

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: September 11, 2009

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

### **City Manager**

- Held weekly department head meeting with staff.
- Prepared for Shade Meeting with staff.
- Met with representatives of CH2M HILL.
- Reviewed Agenda packet for 9/14
- Held bi-weekly with Economic Development Director, Joe Mannarino.
- Held weekly meeting with new HR director.
- Participated in the selection of Employee of the Quarter.
- Met with staff regarding the Noise Abatement Task Force.
- Participated in United Way's Community Campaign Board Involvement Workshop.
- Continued budget discussions with Finance Director.
- Lunch with Daytona Beach City Manager Jim Chilsom.
- Held bi-weekly meeting with Planning Director Ric Goss.
- Reviewed W/S WTP Presentation with Utilities Manager Dave Ponitz.
- Met with from auditor from James Moore and Company, Mike Sibley.
- Held bi-weekly meeting with Police Chief Longfellow.
- Met with Com. Partington, Mr. Marmelstein and the Finance Director to discuss water bill mailing issues.
- Attended Noise Abatement Board task force meeting.
- Attended Chamber Quarterly Breakfast on Upcoming 2010 Legislative Issues.
- Reviewed continuing engineer/architectural continuing service contracts. Last time this item was bid was 1999. Instructed staff to begin the RFP process. This is a lengthy process and will likely take 6-9 months to complete.

### **City Clerks Office**

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
  - City Commission Meeting
- Prepared packets for September 14 City Commission meetings.

### **Community Development**

- Planning
  - The Department received the ADA for the remainder of the lands subject to the Hunter Ridge DRI. Most of the land is located in Flagler County however much of transportation impact will affect Volusia County and Ormond Beach. The principal access points to this project are Airport Road and SR 40. The proposed project increases the nonresidential floor area from 97,580 retail, 144,900 office and 233,520 industrial to 187,520, 274,900 and 243,520 square feet respectively. Residential density increases from 1702 to 2983 units. Staff is currently coordinating the City response to the ADA to the RPC in Jacksonville as well as reviewing Question 21 which is the Transportation Analysis.

- Staff met with officials from Daytona Beach regarding the land use plan amendment before the VGMC regarding Consolidated Tomoka Land Holding's application. Staff expressed concerns regarding the negative transportation impacts on Ormond Beach resulting from the density and intensity increase from (807 dwelling units 50,000 square feet of non-residential use to 5397 dwelling units and 653,400 square feet of non-residential) land currently under amendment south of SR40 and west of I95. In addition, staff expressed concerns regarding a policy that seems to indicate that this land use plan amendment application is subject to either mitigation or may be exempt through the use of a Transportation Concurrency Exception Area. A TCEA policy south of SR40 seriously impacts SR40 west of I95. It is also inconsistent with Ormond's Comprehensive Plan as it relates to concurrency.
- Building Inspections, Permitting & Licensing
  - 59 permits issued with a valuation of \$777,050.00
  - 245 inspections performed.
  - 6 business tax receipts issued.
- Development Services
  - Three site plans were submitted for review by the SPRC committee: They include: Riverbend (portion of Ormond Beach only); Maria Bonita located downtown just east of the Shell Gas Station; and Miro Medical located on Sage Brush Trail.

### **Economic Development**

- Ormond Crossings
  - Staff has completed their comments to the latest 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 in September/October. Staff will be arranging a meeting with business owners/tenants at the Business Park and Airport to present the plans and construction schedule.
- 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 briefed the Economic Prosperity Committee on a number of economic development initiatives including projects at the Business Park and airport.
  - Staff working with the Chamber on the state of the city meeting.

- 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 two requests for available industrial sites in Ormond Beach.
  - Staff continues to work 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
  - 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
  - Staff participated in the annual airport inspection conducted by the Florida Department of Transportation. The inspection is required in order to renew the State of Florida license for the airport.
  - Staff conducted discussions 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 is continues to work with our aviation consultants to prepare and submit the FAA and FDOT documentation required to move forward with construction.
  - 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 will be completed this week. 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 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.
  - The seventh meeting of the Noise Abatement Task Force was held on September 10<sup>th</sup> at 6:00 PM at the Senior Center. Staff prepared and reviewed documentation for this meeting. Documentation presented included the collected recommendations of the task force members, organized to facilitate discussion and prioritization of those topics most important to the majority of the task force.
  - Staff participated in consultations with Doug Norman of Hoyle, Tanner, and Associates regarding the prospect of conducting studies to update noise contours previously established for the airport.
  - 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 was delayed, but is to be completed this week. It is expected that the design portion will be complete (pending site approval) well before the end of this calendar year.

- Staff is preparing leases for prospective tenants of parcel 1 and parcel 2 at the SE Quad properties.

### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Compile information for continuation of audit by IRS.
  - Preparation of Final Capital Improvement Plan.
  - Preparation of Final FY 2009-10 Proposed Budget.
  - Compliance with TRIM notice requirements.
  - Preparation of interim and year-end audit.
- Completed Projects - Weekly
  - Processed 33 Journal Entry Batches (# 4944 – 5010).
  - Approved 28 Purchase Requisitions totaling \$96,825.59.
  - Issued 30 Purchase Orders totaling \$145,444.02.
  - Processed 3,519 cash receipts totaling \$383,304.24.
  - Processed 652 utility bill payments through ACH totaling \$49,685.65.
  - Processed and issued 3,825 utility bills with billed consumption of water of 32,317K.
  - Issued 646 past due notices on utility accounts.
- Public Information
  - Press Releases
    - 9/11 Moment of Silence
  - Responded to Media Requests
  - Attended Volusia/Flagler Public Information Network Meeting – Dr. Bonnie Sorensen, Director of the Volusia County Health Department, spoke about the upcoming Flu and H1N1 season. She reiterated the need to practice good hygiene habits as done with every flu season, receive the annual flu vaccination, stay at home when you are sick, and see a doctor before the symptoms have gotten very bad.

### **Fire Department Operations**

- On Monday September 7th at 3:07 PM., Quint 91 and Battalion 90 were dispatched as mutual aid to a fully involved commercial structure fire in Daytona Beach at 411 N. Atlantic Ave. Visible smoke was seen as soon as Q91 turned south on S. Atlantic Ave. Q91 was assigned to the street behind the fire to protect adjacent commercial exposures using aerial master stream and hand lines. The roofs of the buildings were kept wet resulting in no visible fires or ignitions of exposures. Battalion 90 assisted with command functions on scene. Our units were cleared and back in service at 5:19 PM.
- At 6:20 AM on Wednesday September 9<sup>th</sup> our Fire Department responded to a structure fire in a commercial building at 394 S. Yonge St. We received back up from Volusia County Fire Services and the City of Holly Hill. Upon arrival we found the building to be charged with smoke from an attic fire. The flames were quickly extinguished and overhaul operations extended into the late morning. The structure suffered moderate structural damage, however the crews were able to save the tenant's operating equipment. The cause of the fire was traced back to a faulty fluorescent light fixture. Damage is estimated at approximately \$30,000.
- Weekly Statistics

2 Fires  
11 Fire Alarms  
2 Hazardous  
69 EMS  
10 Motor Vehicle Accidents  
19 Public Assists  
**113 TOTAL CALLS**

- Training Hours

38 Search and Rescue  
2 Flu Shot Program  
15 Technical Rescue  
**55 TOTAL STAFF HOURS**

- Activities

- 273 Flu Shots Administered
- 23 Pre-Fire Plan Updates
- 6 Fire Inspections with 6 violations
- 42 Hydrant Inspections
- Tour of Station 93
- Monthly Health Care Provider CPR Class – 9 Students Attended
- Weekly Fire Explorers Meeting
- Fire Extinguisher Demonstration – Training for Employees of Hudson Technologies

**Human Resources**

- Processing one (1) employee termination packet; including pension contribution options, Cobra eligibility.
- Assisting with H.R. Director acclimation.
- Two (2) verifications of employment for former employee/retiree and two (2) verifications of employment for current employees.
- One (1) public record request for employee information.
- Processing department invoices for payment.
- One (1) notification of Family Medical Leave rights/responsibilities.
- Processing payroll checks to vendors; Metlife, American Heritage, Pre-paid Legal, Colonial, Special Olympics, Nationwide Retirement, ICMA.
- Preparation for Open Enrollment.
- Meeting with Brown & Brown about renewal rates.
- Assisting with pension paperwork for Widow/Pension recipient.
- Processing monthly employee health insurance invoices; medical, dental, vision, Life and AD & D, and Long Term Disability.
- Employee of the Quarter Meeting.
- Revision of Benefits Survey for Ormond, Daytona Beach and Port Orange.
- One (1) in-house recruitment for Maintenance Worker III, Stormwater.
- Two (2) new hire processed for Stormwater and Streets.
- Processing of one (1) in-house voluntary demotion in Stormwater.

**Claims-related activities:**

- Crash report; damage to handle on ground plate on vehicle. Repair to be completed by Fleet Operations. Other driver charged with causing the collision.
- Medical only injury; while retrieving equipment from vehicle, strained a muscle. Employee is working modified duty awaiting medical clearance for full duty.

**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.

**Wellness:**

- Draft program submitted to Human Resources Director for review and comment.
- Health Fair committee confirming exhibitor participation and sponsorship. Theme is "Think Healthy". October 16, Nova Community Center, 10 a.m. -1 p.m.

