fields 1 - 5 for practice
 - Laid out soccer fields 1 - 3 for recreational leagues
 - Replaced sprinklers on soccer field 7
 - Fixed soccer goals and nets
 - Prepped football field for Pop Warner and Calvary Christian Game
 - Fertilized field 7 with 21-0-0
 - Placed player benches and garbage cans for all soccer fields
 - Prepped, painted foul lines, dragged and marked softball field 7 for coed
 - Applied final coat of paint for football field before weekend games
 - Prepped soccer fields 1 - 10 for games
 - Prepped softball fields 1 - 3 for weekend games
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Placed rugs, benches, garbage cans and football field markers for weekend games
 - Received and spread out two loads of shell for maintenance lot
 - Fertilized soccer fields 5 -10 with 15-0-15
 - Prepped and marked fields at Osceola for tee-ball games
 - Sprayed select herbicide on coed field, soccer fields 4 - 6 and infields of all baseball fields
 - Attended employee benefits meeting with Human Resources Department

 - Senior Center
 - Staff hosted normal evening programming including, Kinetic Expressions Dance Academy, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Chinmaya Church, Tai and the Daytona Community Church.

 - Performing Arts Center
 - The PAC hosted the Wyotech graduation services on stage this week. Wyotech graduates students every six weeks and has committed to having all of the graduations at the PAC.
 - Staff spent the week preparing for the much anticipated return of the 24k Gold Music Shows. The producers of Rockabilly US have committed to presenting productions six times annually.
 - The Kopy Kats Club spent Thursday on stage this week preparing for their November show. The Kopy Kats are one of the PAC's internal show group with proceeds from their shows going directly to benefit the PAC.
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Open Dance, Children's Musical Theatre, KEDA
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet, Judo
 - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children's Musical Theatre, KEDA
 - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
 - Friday –Greene Dance, Children's Musical Theatre
- The Performing Arts Center is preparing to host the following events:
- | | | |
|--------------------------|---|--------------------------------------|
| October 10 th | ◆ | Danny & the Juniors Concert (rental) |
| October 17 th | ◆ | Miss America Pageant (rental) |

October 18 th	◆	Daytona Beach Concert Band (rental)
October 23 rd	◆	Motown & Mo Show (rental)
October 24 th	◆	Motown & Mo Show (rental)
October 31 st	◆	KEDA Halloween Special (rental)

- Community Events

- Senior Games: attended committee meeting, assisted with tasks and open registration, refurbished props and equipment used in games, site visit for cycling event, conducted needs assessment for all games, conducted information calls about games and registration.
- Employee Health Fair: continue to assist with the upcoming Employee Health Fair scheduled for October 16th reserving and ordering supplies, coordinating the pick-up/drop-off of supplies and props at various local schools, soliciting for door prizes, staff is putting finishing touches on event banner, attended planning meeting for event.
- Ormond Beach Presbyterian Church Health Fair: Staff is developing a display for the event to promote Leisure Services activities, parks and programs.
- Veterans Day: Scheduled and held first Veterans Day Committee meeting to plan celebration event.
- Holiday Parade: Reviewed application and developing sponsorship flyer and letter.
- Attended Holiday Concert planning meeting.
- End of year administrative tasks.

- Gymnastics

- The new session started mid-week, and it's exciting to see some new faces in the gym. Several of the students are moving up to new levels this session, and are eager to begin their new challenges.
- A new Tumbling Tots class is now available in the morning so a variety of schedules can be accommodated.

