

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 18, 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 weekly staff meeting with department directors
- Attended a Rotary Club luncheon meeting in Daytona Beach.
- Participated in a meeting with Mark Levitt regarding Veterans Preference.
- Responded to questions regarding workshop and commission meeting agenda items.
- Attended Tax Town Hall meeting sponsored by the Volusia Building Industry Association. Guest Speaker was Morgan Gilreath
- Shelly Arzola, City's new HR Director, and I attended a luncheon to introduce her to counterpart in Port Orange.
- Staff and I met with Ted Baldwin, Aviation Sound Expert, to discuss aircraft noise abatement issues.
- Staff and I met to discuss strategies for public safety services to Hunter's Ridge/Flagler County.
- Met with PBA Union President Officer Rob Pearson and PBA Executive Director Johnny Bingham.

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):
 - City Commission Meeting
 - City Commission Wastewater Treatment Expansion Workshop

Community Development

- Planning
 - A workshop will be conducted on October 9, 2009 between Main Street and VHB (Billy Hattaway). The workshop will be held at City Hall in HR's Training Room. An agenda and material to be covered was unavailable at this time.
 - Attended a meeting with Volusia County to review Consolidated Tomoka Land Holdings proposed LUPA. It appears that CTLH will be required to re-analyze their traffic impacts since their horizon year was 10 years but they were using proposed road improvements contained in the 2025 Long Range Transportation Plan. This Department will hold its response to the RFI until we receive the new and improved analysis.
 - The TCC subcommittee of the MPO on Tuesday recommended approval to the MPO Policy Board to amend the Transportation Improvement Program for 2009/13 and 2010/14 to replace the US 1 sidewalk project in the City of Edgewater with the SR 40 multi-use trail in Ormond Beach. Proposed funding is from the Federal ARRA program.
 - Staff is nearing completion of the initial draft for the Form Based Code for the downtown area which will replace the current code provisions. Over the next several weeks the

proposed code will go through intensive in-house review/comment/revision prior to unveiling the code to the public (Main Street, etc). We are not ready for the formal public hearing process (Planning Board & City Commission). The code is a significant departure from the typical "rule based" code which concentrates on "use" rather than "form." This community redevelopment code is designed to implement the city approved Downtown Redevelopment Plan. Staff is also planning to revise the current PIG program to better focus the financial incentives to offset the cost of compliance with the FBC while staying true to the implementation of the Redevelopment Plan

- Building Inspections, Permitting & Licensing
 - 40 permits issued with a valuation of \$538,707.00
 - 180 inspections performed.
 - 5 business tax receipts issued.
- Development Services
 - The Development Order for the Miro Medical Office Building site plan at 150 Sage Brush Trail was approved.
 - Race Trac has submitted its final site plan for review and issuance of a Development Order.

Economic Development

- Ormond Crossings
 - Staff met to complete their comments to additional modifications to the draft development agreement and comprehensive plan amendment documents.
 - Tomoka Holdings is providing the county with options for the Tymber Creek Road reconstruction and alignment mitigation project. Meetings will be arranged on September 24 to discuss these alternatives.
 - The revised schedule includes meetings with Volusia County Transportation staff in September and once the transportation issues are resolved meetings will be scheduled with the City Commission. The regulatory documents are expected to be completed for City Commission review in late October or early November and following Commission approval will be submitted to the various state and county agencies in December.

Airport Business Park

- The Real Estate Brokerage Commission program material that was approved by the Commission on September 8 will be presented to the commercial real estate brokers following advertisement of the program.
- Continuing with the design of the new directory sign and permanent monument signs at the entrance of Sunshine Boulevard. and the widening of the entrance of Sunshine Boulevard and Airport Road as part of the County's Airport Road improvement project, which is to begin next week. Staff is notifying the business owners/tenants at the Business Park and Airport and will also schedule a meeting to present proposed signage plans.

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 met with the Chamber Executive staff to discuss renewal of the "Doing Business in Ormond Beach" resource guide, the state of the city meeting, and future economic development initiatives.

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 one request 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. The draft report is expected to be presented to the Executive Committee in early October.
- 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 receive greater 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.
- Staff met with local CRA practitioners to discuss common CRA administrative procedures in preparation for the meeting with the County staff on October 5.

Airport Operation and Development

- Staff continues to work with Hoyle, Tanner, and Associates in order to complete FAA quarterly reporting documentation required to maintain eligibility under the AIP grant program. This action was precipitated by confirmation from the FAA that sufficient funding will be made available to complete concurrently all four FY2009 AIP projects comprising the Airfield Electrical Improvements project (bid request 2009-13). Staff is in receipt of the "recommendation to award" documentation for the construction phase of the Airfield Electrical Improvements project. The low bid of \$308,236.90 was made by H.L. Pruitt Corporation. Staff continues to work with our aviation consultants to prepare and submit the FAA and FDOT documentation required to move forward with construction.
- Staff conducted a meeting with Ted Baldwin of Harris, Miller, Miller, and Hanson, Inc. to gain further insight on aircraft noise abatement issues. Mr. Baldwin toured the airport and surrounding communities, and will shortly forward a proposal to conduct separate workshops on noise abatement for staff and the members of the aircraft noise abatement task force.
- 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 continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
- Staff conducted a meeting at the airport with members of the City Engineering Department to investigate drainage issues at Sunrise Aviation FBO Area 1.