**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
    - Insulation Plans out to vendors for quotes
  - 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 2). So far so good. Resolving some aircard issues for individual officers.
- Work Orders: - 80 New work - 68 completed - 64 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
    - For the week:

Total inbound E-Mails	60,723	Net Inbound E-Mails	44,153
Inbound Bad E-Mail	16,453	Percentage bad mail	27.3%
Virus Messages Blocked	117		

Notable Events: PD Records system to VCSO – Tweaking and resolving minor issues.

- Geographical Information Systems (GIS)
  - Addressing Additions: 0 Changes: 1 Corrections: 0
  - Map/Information Requests: 8
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): None
  - Notable Events: None

**Leisure Services**

- Administrative Services
  - Administrative Services highlights
    - City Manager Meeting
    - City Commission meeting
    - SONC lighting project – Engineering meeting
    - Ames Park met with contractor regarding bollard lighting
    - Met with Calvary Christian, Pop Warner representatives
    - Met with Marshside Development rep. and Planning staff
    - Recreation Manager – NIMS training all week
    - Registration office – sports registration finalized

- Met with labyrinth group
- Met with Bldg. Maint. to determine costs to maintain restrooms at Granada beach approach
  
- 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 Tuesday evenings.
  - The Lady Renegades Softball continued their fall practices this week. Their first fall home Tournament is October 3rd and 4<sup>th</sup>.
  - 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 began practices this past Tuesday after Labor Day. Games are scheduled to start Sept. 29<sup>th</sup>.
  - Seabreeze High School Junior Varsity Football had its second home game of the season at the Sports Complex on Field 7 Thursday night at 6 p.m.
  - Punt, Pass, and Kick Competition was held this Wednesday at 6:30 p.m. at the Softball Quad for children who were ages 8-15, as of 12-31-09. This is hosted annually; with the winners moving on to the Regional's and possibly continuing on to the Super Bowl.
  - The Ormond Beach Youth Baseball/Softball Association started its Fall Season this week with practices beginning Tuesday, September 8<sup>th</sup>. Games will begin in two weeks.
  - Upcoming Fall Activities: Pop Warner Football, Ormond Beach Soccer Club Practices/Games, Youth Flag Football Officials Training.
  
- 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 – Week of August 31 – September 4, 2009
  - 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 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, trimmed bushes and tree limbs around sidewalk by tennis courts
  - Primed main pump for soccer
  - Rolled up wind screens on fence and batter eyes
  - Mowed soccer 3 - 7 with rotary mower
  - Applied liquid fertilizer to soccer field 7
  - Prepped, painted foul lines, dragged and marked softball field 7 for coed
  - Applied final coat of paint to football field before Seabreeze J.V. game
  - Prepped soccer field 4 for games
  - Removed sod and replaced with clay in front of dugouts on baseball fields 3 and 4
  - 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, also did same for Calvary and Pop Warner football games
  
- 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 Kids Got Talent Showcase. Produced by Trinity Productions, Kids Got Talent is an offshoot of America's Got Talent, and producers are filming the September show as a pilot program for ABC.
  - The PAC Supervisor spent the week attending NIMS training in New Smyrna Beach. This is last of the NIMS he needs to be current. The PAC Supervisor is the site manager for the employee shelter and distribution center.
  - 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 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 12 <sup>th</sup> ♦	Kids Got Talent (rental)
September 17 <sup>th</sup> ♦	Casements Camera Club (rental)
September 19 <sup>th</sup> ♦	Blues Brothers On Stage (rental)
September 24 <sup>th</sup> ♦	Cherryholmes Live in Concert! (rental)
  
- Community Events
  - Save-the-Date for Holiday Parade, updated, printed, cut, labeled and mailed.
  - Popcorn machine returned, cleaned and stored, sand bags returned from the Casements Movie Night
  - Senior Games medal counting and sorting is complete
  - Health Fair meeting with Christina Maguire, Stephanie Revelli, for updates on the City Health Fair
  - Community Events staff continues to work on Community Partnerships for upcoming events.
  - Generating flyers for upcoming Employee Health Fair on October 16<sup>th</sup>
  - Updating applications for the Holiday Parade December 12<sup>th</sup>. Applications will soon be available.
  - Staff is currently assisting with the Labyrinth; making flyers, programs, assisting with the set-up plan for the grand opening which is scheduled for Monday, September 21<sup>st</sup> at 6 p.m. at Central Park, Hammock Lane, Ormond Beach, FL.
  
- Gymnastics

- The countdown is on for the first competition coming up in one week in Land O'Lakes, FL. The girls are excited and destined to do well.
- With school back in session, class enrollments have picked up, especially in the Boy's class on Friday and the Recreational and Teen classes. We are always happy to welcome new students into the program.
  