- Nova Community Center and Special Populations

- The Phonics Game, the Activity Class for 2½ to 5 year olds and Miss Debby's Dance classes continued their fall season of classes throughout the week.
- Challenger Soccer met for the third week of the fall season on Tuesday. The participants enjoyed expanding their soccer skills with drills such as Foxes and Rabbits, Twice Around the Circle and Cops and Robbers. The last ½ hour they played a game of soccer.
- An inclusive Jazzercise class for both typical and special needs children and adults met for the second week on Thursday.
- Nova conducted regular classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
- End of the year budget summaries and reports were completed.
- Planning and preparation for the City of Ormond Beach and the Special Populations Activity and Recreation Council (SPARC) Halloween Dance began including contacting the DJ, ordering food, purchasing supplies and ordering arts and crafts.
- Athletics met in the Nova Gymnasium on Tuesday and Thursday for Coed Volleyball.
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place on during the week for those who participated in basketball, the game room and the exercise room.

- The Casements

- Tai Chi continues on Wednesdays at The Senior Center
- Yoga Classes continue on Tuesday and Thursdays at Bailey Riverbridge

- The Casement Guild Crafters met this week on Thursday at Bailey Riverbridge to continue working on craft items for the Gala.
- The Coordinator met with Ormond Mainstreet to discuss logistics of staging and sound for Riverfest event in November.
- The Coordinator previewed the movie for this week's movie night, in case of any defects, the movie can be replaced overnight.
- The Coordinator met with Andrew Hall from Hall Construction this week to review interior finish schedule.
- The Coordinator met with Guild members and a representative from Metro Security to discuss a security alarm for The Casements which has been approved by The Casements Guild as an enhancement project.
- The Casements Coordinator met with Maggie Sacks early on Thursday to greet the Farmer's Market vendors and assist with set up and strike.
- Casements staff provided the sound system for the ribbon cutting ceremony presented by Ormond Beach Chamber of Commerce for the Farmer's Market on Thursday.
- The Casements participated in First Friday this week along with the merchants of East Granada. Our contribution was the movie, Indiana Jones: The Kingdom of the Crystal Skull which started promptly at 8:00 p.m. Sponsors this month were the First Friday participating merchants and LuLu's Oceanside Grill. Staff also assisted in the passports and merchant of the month flyers.

- Facilities Maintenance
 - Replaced door at Nova Maintenance Building
 - Replaced timer at PAC fountain
 - Replaced fascia board at Nova Concession Building
 - Repaired faucet at Nova outside restrooms
 - Repaired entrance gate at the Water Plant
 - Repaired lights at Soccer Building
 - Repaired bay door at Fire Station 94
 - Replaced florescent lights in bathrooms at Nova Rec.
 - Repaired urinal at Fire Station 94
 - Replaced de-con shower head at Fire Station 91
 - Repaired A/C ductwork at the Senior Center
 - Repaired showers at the PAC
 - Repaired track lighting at Ormond Beach Memorial Art Gallery

- Parks and Irrigation
 - Removed stakes and straps from trees at Central Park II
 - Repaired hose bib at Fortunato Park

Police Department

- Administrative Services
 - Planning funeral service for employee; EAP meeting for employees
 - Review/submission of H1N1 vaccinations needs for Emergency Responders.
 - Attended dedication of Police K-9 Memorial.
 - Volusia/Flagler Police Chiefs' Association meeting.
 - Reviewed/approved Biketoberfest Action Plan 2009.
 - Review of proposed City policy regarding pandemic preparation/response.

- Community Services & Animal Control
 - 48 Animal Calls
 - 3 Animal Bites
 - 2 Animal Citations

- 2 Animals to Flagler Humane Society
- Criminal Investigations
 - Cases Assigned: 30
 - Cases Cleared by Arrest/Complaint Affidavit: 9
 - Cases Exceptionally Cleared: 9
 - Inactive: 3
 - Fraud: 6
 - Burglary Business: 1
 - Burglary Residential: 5
 - Larceny Car break: 9
 - Grand Theft: 3
 - Auto Theft: 2
 - Offense Against Family/DCF Reports: 0
 - Missing Persons: 0
 - Sex Offense/Rape: 3
 - Robbery: 2
 - Assaults: 0
- Narcotics:
 - Two search warrants
 - Eight buy walks

Comments: Two robberies occurred this past week (one at the Hernandez Magic Market and one at the Quality Inn Motel). The subject implied he had a weapon and fled with cash. A partial tag number was obtained from the suspect's vehicle and a suspect was developed. The culprit was identified and arrested for both robberies.