- Staff prepared and submitted the monthly FDOT Active Aviation Grants Status Report.
- Staff conducted further internal meetings and discussions with Hoyle, Tanner, and Associates to coordinate the closeout of FDOT Grant FM 418463-1. The project activities funded by this grant are complete, and the outstanding balance of \$104,613.77 will be used by FDOT to pay final invoices pending a final inspection and receipt of project completion and agency certification documentation.
- Staff 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 again been delayed, but is to be completed shortly. It is expected that the design portion will be complete (pending site approval) 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
 - Processed 55 Journal Entry Batches (# 5020 – 5149).
 - Approved 28 Purchase Requisitions totaling \$147,619.87.
 - Issued 38 Purchase Orders totaling \$197,732.52.
 - Prepared 190 Accounts Payable checks totaling \$540,902.80 and 21 Accounts Payable EFT payments totaling \$530,916.17.
 - Prepared 58 Payroll checks totaling \$49,300.01 and 329 Direct Deposits totaling \$392,392.05.
 - Transferred IRS 941 payment of \$135,272.08.
 - Processed 3,466 cash receipts totaling \$303,663.03.
 - Processed 1,083 utility bill payments through ACH totaling \$61,220.15.
 - Processed and issued 5,497 utility bills with billed consumption of water of 25,966K.
 - Issued 868 past due notices on utility accounts.

Fire Department Operations

- The Division of State Fire Marshal has presented the Ormond Beach Fire Department with a Certificate of Appreciation in recognition of 100% participation in the Florida and National Fire Incident Reporting Systems for 2008. These certificates are awarded to fire departments that submitted all of their 2008 incident response data to the State by the April 30, 2009 deadline.
- Continued Flu Shot Program at Station 91 with 224 vaccines administered this week.
- Held bi-weekly administrative staff meeting.
- Weekly Statistics
 - 0 Fires
 - 6 Fire Alarms
 - 2 Hazardous
 - 55 EMS
 - 3 Motor Vehicle Accidents
 - 16 Public Assists
 - 82 TOTAL CALLS**

- Training Hours
 - 1 Aerial Operations
 - 15 Flu Shot Program
 - 6 Fire Service Course Delivery
 - 1 Ladder Operations
 - 5 RIT 2 In/2 Out
 - 28 Search and Rescue (Elevator Emergencies)
 - 6 Technical Rescue
 - 1 Ventilation
 - 63 TOTAL STAFF HOURS**

- Activities
 - 29 Pre-Fire Plan Updates
 - 7 Fire Inspections with 3 violations
 - 38 Hydrants Serviced
 - 15 Hours – Hose Testing
 - Weekly Fire Explorers Meeting

Human Resources

- Processing one (1) employee termination packet; including pension contribution options, Cobra eligibility.
- Processing three (3) position elimination packets for separation of employment; including pension options, Cobra eligibility. Meeting with each employee impacted to explain transition.
- Preparing census of dental participants (employees and dependents) for new dental vendor.
- One (1) verification of employment for current employee.
- Processing department invoices for payment.
- Preparation for Open Enrollment.
- Working with Brown & Brown to gather information for implementation of new insurance plans and to prepare Open Enrollment materials.
- Complying with Notice of Levy on Wages, Salary and Other Income from the I.R.S. on employee.
- Mailing notices of Open Enrollment to retirees and Cobra participants.
- Updating seniority list for Police Officer, Corporal and Sergeant for shift bid process.
- Processing of one (1) new part time hire for the South Ormond Neighborhood Center.
- Four (4) public record requests for employee information.

Claims-related activities:

- Crash report; sheet metal damage to two city vehicles when one vehicle was leaving parking space and contacted the other vehicle (value of repair TBD).
- Workers' compensation settlement approved (\$37,500).
- Lost time injury (converted from medical only); employee slipped on wet floor injuring knee.

Property and Casualty:

- Public Works and Leisure Services reviewing property appraisal report to determine value to insure for buildings >\$100,000 in value. Final analysis is being completed.

Human Resources:

- Pre-planning for continuity of operations in the event of an influenza pandemic.

Safety :

- Safety Committee meeting with Police Department; discussion included accidents and suggestions for improvement in training and equipment.

Information Technology (IT)

- Work Plan Projects
 - Fiber Project – Implemented – No issues.
 - Hardened Data Center
 - HVAC plans out to vendors for quotes
 - Electrical Plans out to vendors for quotes
 - Wall Insulation being installed by Building Maintenance at a huge savings of time and cost
 - 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: - Continue to monitoring additional stress of VPN traffic to the VCSO as a result of the implementation of VCSO Records Management system project (week 3). So far so good, minor issues.
- Work Orders: - 65 New work - 64 completed - 73 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	57,881	Net Inbound E-Mails	41,987
Inbound Bad E-Mail	15,547	Percentage bad mail	27.5%
Virus Messages Blocked	277		

Notable Events: PD Records system to VCSO – Minor issues – Settling in.

Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 1 Corrections: 3
- Map/Information Requests: 11
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 1
- Notable Events: None

Leisure Services

- Administrative Services
 - Administrative Services highlights
 - City Manager - Pre agenda meeting
 - City Commission meeting
 - Public Works staff meeting
 - Met with Oakridge Cemetery group

- Met with Volusia County reps. – follow up BPS
- Holiday recognition issues

- 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 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 continues practices this week, Monday through Friday. Games are scheduled to start Sept. 29th.
 - Seabreeze High School Junior Varsity Football has its third home game of the season at the Sports Complex, Field 7, on Thursday night at 6 p.m.
 - The Ormond Beach Youth Baseball/Softball Association continued its fall season this week with more practices. This includes boy's baseball, as well as the girl's softball. Games will begin next week.
 - Pop Warner Football played their first home games of the season last Saturday and will be hosting games again this Saturday. The games run from 9 a.m. to 7 p.m. All games are held at the Sports Complex multi-purpose field 7.
 - The Ormond Beach Soccer Club opened up its competitive game season this Saturday and also started recreational practices this past Monday. Recreational games will begin in two weeks.
 - USSSA Baseball, through the Florida Sports Commission, rented the Wendelstedt Fields this past Saturday for a tournament. Twelve (12) teams competed on Saturday and Sunday, for a total of 20-22 games.
 - Upcoming Fall Activities: Youth Flag Football Officials Training; Youth Flag Football Picture Night

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

- Athletic Field Maintenance
 - Mowed infields and outfields of baseball fields 1-4
 - Mowed soccer fields 1-10
 - Mowed common areas
 - Painted soccer fields 4, 9 and 10
 - Mowed softball fields 1-5
 - Prepped softball fields for practice
 - South Ormond: cleaned tennis and basketball courts, mowed and prepped softball fields
 - Osceola: prepped softball fields, cleaned tennis, basketball and handball courts
 - Nova: mowed infields and outfields, cleaned skateboard park, tennis and handball courts
 - Prepped fields 1-5 for practice
 - Laid out soccer fields 5-10 for competitive teams
 - Fixed soccer goals and nets
 - Prepared football field for Seabreeze J.V. game
 - Fertilized field 7 with 21-0-0
 - Set up player benches and garbage cans for all soccer fields

- Prepped, painted foul lines, dragged and marked softball field 7 for coed play
- Applied final coat of paint to football field before Seabreeze J.V. game
- Prepped soccer field 4 for games
- Prepped baseball fields 1-3 for weekend tournament
- 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 Seabreeze J.V game

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

- Performing Arts Center
 - Staff spent the week preparing for the much anticipated Blues Brothers Tribute to America. The show will feature local impersonators Mike Co-Wallis and Jim Webb. The show contains numbers from Wayne Newton, Neil Diamond and the Blues Brothers.
 - 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 groups with proceeds from their shows going directly to benefit the PAC.
 - The PAC hosted the Show Club Follies Open Meeting and 2009 video presentation. The meeting is designed to inform the club members about upcoming rehearsals and present the Follies Planning Committees decisions on show content. The Follies has quickly become a semi-professional, senior-orientated production company.
 - The Casements Camera Club will present their month-long exhibit in the lobby of the PAC this week beginning on Thursday evening with a welcome reception. The club is utilizing the PAC while the Casements remain under renovation.
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Open Dance, Children's Musical Theatre, KEDA
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet, Judo
 - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children's Musical Theatre, KEDA
 - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
 - Friday –Greene Dance, Children's Musical Theatre
 - The Performing Arts Center is preparing to host the following events:
 - September 17th ♦ Casements Camera Club (rental)
 - September 19th ♦ Blues Brothers On Stage (rental)
 - September 24th ♦ Cherryholmes Live in Concert! (rental)

- Community Events
 - Attended the Senior Games event Managers' meeting, reviewing event locations and program.
 - Attended Birthplace of Speed Event meeting at the Senior Center, reviewing information on the 2010 Event.
 - Attended Ormond Beach Chamber meeting to discuss a 5k event.
 - Attended Holiday Event review meeting at the Casements.
 - Continue to assist with the upcoming Employee Health Fair on October 16, 2009, designing flyers and a banner for the event.

- Staff is continues with assisting with the Labyrinth Grand Opening which is scheduled for Monday, September 21st at 6 p.m. at Central Park
- Updating application for the Holiday Parade December 12th, 2009
- Gymnastics
 - The girls are very excited for their first competition coming up this weekend in Land O'Lakes, FL. They have been working hard and it's paying off. The other girls in the gym like to watch them practice and are always asking them questions about competitions.
 - Morale in the gym with the students is building. We have new kids coming in all the time to watch their friends.
 - All the coaches are doing great, and they have been working with the classes well.
 - We are going to try our first Teacher Duty Day Camp on the 25th. If it is successful, we will continue to do others.
- Nova Community Center and Special Populations
 - The Phonics Game, the Activity Class for 2-½ to 5 year olds, and Miss Debby's Dance classes continued their fall season of classes throughout the week.
 - Challenger Soccer met for the first week of the fall season on Tuesday. The participants enjoyed getting back on the field with various drills and a game for the last half hour of practice.
 - Nova conducted regular classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
 - The City of Ormond Beach and Special Populations Activity and Recreation Council (SPARC) Sock Hop was held on September 18. Over 150 participants enjoyed dancing to the music of a DJ, dinner, pictures and socializing during the evening.
 - Voting for three precincts took place in the gymnasium all day on Tuesday.
 - Athletics met in the Nova Gymnasium on Tuesday and Thursday for Coed Volleyball.
 - Open play took place 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 Tuesdays and Thursdays at Bailey Riverbridge
 - The Casement Guild Board members resumed their monthly meetings this week at Bailey Riverbridge
 - The Casement Guild Gala Board resumed monthly meetings this week at Bailey Riverbridge
 - The Casement Guild Crafters met this week on Thursday at Bailey Riverbridge to begin working on craft items for the Gala.
 - The Coordinator met with Nancy Partridge from Pilgrim's Rest Cemetery to discuss a permanent display at Bailey Riverbridge depicting the history of the church.
 - The Coordinator met with Maggie Sacks from Ormond Mainstreet to finalize the Farmer's Market and Riverfest rental agreements.
 - The Coordinator attended the Ormond Memorial Art Museum Board meeting on Tuesday from 5:00 p.m. to 6:30 p.m.
 - The Coordinator met with Andrew Hall from Hall Construction this week to go over outfitting the new Carriage House for storage needs and discuss work throughout the house.
 - The Casements staff nominated one photographer in the Casements Camera Club exhibit housed at the PAC. The Coordinator attended the opening reception on Thursday evening from 6:00 p.m. to 8:00 p.m. to award the Casements winner.
 - The Coordinator met with several brides throughout the week to prepare rental agreements and help coordinate their special day.