- Nova Community Center and Special Populations
  - Fall classes began on Tuesday including the Phonics Game, the Activity Class for 2½ to 5-year olds and Miss Debby's Dance Classes.
  - Nova conducted regular classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
  - A birthday party rental took place on Saturday in the Activity Room.
  - Preparations continued for the City of Ormond Beach and Special Populations Activity and Recreation Council (SPARC) Sock Hop to be held on September 18.
  - Items for upcoming events were purchased including additional tables and chairs, crafts and decorations.
  - Athletics met in the Nova Gymnasium on Tuesday and Thursday for Coed Volleyball.
  
- The Casements
  - Tai Chi starts a new session on Wednesdays at The Senior Center
  - Yoga Classes continue on Tuesday and Thursdays at Bailey Riverbridge
  - The Ormond Beach Garden Club hosts a Past President Luncheon at Bailey Riverbridge on Thursday from 1:00 p.m. to 3:00 p.m.
  - Coordinator met with Jim Boettner regarding the 21<sup>st</sup> Annual Native American Festival slated for January 22, 23 and 24<sup>th</sup>.
  - Wrap up of movie equipment.
  - Arranged sponsorship for October's Movie on The Halifax.
  - Notified all Bailey Riverbridge user groups of parking lot repaving and striping.
  - Preparing sponsor letters for future movie nights.
  
- Facilities Maintenance – Week of August 31 – September 4, 2009
  - Cleaned AWOS lenses at Airport
  - Replaced motion detector switch at SONC
  - Repaired toilet at Police Department
  - Replaced air conditioner in Streets Department
  - Replaced light fixtures in activity room at Nova Rec.
  - Replaced air conditioner at Breakaway Maintenance Building
  - Repaired door for Wastewater Plant
  - Repaired lights over generator at Tomoka Lift Station
  
- Parks and Irrigation – Week of August 31 – September 4, 2009
  - Repaired sand digger at Magic Forest
  - Removed broken bench at Fortunato Park
  - Cleaned out ponds at Ames Park
  - Repaired loose boards on deck at Birthplace of Speed Park
  - Replaced hose bib at Central Park I
  - Replaced water service at Bailey Riverbridge Gardens
  - Replaced pump at Arroyo fountain
  - Inspected irrigation valves for soccer 1 - 3

**Police Department**

- Administrative Services
  - Conducted Discipline Hearing with employee.

- Several meetings to address RMS questions/issues in conjunction with VCISO, City IT personnel and Department personnel; committee formed to review procedures to ensure standardization throughout Department on various components and uses.
- Meetings/phone calls with citizens regarding various issues.
- Biketoberfest 2009 Preparation.
  
- Community Outreach
  - Student advisory board at Pathways.
  - Dare classes begin Pathways.
  - Dare scheduling.
  - Prince of Peace Octoberfest meeting.
  - Streetlight survey, Cherrywood cir.
  - VCISO Gang meeting.
  - Jewish holidays details, schedule and post.
  - Security/Safety details for several events.
  - Walk throughs at OBMS.
  - Monitor traffic at Pathways due to complaints by the staff.
  - South Ormond Neighborhood Center, spoke to kids about drugs and peer pressure.
  
- Community Services & Animal Control
  - 29 Animal Calls
  - 3 Reports
  - 3 Animals to FHS
  - 2 Animal Citations
  - Training Scheduled for Dog Fighting Investigation
  
- Criminal Investigations
  - Cases Assigned: 13
  - Cases Cleared by Arrest/Complaint Affidavit: 5
  - Cases Exceptionally Cleared: 5
  - Inactive: 2
  - Fraud: 5
  - Burglary Business: 2
  - Burglary Residential: 1
  - Larceny Car break: 2
  - Grand Theft: 2
  - Auto Theft: 1
  - Offense Against Family/DCF Reports: 0
  - Missing Persons: 0
  - Recovered Missing Persons: 0
  - Sex Offense/Rape: 0
  - Robbery: 0
  - Assaults: 0

Comments: Three possible suspects have been developed on the YMCA Smash and grab burglaries. Investigation continues.