- Records:
 - Walk-Ins / Windows - 233
 - Arrests / NTA's - 20
 - Citations Issued - 183
 - Citations Entered - 30
 - Reports Generated - 127
 - Reports Entered - 103
 - Mail / Faxes / Records Request's - 118
- Operations
 - 09/24/09 – Stolen Vehicle – North US1 – keys left in vehicle; two transients seen in area just prior to theft.
 - 09/24/09 – Battery – OBMS – student battered three other students and three school employees; taken into custody on felony charges.
 - 09/24/09 – Battery – Fleming – two transients involved in fight; one to hospital, other to jail.
 - 09/24/09 – Burglary Residence – S. Nova Road – window pried open; empty safe and electronics taken.
 - 09/24/09 – Burglary Residence – Rio Pinar – ex-boyfriend broke into residence attempting to catch female resident with another man; suspect fled but was captured by officers; charges filed.
 - 09/26/09 – Burglary Business – S. Kings Road – entry through door possibly left unlocked; TVs taken.
 - 09/27/09 – Burglary Residence – S. Orchard Street – screen cut, bicycles taken.
 - 09/27/09 – Burglary Carbreak – Rio Pinar Drive – unlocked vehicle.

09/27/09 – Robbery – North US1 – male jumped over the counter of motel; took \$350 from register, weapon implied; same suspect observed on video from other motel in area.
09/27/09 – Burglary Carbreak – Marjorie Trail – three vehicles entered, items taken.
09/28/09 – Burglary Carbreak – Fernway Trail – property taken from unlocked vehicle.
09/28/09 – Auto Theft – E. Granada Blvd. – motorcycle stolen while owner dining in restaurant.
09/28/09 – Armed Robbery – N. Yonge Street – suspect robbed convenience store; Officer Karpuris recognized the suspect on video and provided ID; suspect later attempted to rob another store in Holly Hill and was captured; admitted to our robbery plus the robbery of the motel on North US1; charges filed.
09/29/09 – Burglary Carbreak – John Anderson Drive – construction trailer on sight; tools and equipment taken.
09/29/09 – Larceny Grand – Wildwood Trail – jewelry stolen from residence; possible suspect.
09/30/09 – Larceny Grand Firearm – Sanchez Avenue – time frame three months, unknown suspect.

- Traffic Unit:
- 09/24/09: 09-09-00389 - Hit-N-Run US1 and Granada. Victim got the tag number to suspect vehicle and we were able to track it down and charge the driver.
- 09/28/09: Power Outage - Hand direct traffic at Hand/Clyde Morris for 30 min
- Traffic Citations - 97
- Parking Citations - 3
- Crash - No Injury - 13
- Crash – Injury - 0
- Crash – Fatal - 0

- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
Total Citations Issued on S.T.E.P.: 46
 - Self-Initiated Enforcement Locations:
 - 1200 Block N. US 1
 - 500 Block Riverside Drive
 - 500 Block Hand Ave.
 - 500 Block Division Ave.
 - N US1
 - SRA1A
 - 300-500 Block Clyde Morris Blvd.
 - SR 5A / Sterthaus Drive

- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases Initiated
 - Zone 2: 6 Cases initiated
 - Zone 3: 6 Cases initiated
 - Zone 4: 4 Cases initiated
 - (In order to meet the reporting deadline, the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)
 - 8 tree removal permit requests
 - Administrative staff assisted with sixty-six (66) telephonic requests and two (2) lobby calls during this week.