- The Coordinator met with Guild Brick board members and Andrew Hall this week to finalize plans for the engraved brick courtyard.
- Facilities Maintenance
 - Repaired lights at Police Department
 - Replaced exhaust fan at 5m Lift Station
 - Repaired lighting at 5m Lift Station
 - Repaired lighting at soccer fields at Airport Sports Complex
 - Repaired water fountain at Public Works
 - Repaired decorative lights at Willow Place and Tomoka Blvd.
 - Replaced windsock at Ormond Beach Municipal Airport
 - Repaired door lock at Osceola Elementary School
 - Repaired water heater at Fire Station 92
- Parks and Irrigation
 - Capped off irrigation zone in common area, not in use any longer
 - Installed hose bib lock out devices at Central Park I and II
 - Repaired fountain at Hospital Park
 - Trimmed low hanging limbs at Central Park I
 - Trimmed low hanging limbs over dock at Central Park II
 - Removed graffiti off exercise stations at River Bend Park
 - Repaired railings at Birth Place of Speed Park

Police Department

- Administrative Services
 - Conference Call with Volusia County Health Department regarding H1N1 situation; plans for vaccinations, assistance needed from cities.
 - Review/submission of H1N1 vaccinations needs for Emergency Responders.
 - Meeting with City representatives regarding Hunter's Ridge.
 - Telephone conference with Department of Driver's Licenses regarding suspensions following DUI Arrests.
- Operations
 - 09/10/09 – Robbery Attempt – E. Granada Blvd. – occurred previous night; victim advised that at 9:30 PM previous night suspect stuck his hand into her vehicle through an open window threatening her with a knife; suspect demanded “everything she had” but fled without obtaining any property; victim did not call until the next day because she was traumatized; suspect identified and charges pending.
 - 09/11/09 – Burglary Carbreak – E. Granada Blvd. – jewelry removed from vehicle; two month time period.
 - 09/11/09 – Domestic Violence – Eileen Terrace – 16 year old daughter stabbed mother in hand; charged with Aggravated Battery.
 - 09/11/09 – Disturbances – S. Nova Road – two separate fights; two subjects charged.
 - 09/13/09 – Assist Other Agency – Highbridge Road – assisted VCSO with perimeter regarding suicidal individual.
 - 09/13/09 – Home Invasion – Cypress Circle – two suspects entered home and robbed victim; victim shot three suspects involved; charged filed.
 - 09/13/09 – Disorderly Conduct – Cypress Circle – resident assaulted TV crew who was allegedly trespassing while attempting to get story regarding Home Invasion; no charges filed.
 - 09/13/09 – Burglary Residence – Lucky Drive
 - 09/14/09 – Burglary Church – W. Granada Blvd. – door pried open; cash and checks taken.
 - 09/14/09 – Burglary Carbreak – Pinecone Trail – window broken out; GPS taken.

- 09/14/09 – Grand Theft – Maplewood Trail – Cash missing from residence while owner out of town; possible known suspect.
- 09/14/09 – Burglary Carbreak – W. Granada Blvd. – door lock punched; purse and contents taken.
- 09/14/09 – Burglary Carbreak – W. Granada Blvd. – unlocked vehicle; CD player taken.
- 09/14/09 – Stolen Vehicle – Williamson Blvd. – P/U truck taken; victim advised keys removed from purse while at work.
- 09/15/09 – Burglary Carbreak – N. US1 – vehicle left unlocked; purse and contents (\$900) taken.
- 09/15/09 – Vandalism – Central Park – juvenile arrested for damaging picnic table with hammer.
- 09/16/09 – Drowning – S. Orchard Street – 62 year old male found in pool; pronounced at scene; Medical Examiner called to scene.
- 09/16/09 – Fleeing – South Atlantic Ave. – Officer conducted traffic stop; driver ran from the vehicle and was captured by officers; charged with Felony Driving While License Suspended.
- 09/16/09 – Stolen Tag – South Beach St. – Officers stopped vehicle displaying stolen tag; juvenile driver arrested for that charge and four outstanding warrants.

- Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 4
- Inactive: 3
- Fraud: 3
- Burglary Business: 1
- Larceny Car break: 5
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 1
- Robbery: 1
- Home Invasion: 1

Comments:

- Home invasion robbery on Cypress Circle. The victim and his room mate were robbed at gun point by three subjects. All three subjects were shot and wounded as they attempted to leave the area. All three culprits were apprehended at different locations after they fled the area with gun shot wounds. All three subjects were charged with home invasion armed robbery and the victim will be charged with possession of an illegal firearm (sawed-off shotgun 13" barrel). The victim was set-up by one of the subjects who has purchased narcotics from the victim in the past. One of the subjects knew that the victim had a safe with money and possible narcotics. The narcotics task force has been made aware of possible drug activity at this location.
- Investigators have identified the subject responsible for the armed robbery that occurred at the beach-side Food Lion (female robbed by subject armed with a knife as she left the store with her groceries). A warrant is being walked through for one count of armed robbery.
- Investigators are looking in to a possible drowning that occurred at a beach-side condominium swimming pool. The victim was pronounced dead at the scene. Further investigation is being conducted by the Volusia County Medical Examiner's Office to determine the cause of death.

- Traffic Division

- Abandoned Vehicle Main Trail / Soco Trail: An abandoned vehicle on City R-O-W close to the intersection was towed after it was tagged for 24 hours. Several attempts to contact the owner were unsuccessful.
- 09/16/2009 1405 Crash SR 40 and US 1: Vehicle turned left in front of another and caused a t-bone crash. The at-fault vehicle was disabled and unmovable in both northbound lanes of US 1. Although we had officers directing traffic, this caused major traffic congestion for about 40 minutes. At-fault driver cited (x3).
- Construction issues at Division Avenue and US 1 required Motors to direct traffic on Monday.
- Traffic Citations 177
- Parking Citations 3
- Crash - No Injury 10
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
Total Citations Issued on S.T.E.P.: 129

- Self-Initiated Enforcement Locations:

- 1200 Block N. US 1
- 100 Block N. Beach Street
- 600 Block S. Yonge Street
- 500 Block Riverside Drive
- 500 Block Hand Ave.
- 500 Block Division Ave.
- SR 40 / Tymber Creek Road
- Ridgewood Avenue / Wilmette Avenue
- 300-500 Block Clyde Morris Blvd.
- Main Trail
- SR A1A
- Granada Bridge
- SR 5A / Sterthaus Drive

- Enforced Complaints:

- 100 Block Clyde Morris Blvd. (Crossings)
- School Zones

- Parking Complaints:

- Neptune Avenue
- Standish Drive
- Amsden Road

- Community Outreach

The Ormond Beach Police Athletic League is busily working on our annual fundraiser for youth programs. The Golfing for Youth tournament will be held at Pelican Bay Golf Course, November 7th. We are currently looking for sponsors and players for the tournament. Anyone interested in the tournament can contact the PAL house at (386) 676-3505.

OPBAL is gearing up for an exciting fall season. Two educational programs will begin in October. Tutors R Us, offered in partnership with the Department of Leisure Services, will begin at the South Ormond Neighborhood Center October 19th. Youth in the program work in small groups with a Volusia County School professional in increase their skills in math, reading and language arts. The Science on Patrol program for elementary students will begin October 20 at Ormond Beach Elementary School. Youth in the program will work with a science instructor and members of the Ormond Beach Police Department to resolve crime scenarios through science and math.

- Community Services & Animal Control
 - 24 Animal Calls
 - 7 Animal Reports
 - 1 Animal Bite
 - 4 Animals to FHS
 - 1 CSO attended Dog Fighting Investigation Seminar

- Records:
 - Walk-Ins / Windows - 181
 - Phone Calls - 263
 - Arrests / NTA's - 16
 - Citations Issued - 242
 - Citations Entered - 30
 - Reports Generated - 108
 - Reports Entered -
 - Mail / Faxes / Records Requests - 96

- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 1 Cases Initiated
 - Zone 2: 7 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 3 Cases initiated
 - (In order to meet the reporting deadline, the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)
 - Administrative staff assisted with forty-one (41) telephonic requests during this week.

Public Works

Engineering

Construction Projects:

- Hardened Data Center- Requested new electrical quotes
- Division Avenue Roadway Construction & Watermain Extension- Road base material is being installed, curb & gutter and sidewalk were constructed. Ridgewood to US1 is scheduled to be open Sep 21 and Ridgewood to Beach open by Oct 5.
US1 Forcemain Extension Phase II- Met with prime contractor and proposed directional drilling contractor on site to discuss directional drilling layout from the Tomoka Bridge to Airport Road.
- Wells 7A & 18 A, Division Ave- Construction is substantially complete, SCADA is being finalized.
- 2009 Roadway Resurfacing- Resurfacing is substantially complete.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Work is scheduled to start Sept 14.
- Stormdrain Replacement Avenue LaVista- Construction is approximately 60% complete. Construction has paused until pipe liner materials can be ordered.
- I-95 & SR40 Bridge Landscaping – The irrigation mainline and control wire conduit was installed beneath the northern bridge approach and southbound off-ramp. The irrigation was installed on the northwest slope and 50% of the southwest slope.
- Casements Architectural Improvements –
- Conduit for WTP Tower-
- Ann-Rustin Underdrain- Construction is approximately 15% complete.