Crime Trends: Neighborhood car burglaries are still down since the arrest of known culprits

- Records:
  - Walk-Ins / Windows - 151
  - Phone Calls - 242
  - Arrests / NTA's - 24
  - Citations Issued - 239

- Citations Entered - 40
- Reports Generated - 108
- Reports Entered - I Series - 10
- New RMS - 62
- Mail / Faxes / Records Requests - 97
- Operations
  - 09/05/09 – Aggravated Assault – Andulusia Drive – business operator got into argument with customer, pulled firearm and fired into the air; arrested for Aggravated Assault; officer injured back during call.
  - 09/05/09 – Burglary Residence – Southern Parkway – unlocked door, cash taken, possible known suspect.
  - 09/05/09 – Burglary Residence – Tomoka Avenue – door pried, possible known suspect.
  - 09/06/09 – Disturbance – Rio Pinar Drive – responded to report of a fight involving multiple suspects; one individual contained after being found intoxicated (juvenile) and turned over to parents; two other suspects later found hiding behind another house on St. Andrews, charged.
  - 09/07/09 – Armed Robbery – Nova Road – officer located an individual responsible for two robberies of convenience stores in the County area; suspect found behind the 7-11 on Nova Road apparently preparing to rob that store; taken into custody and turned over to Sheriff's Office for previous offenses.
  - 09/08/09 – Disturbance – N. Yonge Street – 59 year old female sprayed pepper spray at another couple walking their dog; victims did not wish to press charges.
  - 09/08/09 – Burglary Business – N. Perrot St. – compound entered, beer kegs taken.
  - 09/08/09 – Burglary Carbreak - Sterhaus Drive - window broken; purse and contents taken.
  - 09/09/09 – Assault – OBMS – student charged with Assault on School Staff; released to parent per DJJ.

Traffic Unit:

DATE / OR #	ACTIVITY	SUMMARY
09-09-00037 09/03/2009 0915	DUI Crash w/ Injury	SR 40 / Nova Road: Motorist suspected of being under the influence of prescription medication rear ended another at high speed. She was hospitalized and a blood draw was conducted. Charges pending results.
09-09-00046 09/03/2009 1617	Rollover Crash w/ Injury	100 BLK Clyde Morris Blvd.: Motorist lost control of her vehicle along the curve of the above location in the rain. The vehicle struck the median to the left and spun off the roadway to the right. The vehicle flipped and struck a palm tree at high speed. She required extraction from the vehicle by Rescue and was sent to HMC. She is expected to be OK.

- The Traffic Unit continues to rigorously enforce ongoing complaints of speeders on Division Avenue and Hand Avenue through the Central Park area.
- Bandell – Injured / Light Duty, and working on implementation of new RMS.
- All Motor Units in training 09/09/2009 for multi-agency police motorcycle escorts. This training was very productive and hopefully will improve officer and motorist safety for utility, funeral, and dignitary escorts.
- Assisted elementary schools and OBMS with traffic. This continues to be a challenge, but no

- major problems have been reported.
- Officer Pavelka conducted meetings with Pathways Elementary and Osceola Elementary staff to address traffic concerns.
- Main access areas to the beach were patrolled during Labor Day to ensure motorist safety during the holiday.

**COURT**

None.

**Traffic Citations**            **142**  
**Parking Citations**        **3**  
**Crash - No Injury**        **9**  
**Crash - Injury**            **2**  
**Crash - Fatal**             **0**

**Selected Traffic**            Total Citations Issued on  
**Enforcement Patrol**      S.T.E.P.: **109**  
**(S.T.E.P.) Locations**

Self-Initiated Enforcement Locations:

1200 Block N. US 1  
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.  
River Chase Way / Tomoka Ridge  
SR A1A  
Granada Bridge  
SR 5A / Sterthaus Drive

Enforced Complaints:

100 Block Clyde Morris Blvd. (Crossings)  
School Zones

Unfounded Complaints:

Parking Complaints:

Neptune Avenue  
Standish Drive  
Amsden Road

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 1 Cases Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 2 Cases initiated
- Administrative staff assisted with one (1) walk-in citizen and sixty (60) telephonic requests during this week.
- NID staff has investigated and made emergency repairs on one unsecured pool during this reporting period.

Public Works  
Engineering

- **Construction Projects:**
  - Hardened Data Center- Awaiting new 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 to discuss completion of work and scheduled a pre-drill meeting for 9/11/09.
- 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- Held Utility coordination meeting. 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 was directional drilled beneath the southern bridge approach and south bound on-ramp. The dead grass on the northwest slope was scalped and 50% of the irrigation was installed.
- Casements Architectural Improvements –
- Conduit for WTP Tower- Received quotes and sent to IT
- Ann-Rustin Underdrain- Scheduled to begin the week of 9/7/09