Public Works
Engineering

- **Construction Projects:**
 - Hardened Data Center- Requested new electrical and AC quotes
 - Division Avenue Roadway Construction & Watermain Extension- Asphalt paving between S. Ridgewood Ave and US1 was installed, but did not pass inspection. Contractor will rework asphalt the following Monday. Grout repair on old stormdrain pipe is also scheduled to begin next week.
US1 Forcemain Extension Phase II- Contractor successfully installed approximately 250 linear feet of directional drilled 20 inch forcemain, south of Airport Rd.
 - Wells 7A & 18 A, Division Ave- Construction is complete and the wells have been cleared for use by the Health Department. Wells startup will begin next week.
 - 39 construction projects were inspected.
 - 2009 Roadway Resurfacing- Resurfacing is substantially complete. Final paving will be performed on Pineland Trail.
 - Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- County fully executed contractors and issued NTP for September 24, 09, 180 day contract.
 - Stormdrain Replacement Avenue LaVista- Construction is approximately 60% complete. Construction has paused until pipe liner materials can be ordered.
 - I-95 & SR40 Bridge Landscaping – Fifty-five (55) palms were installed along the northeast and northwest bridge slope. Thirty (30) Crape Myrtles were installed along the southeast bridge slope.
 - Ann-Rustin Underdrain- Construction is approximately 75% complete.
 - Granada Medians Landscape Renovation – The planting and irrigation renovations have been completed and inspected from Orchard Street to Williamson Boulevard. The planting portion of the project is 95% complete.
 - Nova Gym Landscape Renovation –
 - Sports Complex Landscape Renovation – The work has been completed and inspected with a few minor punch list items noted.
 - Downtown Plant Replacement – The contractor started work on 9/25. To date, 25% of the work has been completed and inspected.
 - Bailey Riverbridge Lighting – The decorative LED bollards were installed and inspected. Staff noted two (2) defective fixtures and is awaiting replacement parts from the manufacture.
 - Santa Lucia Avenue Outfall Repair- Construction expected to begin in mid October.
 - Ormond Shores Dr Stormdrain Replacement- Obtaining quotes for repair.
 - Casements Architectural Improvements- Contractor working on bathrooms, roof replacement, ceiling replacement, and stairwell.
- **Design Projects:**
 - Mast Arm Rehab- Bid package being prepared.
 - Granada Beach Approach- Staff is preparing cost analysis to address Main Street board comments. A meeting with the project consultant is scheduled for 10/1.
 - SR40 Sidewalk /Trail- Provided responses to FDOT questions on drainage, traffic operations, specs and maintenance. Process LAP certification and FHWA administrative checklist. Send revised specs and plans.
 - Beach Ramp Beautification Grant – Preparing grant applications for Milsap and Harvard approaches.
 - Rima Ridge Wells 54, 55 & 56- Design Plans are 99% and are expected to be ready for bidding in October of 2009.

- Water Treatment Plant Distribution System, Phase II- Extension plans from US1/ Division Ave to WTP are 95%
- Alcazar-Buena Vista Drainage Area Improvements- Design project has been authorized. Staff will hold kick-off meeting in early October.
- Airport Rd Forcemain Extension- Design is approximately 50% complete.
- CDBG Decorative Pavers – Staff is waiting for County approval to move surplus funds from other completed projects. The project is schedule for City Commission award on 11/3.
- South Ormond Rec. Center Lighting- Sent Work Authorization for redesign.
- Hull Rd and US 1- Changes to the plans have been done.
- Senior Center – Sprinkler system- Conducting pressure testing (water and air).
- Stormwater Study – The consultant has scheduled a meeting on October 9th to review the findings of the study with staff.
- Wastewater Treatment Plant Expansion and Rehabilitation – Consultant is working on preparing bid documents in order to advertise the project for bidding.

- **Development Review:**
 - Maria Bonita – Reviewed initial project submittal and prepared written comments.
 - Riverbend Church – Reviewed initial project submittal and prepared written comments.