- Granada Medians Landscape Renovation – The planting beds were prepped from Orchard Street to Clyde Morris by removing unwanted materials, raking back mulch and spraying the area to be planted with herbicide.

Design Projects:

- South Ormond Rec. Center Lighting- Provided responses to FDOT questions. Process LAP certification and FHWA administrative checklist
- Senior Center Sprinkler System-
- Mast Arm Rehab- Bid package being prepare.
- Granada Beach Approach- Prepared grant applications and drawing bases for final design.
- Nova Gym Landscape Renovation –
- Sports Complex Landscape Renovation –
- Downtown Plant Replacement -
- SR40 Sidewalk /Trail-
- Tomoka State Park-

Capital Projects:

- Ormond Shores Dr Stormdrain Replacement- Obtaining quotes for repair.
- City Hall Parking Lot- Met with paving contractor to discuss options on repair damaged asphalt in parking lot due to tree root overgrowth.
- Santa Lucia Ave Stormdrain Replacement- Obtaining quotes for repair.
- South Ormond Rec Center Roof Repair- Construction Proposal has been received, funding available in FY 09/10.

Department Activities

Administration:

- Processed project invoices/pay requests totaling \$600,032
- Prepared Work Authorization's totaling \$21,869
- Prepared requisitions/PO's totaling \$33,314

Meetings:

- Labyrinth – On-site meeting with contractor to discuss proposed design and prepare construction schedule.
- 15 Stratford Place pool construction
- Meeting with GE Cimplicity software for HMI/SCADA
- Meeting with MUSCO lighting on their equipment

Customer Service:

- . Requested Hand Ave. information for Zev Cohen

Other:

- 42 construction projects were inspected.
- Residential SWMP Permits review and filing (on going)
- 447 N Beach Dock Permit research
- Ormond Mall Lift Station Easement preparation
- R/W Stakeout @ Buena Vista & S. Beach St.

Environmental Systems

Asphalt / Concrete

- Sidewalk repair at 762-780 Buena Vista
- Sidewalk repair at Central Park III

- Stormwater utility cut at Rockefeller/Riverside
- Fix sidewalk at SR40 and Pearl Drive
- Sidewalk repair around basin (sidewalk sank) at Ann Rustin/Holley Circle

Tree Crew

- Daily trimming at Corbin School Parking Lot, City Hall & City Yard
- ROW trimming at various locations
- Trimming around baseball field at Nova Recreation
- Trim tree at Buena Vista
- Trim for clearance at The Villages
- Concrete in yard (Chips)

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
- Pick up pile at Memorial Gardens
- Trim sidewalk ROW at Nova W/O RR tracks, southbound
- Pick up dumped trash on Pineland Trail on ROW
- Weed control – City Wide

Sign Shop

- Completed repair or replacement of signage on the beachside S/of E. Granada Blvd.
- Nova Community Center replace post & No Parking sign hit by a vehicle
- Hand Ave. at Central Park I replace a "Yield to Pedestrian in Crosswalk" sign in the middle of the road that was damaged by a vehicle
- Installed "Right Turn" arrow & word "Only" pavement markings on Lewis St. at W. Granada Blvd.
- Installed 33' of 6" wide white edge line at asphalt patch on N. Halifax Dr. at Ann Rustin Dr.
- Continue installation of HIP street names at intersections along S. Yonge St. (6 intersections)
- Repair or replace signage at various locations beachside N/O E. Granada Blvd.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Mowing – FDOT - SR40 - Ponds
- Carp Barricades inspected and cleaned
- Pump Stations inspected and cleaned
- Inlets inspected & cleaned
- Mow and weed eat at Bennett Lane
- Pond Inspection at Laurel Oaks due to growth in lake
- Pick up pump on Mirror Lake, also delivered water sample results to homeowner
- Dig up & replace pipe at 156 New Britain
- Meeting with HOA at North 40
- Pipe repair at Rockefeller & Riverside Drive
- Chemical spraying at Fleet Maintenance, Hidden Hills Blvd., SR40, & Andalusia Ave.
- Pipe investigation at 242 Military Blvd., ongoing problem
- Ditch Maintenance Manual at Holly Fern Chase – uncovered a concrete spillway that was buried
- Vac-Con line cleaning at Melrose Ave., Warwick Ave., Wastewater Plant and Putnam & Cumberland Ave.

- Basin repair at Quail Run – concrete it in where vehicle hit it

Street Sweeping

- Cleaned 106.1 miles of roads
- 24.5 yards of debris removed

Fleet Operations

Fleet has completed its first class towards training our P.D. (CSO) with the deployment of emergency generators for power outages at traffic signals.

Pm Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
12	26

Road Calls for the week:

6

Accidents for the week:

Total: 2

#075 Police Department

#100 Police Department

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>
9,402 gallons	9,515 gallons

Comments:

All PM services are currently on schedule and up to date.

Sewer truck #353 has been sent to Southern Sewer to repair the pump system. The truck will be picked up Friday the 18th.

Fleet operations will be working on closing out fiscal year 08-09. Expense reports will be available upon request no later than October 15, 2009.