**Design Projects:**

- South Ormond Rec. Center Lighting- Issued Work Authorization to Dickens Assoc.
- Senior Center Sprinkler System- Process progress payment
- Mast Arm Rehab- Bid package being prepared.
- Granada Beach Approach- Processed Stormwater DEP permit for County signature.
- Granada Medians Landscape Renovation – The quotations were reviewed and Purchase Orders were prepared.
- Nova Gym Landscape Renovation – The quotations were reviewed and Purchase Orders were prepared.
- Sports Complex Landscape Renovation – The quotations were reviewed and Purchase Orders were prepared.
- Downtown Plant Replacement - The quotations were reviewed and Purchase Orders were prepared.
- SR40 Sidewalk /Trail- Submitted bid packages, checklist for construction.
- Tomoka State Park- Obtained corrected survey for easement

• **Capital Projects:**

- Beach Approach Improvements
  - Start Drawing for Harvard Approach
  - Start Drawing for Milsap Approach

• **Administration:**

- Assisted Leisure services in ADA requirements for Press Box.
- Coordinate bidding procedure and plans for ARRA federal funding.
- 447 N Beach Dock Permit
- Processed project invoices/pay requests totaling \$645,648
- Prepared Work Authorization's totaling \$2,300
- Prepared requisitions/PO's totaling \$12,156
- FRDAP Grant Admin- Prepared quarterly status reports for Ormond Beach Sports Complex Field Improvements and SONC Field Lighting Improvements grant projects.
- Ormond Shores Dr Stormdrain Replacement- Obtaining quotes for repair.
- 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.
- **Meetings:**
  - Meeting with FDOT for ARRA submittal
  - Meeting with RSH on IMRJMR for Ormond Crossing
- **Customer Service:**
  - Responded to Code Enforcement at 714 Santa Fe ditch
  - Responded to Code Enforcement at 424 Arroyo water problems
  - Hand @ Nova utilities for CDM
  - 200 N Beach Tree Locate
  - Helped two residents regarding construction activities on Division Ave.
  - Investigated 249 Landmark Cir drainage issue. Complaint is related to a common curb & gutter depression in front of driveway.
- **Other:**
  - Measure Leaning Wall
  - Tree Locates
  - SWMP Permits
  - Property line Stakeout @ 289 Washington for N.I.D.
  - Magnolia St Leaning Wall Measurement
  - 45 construction projects were inspected.

#### **Environmental Systems**

- **Asphalt / Concrete**
  - Form up to pour concrete pad for IT at the Wastewater Treatment Plant
  - Asphalt utility cut for Wastewater on Golfview
  - Grind down raised sidewalk and repair at Central Park III
  - Asphalt Wastewater utility cut on S. Beach at Division
  - Repair sidewalk at 762-780 Buena Vista
- **Tree Crew**
  - Daily trimming at Corbin School Parking Lot, City Hall & City Yard
  - ROW trimming at various locations
  - Trimming at Brookwood & Carrolwood
  - Trimming at The Villages
- **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
  - Help with concrete on Heritage Circle in Hidden Hills
  - Weed control on Williamson Blvd. island to Hand
  - Grade canoe ramps at Central Park III, Division Park & Fortunato
- **Sign Shop**
  - Repair or replace signage at various locations beachside S/of E. Granada Blvd. (6 locations)
  - Continued fabrication of HIP street names at intersections along S. Yonge St.
  - Setup work zone traffic control on S. Beach St. @ Division Ave. for the Wastewater Department on 9/10/09
  - Begin installation of HIP street names on the east side of S. Yonge St. (5 locations)
  - Fabricate and install (2) guide signs for Bet Sefer Academy

- Reinstall 25 mph sign post on Rosewood Ave., pulled out of the ground
- **Stormwater Maintenance**  
Maintenance Crew
  - Locates citywide
  - Ditch Mowing – FDOT - SR40
  - Carp Barricades inspected and cleaned
  - Pump Stations inspected and cleaned
  - Basin Inspection at 190 Quail Run
  - Inlets inspected & cleaned, Zone 2
  - Vac-Con assist for the Water Department & Wastewater
  - System Inspection at Orchard Lane & Ormond Shores
  - Equipment Maintenance
  - Flood Investigation at 80 Hummingbird & 123 Lynnwood Lane
  - Vac-Con system cleaning at Colonial Circle & Horseshoe Trail
  - Street sweeping assist for the Water Department on Audubon
  - Removed sweeper debris from Wastewater Plant
- **Street Sweeping**
  - Streetsweeper - On vacation

**Fleet Operations**

The Labor Day weekend produced no unusual events for fleet operations.

**Pm Services completed for the week:**

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
15	24

**Road Calls for the week:**

2

**Accidents for the week:**

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>
10408 gallons	12,544 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 is expected back next week.