- **Capital Projects:**
 - Beach Approach Improvements - Continue Drawing for Harvard and Milsap Approaches.
 - Tymer Creek Rd Utility Relocates- Create Plan View, start creating cross-sections and profiles.
 - N. Beach St. Valve Replacement- Make changes to plans.
 - Hull Road Turn Ln.- Make changes to plans.

- **Administration:**
 - Processed project invoices/pay requests totaling \$30,347
 - Prepared Work Authorization's totaling \$3,500
 - Prepared requisitions/PO's totaling \$30,980

- **Meetings:**
 - Meeting with FDOT concerning SR 40 both projects and field review.
 - Meeting at EVCTSC send request for Nova and FS 92.
 - Meeting with Comdex on new system for stormwater.
 - Met with Contech- company presented new water quality structure for stormwater applications. May consider its use on a city outfall with further considerations of budget and unit performance.
 - Met with City Manager to present update on John Anderson Drive and discuss presentation for upcoming public meeting.

- **Customer Service:**
 - 716 Santa Fe – grade and fill permit site visit
 - 132 N Beach St Dock permit
 - 477 Bluff Drive dock permit
 - A1A – citizen complain of vehicle parking and blocking her sight distance- truck relocated
 - Mailed out 517 notices for John Anderson Drive meeting.

- **Other:**
 - 240-242 Military Blvd- FDEP made initial determination on wetland impact of approximately 0.15 acres. Owner is in the process of removing fill material and has placed silt fence, also, owner has no permit for two sheds and a constructed slab.
 - Surface Water Management Plans for 52 Levee Ln. and 117 Creek Forest Ln.
 - Mark Property Corners for Sight Triangle

Environmental Systems

- **Street Maintenance**
 - **Asphalt / Concrete**
 - Form & pour concrete cap for Stormwater ring & cover for Mound Ave. project
 - Repair concrete curb at the Performing Arts Center
 - Remove trip hazards in sidewalk at OB Elementary School and S. Ridgewood from Corbin to Tomoka
 - Asphalt (2) utility cuts for Wastewater at Royal Dunes and Alden
 - Asphalt (2) utility cuts for Water Department at Jamaica Circle in Ormond-by-the-Sea
 - **Tree Crew**
 - Daily trimming at Corbin School Parking Lot, City Hall & City Yard
 - ROW trimming at various locations
 - Remove dead trees at 509 S. Ridgewood Ave., Rockefeller Gardens, 113 Shady Branch and N. Beach and Putnam
 - Remove debris at Nova Recreation
 - Maintenance on equipment
 - Top off tree at end of runway and remove (3) palms & (2) pines at the Airport
 - **Maintenance Crew**
 - Rotated Special Event signs
 - Clean debris in ROW's on state & city roads and Granada Bridge
 - Road grading at all parks, Airport Sports, & Old Tomoka
 - Grade canoe ramps at Division Park, Central Parks III & IV & Fortunato Park
 - Debris pick up at Memorial Gardens
 - Remove small palm next to guardrail W/O Hunter's Ridge
 - Weed Control – City Wide
 - Weed Control – DOT at Granada Bridge & Nova Road
 - Assist Asphalt crew at Alden
 - **Sign Shop**
 - Division Ave. – replaced damaged crosswalk sign in center of road W/O S. Center St.
 - Fabricated (2) signs to be installed at City Hall – “No Smoking Within 25’ of Building”
 - Fabricated (1) sign to be installed at Melrose Park – “No Parking in Front of Gate”
 - Fabricated & installed (2) “No Parking” signs on Northbrook Lane at Northbrook Drive at the request of homeowner's and the OBPD
 - Repaired or replaced signs at various locations beachside N/O E. Granada Blvd. – (13 locations)
 - Repair damaged signs at the following locations:
 - * Harvard & Riverside Dr. – straightened stop sign post hit by a vehicle
 - * Fortunato Park – reinstalled “Rules Sign for Pier” pulled out of ground
 - * Eileen Butts St. & Tomoka Ave. – reinstalled “City Hall/Library Parking” sign pulled out of the ground