Utilities Division

Projects Summary

- Staff attended meeting with Barnes Ferland and Associates, consultant, on Wednesday Sept. 16 to review comments on 2nd 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 to be scheduled in upcoming weeks.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project –Centrifuge manufacturer offered support frame design modifications for differing site conditions found in the solids handling building. A Westphalia representative visited the plant to measure the size of the existing centrifuge support slab and openings. Evaluating the request from the centrifuge manufacturer to share costs for the ethernet communication device. Staff, CDM, CenState (contractor) met on Tuesday 9/15 to discuss outstanding

shop drawing concerns, equipment delays, change orders pending actions and developed understanding on approach and justifications necessary to assist an expedient project completion schedule. Influent pump station (IPS) wet wells are cleaned and were inspected by the structural engineer prior to lining application. Coatings specialist subcontractor performing repairs and coatings has been directed to perform additional repairs prior to coating interior wetwell structure. CenState resumed work on the 36-inch bypass piping south of the influent structure and installed the underground piping from the 90 bend east of the bypass tee to the 90 bend at the riser to the channel downstream of the grit units. The grit snail and teacup installation is completed. CenState finished constructing formwork for the influent pump bases in the drywell area and began installing the reinforcing. Additional reinforcing was required to properly construct new IPS electrical room floor. A change order for \$3,536.90 is requested to cover the additional material and labor costs. Received a revised construction schedule.

Chinchor electrical subcontractor continued work in the IPS. They continued work on the PVC conduit in the drywell towards the influent pump locations. They resumed work on the conduit from the VFD wiring junction boxes towards the VFD cabinets. They mounted the 30 KVA transformers and the lighting panel (L7) in the electrical room. They installed the relocated overhead crane disconnect switch next to the existing lighting panel R-7. The following additional electrical work items not originally anticipated will be included in an upcoming request for change order: additional transformer for converting power rating of existing panel for serving equipment capabilities @ \$5,301.95; additional conduit and electrical feed service upgrades required in MCC3 to power the new centrifuge loads @ \$3,955.93 ; relocation of PLC -2 to interior building location for longevity and operational benefits @ \$865.21 for the additional conduit-conductors needed to change its location.

- Ormond Beach Wastewater Treatment Plant Expansion – Waiting for the design engineer's response to the City's comments. Project nearing 100% design plans completion – a few design issues pending. Attended City Commission workshop describing project and confirmed support for bid advertisement and loan procurement for project
- Water Treatment Plant High Service Pump Station VFD Conversion –Modifications to the plan were made to relocate the piping connections and the altitude control valve installation location due to buried conflicts. Staff performed switchover for west to east plant piping to distribution system piping bypass. The gate and altitude valves were installed this week near the tank site. There are electric cables, valves and other obstructions requiring a modification to the connection location of the proposed filter backwash piping connection. Aerial rerouting of a portion of the 12-inch connection to filter backwash system is proposed to avoid additional buried obstacles.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) – Awaiting receipt of final plans and specifications from consultant, BFA.
- Pump Station Repair and Replacement – Met with consultant and project contractor Wed 9/16 to discuss project schedule and progress. Shadow Lakes Lift Station - a temporary bypass system was constructed. The valve vault and piping configurations require modifications for fit purposes. Decisions made regarding necessary modifications. Connected the valve vault at Hunter's Ridge Lift Station to the existing force main. Installing the electrical control rack. Assessing alternate electrical feed configuration from existing irrigation pump building for promoting full time generator backup capability and one billing drop for facility. Awaiting receipt of additional cost breakdown for review. Awaiting final electrical service upgrades and panel connections to the McDonalds lift station – Volusia County electrical permit required for this station. Continuing work and bypass pumping considerations at 6M.
- Chemical Bids – The City Commission awarded the chemical bids on September 14th. Staff to prepare purchase requisitions to awarded chemical suppliers.

- Ormond Beach Wastewater Treatment Plant Operation Permit –City published advertisement of permit in News Journal on Friday September 4, 2009. Awaiting receipt of proof of publication for forward to FDEP.
- Airport Road Widening Project – The notice to proceed is scheduled for issuance by Volusia County in the middle of September.
- Hand Avenue Collector Road Upgrade – Reviewed the proposed water main installation design to be performed in conjunction with the roadway improvements. Met with the Engineering Department and the consultant to review design comments.
- Tymber Creek Roadway Widening from SR 40 to Peruvian Lane - Reviewed 90% plans with engineering. CADD department will plot the utilities onto the County's plans for conflict review.
- SPRC – Obtained and reviewed plans for Miro Medical. Previous comments were satisfactorily addressed. Meeting with SPRC to review Maria Bonita Restaurant and Riverbend Community Church Phase 1 Construction plans. Met with the engineer of Ormond Station to address site plan issues. Discuss proposed plans for expanding Children's Workshop. Met with the SPRC committee to review site modifications to Grand Villa and 7-11. Received shop drawings for Deer Creek Phase 4.