**Utilities Division**

- Staff provided review comments on 2<sup>nd</sup> draft of Consumptive Use Permit (CUP) Compliance Report and meeting with Barnes Ferland and Associates, consultant on Wednesday Sept. 16 to review final with comments addressed.
- 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 provided staff with recent draft ordinance from City of

- St. Augustine for review and consideration of inclusion of updated language for CCC Program enforcement and payment.
- 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. This information will be used by the manufacturer to design support plates for the frame structure. CDM, CenState and the manufacturer discussed outstanding shop drawing concerns. A formal response is being prepared by the manufacturer and should be received next week. Design consultant and prime contractor recommend City acceptance on approach. Influent pump station wet wells are cleaned and ready for inspection by the structural engineer before lining is applied. Received partial documentation from the contractor to justify a construction time extension of 60 days. The contractor was asked to resubmit the request with additional justification. CenState resumed work on the new plug valve in the piping between the decant tank and the west digester (drawing M-13). They continued installation of the PVC fluidizing and flushing piping for the grit removal units. Chinchor installed sealtite conduit at the grit removal units and the grit snail and continued electrical work in the Influent PS.
  - Contractor received shipment of the main switch gear for the electrical room. Because of the way the units are fabricated, an access panel or door will be built into the new west wall of the electrical room. The only access to the wiring lugs in the main switch cabinet will be from the right side access panels of the unit which is to be installed against the new west wall. CenState continued constructing formwork for the influent pump bases in the drywell area and began installing the reinforcing. We met with John Healy, the resident project representative, to review CenState items requiring a submittal or further information. We also toured the plant site to review construction progress.
  - Ormond Beach Wastewater Treatment Plant Expansion –. Waiting for the design engineer's response to the City's comments. Project nearing 100% design plans completion. Assisting City Engineer with preparation of Commission workshop presentation materials.
  - 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 scheduled meeting for discussion of switchover for plant to distribution system piping bypass. The piping connection at the filter building could not be performed as shown on the plans. 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) – Reviewed the 100% plans and specifications with the design engineers. Awaiting receipt of final plans and specifications from consultant.
  - Pump Station Repair and Replacement – Received survey information for the Lift Station OM (Publix @ Ormond Mall) easement from Century Companies, John Schneider. Shadow Lakes Lift Station - a temporary bypass system was constructed. The valve vault and piping is installed. Roof is leaking on Lift Station 6M. Repair quotes were obtained and submitted for approval. Connected the valve vault at Hunter's Ridge Lift Station to the existing force main. Installing the electrical control rack. Removing interior piping from the McDonalds lift station. Removed valve vault piping and slab. Installed new piping and bypass. Installing the sump liner and interior piping in the McDonalds lift station.

- Sanitary Sewer System Root Control Services – The draft technical specification is currently being reviewed by staff prior to advertisement scheduled prior to end of August.
- Chemical Bids –A City Commission memo was prepared and submitted to the legal department to place the chemical awards on the September 14<sup>th</sup> agenda. Bids were evaluated and a bid tab prepared for the award recommendation.
- Ormond Beach Wastewater Treatment Plant Operation Permit – FDEP responded to the comments and modified most permit requirements as suggested by City. 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 – Met with the contractor and the engineering department to present the sequence of operations plan for contractor use for coordinating water and wastewater main outages required for JPA related utilities relocation activities The notice to proceed will be issued 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 approved plans for Tomoka Christian Church. Met with the engineer to discuss review comments on the Pineland subdivision plans. Met with the developer and engineer concerning outstanding issues affecting the proposed Ormond Station condominium design plans. Received approved plans for Deer Creek Phase 4.
- Water Distribution
  - Repaired/ replaced 7 residential and installed 4 new water meters/services
  - replaced 6 water services, replaced 12 water meter boxes, switched over 22 services to the new water main on Division Ave
  - repaired/investigated 21 water service leaks, responded to 4 low pressure calls, flushed 9 cloudy water complaints
  - Replace fire hydrant on River Ridge Trail and Rio Pinar where vehicle struck fire hydrant
  - Continued fire hydrant maintenance activity on the south peninsula.
  - Flushed fire hydrants on Fleming Ave., Division Ave., Grove St., Fairview Ave., Mound Ave., Cassie Court, Arroyo Pkwy., and Buena Vista
  - Pick-up replaced fire hydrants from Division Ave and return to stock bay for future use.
  - Resod and restore yards from water leaks at Rio Pinar and Waterfront Ct (used 17 yards of fill and 2 pallets of sod)
  - Main breaks repaired: 2" main on N. River Lane/John Anderson Dr.; 2" main 25 Plaza Dr.; 2"wm Audubon Dr/Lucerne Circle; 2" main 310 Cumberland Drive
  - Rebuild and retested 8"x2" Fire Protectus meter servicing Tymber Creek Subdivision.
  - Completed Leak Detection Training by Metrotech
- Water Treatment
  - Delivered to the City 33.642 million gallons for the week ending September 6th , 2009
  - New delivered to city flow = Finish water flow meter(34.4513 mgd) minus backwater(.640 mgd) minus HVAC flow(.216 mgd) minus chlorine production(.015 mgd)
  - Backwashed filters 13 times for a total of 640,000 gallons backwash water.
  - Produced and hauled 67.5 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. Electrical components assisting contractor activities delivered this week.
  - DEP sanitary survey work orders have been written for noted deficiencies. Written response due no later then September 25,2009