- **Stormwater Maintenance**
 - **Maintenance Crew**
 - Locates citywide
 - Mowing - FDOT West SR40, and Ponds
 - Carp Barricades inspected and cleaned
 - Pump Stations inspected and cleaned
 - Inlets inspected & cleaned
 - Vac-Con line cleaning at Ormond Lakes all week – routine maintenance
 - Menzi Muck – Airport & Industrial Park ditch digging & mowing-(2) machines
 - Chemical Spraying – FDOT, SR40
 - Ditch debris removal – Tennessee Avenue
- **Street Sweeping**
 - **Streetsweeper**
 - Cleaned 105.0 miles of roads
 - 12.0 yards of debris removed

Fleet Operations

- **Accomplishments for the week:**
The closure of financial accounting records for year fiscal 08-09 has been completed. Finance conducted their annual inventory audit for all parts.

The following statistics have been compiled for the week of September 25 – October 1.

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
15	9

Road Calls for the week:

1

Accidents for the week:

Total: 0

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

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

<u>Diesel</u>	<u>Gas</u>
7656 gallons	12,218.00 gallons

Comments: None

Utilities Division

- Staff coordinating with Barnes Ferland and Associates, consultant, on final draft of Consumptive Use Permit (CUP) Compliance Report. Final edits forthcoming from BFA.
- Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): hazard surveys for commercial properties ongoing. Draft CCC Plan and Ordinance reviewed by staff. HDI well into actual management of program and database records.
- Wilmette Ave. Forcemain Replacement Project – Received executed contracts from the contractor. Preconstruction conference held on September 28. Shop drawings received for review by staff.
- Airport Road Forcemain Extension- Met with Engineering Dept. and design consultant, QLH, to review 30% plans.

- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A change order was prepared with backup material and submitted to legal for inclusion on the 10/20/09 City Commission agenda. The change order includes sharing costs for a module required to communicate between the revised ethernet network and the centrifuge, a new Local Area Network (LAN) panel in the operations building, additional reinforcing required to properly construct the new IPS electrical room floor and additional conduit and electrical feed service upgrades required in MCC3 to power the new centrifuge. The change order also includes an additional transformer for converting power rating of existing panel for serving equipment capabilities loads, although an alternative lighting scenario is under consideration for eliminating the need for the transformer. A construction progress meeting was held on 9/30/09. Centrifuge Manufacturer - Westphalia resubmitted shop drawings. Additional information was requested on the centrifuge shop drawings to determine how the framework and high efficiency motor will be resolved. The need for additional time by the contractor was discussed. Chris Groo, representing CenState will follow up with the pump supplier to verify the equipment delivery schedule. Received engineering cost proposal from CDM for additional engineering services for construction management of the project for an additional 90 days. The cost requested is \$34,608.60. Sent a copy of the proposal to CenState and requested a letter from them agreeing to pay this expense. This request is presently being reviewed by the contractor.
- Ormond Beach Wastewater Treatment Plant Expansion – Project nearing 100% staff and design consultant coordinating a few outstanding design items. The water main locations in the vicinity of the plant were given to the consultant for his use in locating fire hydrants to meet the City's fire code requirements.
- North Beach Street Water Valve Replacement – Prepared the Volusia County Right of Way Permit application form and drawings for eventual water distribution crew performance of valve replacement.
- Division Ave. Well 7A and 18A Rehabilitation – Received Volusia County Health Department clearances for the wells and performed well start ups and final punchlists on 9/29/09.
- Water Treatment Plant High Service Pump Station VFD Conversion –The 12-inch water main proposed for the backwash line was connected to the 16-inch transmission main. The transmission main was too shallow resulting in the proposed isolation valve being located partially above ground. The valve was replaced using a side operated unit to obtain sufficient coverage. Replacement of the valve with a different type will cost approximately \$1,500 which will be included in a future change order.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) – Awaiting receipt of final plans and specifications from consultant, BFA.
- Pump Station Repair and Replacement – Continue to assess alternate electrical feed configuration from existing irrigation pump building for promoting full time generator backup capability and one billing drop for facility at Shadow Crossings Lift Station. Awaiting receipt of additional cost breakdown for review. McDonalds lift station – Volusia County electrical permit required for this station – contractor requested owner authorization or easement record to obtain permit from Volusia County. Easement documentation was obtained and sent to the contractor. Signed and sealed electrical drawings were provided to the contractor by the design engineer. The permit application is presently being processed. Continuing work and bypass pumping considerations at LS 6M. Valves were tested to make sure they are operational before the bypass is installed. All materials are on site for the Shadow Lakes lift station. Due to the irregular shape of the valve vault, the top slab will need to be poured in place.
- State Road 5 at State Road 40 (US1 & Granada) – Reviewed plans to determine locations of potential conflicts between the proposed storm sewer modifications and our existing utilities. Met with FDOT and their engineers to discuss the comments and gave them a marked up set of plans for their review.
- Chemical Bids – Staff is preparing purchase requisitions for chemical suppliers.