Departmental Activities

- Water Distribution
 - Repaired or replaced 10 residential and 1 commercial water meters. Installed 1 water meters/services
 - replaced 5 water services, replaced 9 water meter boxes
 - repaired/investigated 6 water service leaks, responded to 3 low pressure calls, flushed 14 cloudy water complaints
 - Retested Tymber Creek 8" master meter repairs - 99.8% accuracy.
 - Continued fire hydrant maintenance activity on the south peninsula w/ 20 fire hydrants being serviced, located valve for contractor repairing a leaking private fire system.
 - Flushed fire hydrants on Cumberland Ave (leak), Roberta Rd + Airport Rd(valve maint.).Initiated an improved flushing program, Phase 1 is underway @ entire beach side, Harvard to Coquina Key, being flushed this week.
 - performed valve maintenance on Airport Rd- Cross Creek way- Roberta Rd- Sanchez Ave- Cumberland Ave- Andrews St
 - Rescind the boil water alert on Cumberland Ave and Andrews St
 - Repair a permanent flushing device on Lake Isle Way
 - Refill hole and resod from previous leaks at Lucerne Cir- Audubon Cir- Plaza Dr- Cumberland Ave
 - Initiated the first run of leak data loggers in the system. Started on the south peninsula on water base map book page A1. 70+ loggers will be placed in this area for the next 2 to 3 weeks so that we can review our procedures for leak detection and make the next runs more efficient.
- Water Treatment
 - Delivered to the City 33.602 million gallons for the week ending September 13th , 2009
 - New delivered to city flow = Finish water flow meter (34.635 mgd) minus backwater (.790 mgd) minus HVAC flow (.216 mgd) minus chlorine production (.027 mgd)
 - Backwashed filters 17 times for a total of 790,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Well 21SR out of service, failed Bac-T and well seal bad. Repairs on hold until well vault improvements can be completed. 7/31/09
 - DEP sanitary survey work orders have been written for noted deficiencies. Written response due no later then September 25,2009
 - Assisted contractor with piping and valve installation associated with High Service Pump VFD Project.

- Waste Water Collection - Reuse
 - Responded to one low pressure system trouble calls and two trouble calls in town.
 - Replaced three PEPSystem tank lids at 107 Shadow Creek, 151 Black Hickory, 73 Greydapple and One J – box at 16 Foxcroft Run.
 - Assisting contractor at WWTP with Influent Pumping Station associated with Project.
 - Cleaned eight sewer laterals. Repaired reuse service at 90 Golfveiw.
 - Televised ten sewer laterals and root control six sewer laterals.
 - Repaired sewer main at S. Beach St. & Division Ave.
 - 1M system - performing I & I inspection.
 - Vactor still out of service due to bad pump. Will be out for two to three weeks.
 - 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 37.37 Million Gallons
 - Produced 13.22 Million Gallons of Reuse
 - Produced 20.49 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 5.34 MGD, plant designed for 6 MGD
 - Produced and Hauled 128.11 Wet of Tons of Dewatered Sludge (13%-15% Solids).
 - Chlorine contact tanks and equalization basins were taken down and cleaned with no interruption to the reuse customers.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.

- Utilities Maintenance Division
 - Water Plant – Well Fields – Booster Stations
 - Checked LPRO Clearwell pump #1 for operations, found bad contacts on motor starter from excessive cycling of pump. Found alternator relay not functioning. Replaced.
 - Installed new motor starter on well 38R.
 - Replaced 75HP motor on HSP #5 and tested. OK
 - Installed new Flow meter reader head on 16" line under water tower to assist operations with data gathering during scheduled contractor altitude valve construction work.
 - Replaced motor and pulley on aerator exhaust fan.
 - Attended meeting with operations crew on water plant standardized operating procedures.
 - Monitored contractor activities at water plant.
 - Performed PM's to LPRO and Lime Softening plant equipment.
 - Performed PM's to Division Avenue and SR40 wellfield.
 - Repaired 2 Irrigation pumps and controllers at Ormond Sports Complex.
 - Assisted WWP maintenance crew with disassembly of Centrifuge feed pump.
 - Checked and Performed PM's to Booster and Reuse pumping stations.
 - Tested generator at well 24H
 - Continued with monitoring of well 21SR contractor activities.

 - Wastewater Plant – Lift Stations – Reuse System
 - Rebuilt back up blower to reaeration system and installed. This allowed the return of the rental air compressor.
 - Assisted Collections division with PepSystem control box rewire at Noble Woods Way.
 - Repaired hoist at 6M liftstation.
 - Began controller installation at Bennett Lane SW pumping station.
 - Installed 2 new breakers at WWP panel P7 and relocated improper wiring.

- Started training mechanics on proper installation techniques for back up generators at liftstations.
- Ormond mall pumps quit pumping; have been pumping out with portable gas pump till problem can be assessed. Flow is very limited to station during construction of new Publix.
- Deragged all 4 submersible aerators
- Pulled pump at Harley Davidson, found volute full of debris and impeller and wear ring worn. Replaced
- CP foods liftstation found motor starter tripped to #1 pump.
- Called to Aberdeen #5, excessive starts, found dirty probe.
- 8M3 PM found impeller spun off shaft, replaced
- Reset motor starter fermentation #7.
- Assessed 11M liftstation for parts needed to repair broken discharge plumbing.
- Performed PM's to all plant equipment.
- Assisted operations with disassembly of Silent Knight pump and transportation to fleet for routine maintenance service.
- Performed Annual (5) and Monthly (14) Lift Station PM's
- Utilities Maintenance performed 70 work orders for week of which 51 were preventative maintenance (PM) and 19 were repair work orders, as reported in MP2 system.