- Ormond Beach Wastewater Treatment Plant Operation Permit – Awaiting receipt of the permit from FDEP. Prepared request for time extension to FDEP for consent order as resolution is included in eventual issuance of FDEP WWTP Operating Permit.
- Airport Road Widening Project (Utility Relocation JPA) - The notice to proceed was issued by Volusia County on September 24, 2009.
- Tymber Creek Roadway Widening from SR 40 to Peruvian Lane - plotted the utilities onto the County's 90% plans for conflict review.
- SPRC – Met with the developer and engineer to discuss utility department comments pertaining to Maria Bonita restaurant. Sent force main pressure information to the design engineer at Hunter's Ridge. Dollar General proposes to adjust the water mains to install a storm sewer on 10/7/09. The information was passed on to the Water Distribution Supervisor so the necessary preparations could be performed. Met with the engineer to discuss permitting considerations for Ormond Grande.
Received a preliminary plot for the Emerald Isle project, a 144 unit subdivision proposed on US 1, north of Interstate 95.
- Prepare CC Discussion item for Numeric Nutrient Criteria and Resolution request regarding Fla. SW Association petition to FDEP and ERC concerning state surface water classifications rule amendments as recommended by Florida League of Cities.

- Water Distribution
 - Repaired or replaced 5 residential and 2 commercial water meters
 - Tested 6"x2" meter serving Shadow Lakes Apartments, tested at 85%, repaired register for high side/ retested at 100%
 - repaired 12 leaks, responded to 3 low pressure complaints, flushed 3 dirty/cloudy water complaints, replaced 3 boxes/lids
 - tested 6 city owned backflow preventers
 - maintained/ repaired 6 fire hydrants, continued maintenance on the south peninsula
 - Exercised valves at the water treatment plant, Roberta Rd, Highland Ave, Seldon Ave.
 - Prepared the 4" meter serving Tomoka State Park for a box replacement, and repaired the operating nut on the 4" meter valve
 - Flushed Seldon Ave, Highland Ave, Silver Fox Trail
 - Assisted a contractor w/ a shutdown on the fire system for 495 S. Nova Rd
 - Assisted Wastewater maintenance with a pump exchange for 8M lift station, used the new fire hydrant crane truck
 - Leak Detection Program - patrolled 70 loggers on the south peninsula; leaks alarmed on 3 loggers, used the new leak correlating system and found 2 leaks.

- Water Treatment
 - Delivered 33.362 million gallons for week ending September 27th, 2009.
 - Delivered to city flow = Finish water flow meter (34.255 mgd) minus backwater (.650 mgd) minus HVAC flow (.216 mgd) minus chlorine production (.027 mgd)
 - Backwashed filters 14 times for a total of 650,000 gallons.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Well 21SR out of service, failed Bac-T and well seal bad. Repairs on hold until well vault improvements can be completed. 7/31/09
 - Provided status updates and responses to deficiencies and recommendations contained in Department of Health's Sanitary Survey. Written response provided and forwarded on September 25, 2009.
 - Assisted contractor with piping and valve installation associated with High Service Pump VFD Project.

- Waste Water Collection - Reuse
 - Responded to two low pressure system trouble calls and three trouble calls in town. Filled in sink hole at pep tank 23 Lake Vista Way. Tank Ok.
 - Assisting contractor at WWTP with Influent Pumping Station associated with Project.
 - Flushed reuse mains on beach side.
 - Cleaned 1,195' of sewer main.
 - Televised one sewer lateral.
 - Repaired 1" reuse service beachside.
 - 1M system - performing I & I inspection.
 - Read all irrigation system meters at Hunter's Ridge and BAT Plant daily.
 - Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Estimated Domestic and Industrial Wastewater flow 32.62 Million Gallons
 - Produced 15.32 Million Gallons of Reuse
 - Produced 18.57 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 4.66 MGD, design rated @ 6 MGD.
 - Produced and Hauled 164.41 Wet of Tons of Dewatered Sludge (13%-15% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.

- Utilities Maintenance Division
Water Plant – Wellfields – Booster Stations
 - Tested backwash valve#5 for operations. All ok
 - Started building new centralized control box for polymer feed- fill pumps.
 - Installed new control box at Well 21SR, contractor backfilled raised vault, received new pump and motor. Still awaiting lid and doors.
 - Repaired sandfilter backwash valve.
 - Performed PM's to LPRO and Lime Softening plant equipment.
 - Built Cleaner for Sodium Hypochlorite generator elements. Using 16" PVC pipe. Assisted operations with cleaning.
 - Replaced Chem tube on Lime slurry pump #2.
 - Performed PM's to SR40 wells and Hudson wells.
 - Assisted contractor on site with locations and removal of old underground services at water plant.
 - Repaired leaks on antiscalant system.
 - Checked Fluoride flow to static mixer for operations. All ok
 - Rebuilt polymer water injection line.
 - Reinstalled Hayward diaphragm valve on lime slurry tank.
 - Repaired threads on DC power feed to Sodium hypochlorite generator.
 - Performed PM's to Booster pumping equipment.
Wastewater Plant – Lift Stations – Reuse Systems
 - Installed new batteries at Melrose liftstation RTU.
 - Hooked up Flow chart and tested at Centrifuge.
 - Tested and adjusted motor starter controller at 1P liftstation.
 - Win/911 call to Bear creek liftstation, found dirty probe and excessive grease in station.
 - Repaired leaking bio cube heater insert at 4M liftstation.
 - Replaced motor #4 on Fermentation mixer and replaced bad overload.
 - Pump down Ormond mall with gas pump(daily) – PPI assisted force main cleaning and pumps operating within capacity range.
 - Assisted contractors on site at WWTP Rehab Project.

- Decant room sump pump power was cut during construction of IT server room. Relocated power feed and replaced check valve on sump pump.
- Completed pressure washing of RAS room.
- Deragg all 4 submersible aerators.
- Replaced leaking 4" Riser pipe on 11M lifstation.
- Pulled and serviced sump pump in recycle room.
- Performed PM's to all plant equipment.
- Performed monthly PM's to 13 liftstations(cleaned and deodorized)
- Performed annual PM's to 4 liftstations (pull pumps, re-sleeve impellers)
- Utilities Maintenance performed 69 work orders for week of which 52 were preventative maintenance and 17 were repair work orders, as reported in MP2 system.