- Waste Water Collection - Reuse
  - Responded to nine low pressure PEPSystem trouble calls and one trouble call in town. Following up on low pressure calls from previous week.
  - Assisting contractor at WWTP with Influent Pumping Station associated with WWTP Rehab Project.
  - Cleaned seven sewer laterals.
  - Continued televising 1M system for I & I.
  - Read all irrigation system meters at Hunter's Ridge and BAT Plant daily.
  - Received Volusia County Use Permit for upcoming Beach St sewer repairs. Continued planning a securing of materials for project.
  - Televised four sewer laterals and root control two sewer laterals.
  - Vactor 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 34.68 Million Gallons
  - Produced 11.69 Million Gallons of Reuse
  - Produced 25.13 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 4.95 MGD, plant designed for 6 MGD
  - Produced and Hauled 124.13 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.
  - Published Notice of FDEP intent to issue Draft Operation Permit for WWTP in News Journal on Sept 4, 2009.
  - Prepared draft response to Energizer for analytical data provided for waste processes to City WWTP consideration.
  
- Water Plant – Well Fields – Booster Stations
  - Delivered electrical control box and disconnect to Calvary Church contractors to support well 21SR rehab. Monitored contractor activities.
  - Reset HSP #1 at Water plant, soft starter lost memory, reprogrammed.
  - Installed and programmed new VFD on Centrifuge at Water Plant.
  - Tested Leeway Trails pressure transducer for operations, also repaired leaking fitting to transducer.
  - HSP #5 -75 hp motor shorted out. Sent for evaluation of warranty repair.
  - Checked fluoride fill pipes and repaired leaking valve.
  - Ran back up diesel pump motor at Standish booster station.
  - Continued with fabrication of new ammonia injection system.
  - Replaced the broken flush valve piping to Discflo transfer pump.
  - Assisted operations with draining of elevated storage tank at water plant.
  - Performed PMs to LPRO and Lime Softening plant equipment.
  - Replaced Tube on Sodium Hypo pump #7.
  - Performed PM's to Hudson and Division Wellfields.
  - Monitored-assisted contractor activities at Water plant VFD and altitude valve installation.
  - Checked Riverview Booster station and performed monthly PM service.
  - Removed Check valve from LPRO transfer pump #4, check valve failed due to rusting of the interior, RO water is very corrosive and will attack standard iron fittings, will research more compatible material.
  - Repaired grid walkway at Standish Booster station.
  
- Wastewater Plant – Lift Stations – Reuse System
  - Changed pump #1 and repaired pump #2 at 8M liftstation.

- Worked on Control system upgrade at Bennett Lane Stormwater pumping station. Will replace controller to allow for a redundant 2nd automatic pump. Control schematic is drawn and controller was bench tested to insure proper operation prior to installation.
- Installed new controller keypad on Recycle pump #1.
- Assisted Browns Electric with information request on Shadow Crossings liftstation. Contractor is working with city to provide power to liftstation that will utilize an existing generator at the reuse station to provide emergency power to liftstation.
- Tested meter on Centrifuge at WWP. Found OK
- Replaced lighting resistors on PineTrails liftstation indicator lamp circuit.
- Repaired oil leak on Preaeration surface aerator.
- Performed monthly liftstation Generator checks.
- Responded to Scada system problem at Homac liftstation found station full of oil from one of there processes that was inadvertently dumped. Shut down station and informed management on site. They contacted an environmental firm to pump station down and we assisted with the cleanup effort. When station was cleaned we started and tested pumps for proper operation. No adverse impacts to City collection system realized.
- PM's to all plant equipment.
- Deragged all 4 submersible aerators.
- Repaired plumbing at preaeration tank manifold blower.
- Steam cleaned shop floor and cleaned bench area, also stored spare parts.
- Replaced motor coupler assembly Preaeration surface aerator #11.
- Cleaned Floor, pumps, header pies and valves in R.A.S. room.
- Changed backdrive oil in centrifuge.
- Called to Transfer station for water over liftstation. Found trash was plugging the storm drain. Cleaned drain and checked liftstation. Found station fully functional so performed monthly PM to station. Waste Management will contact Stormwater Division to clean drains out.
- Performed Monthly PM service to 18 Liftstations(clean and deodorized)
- Performed Annual PM service to 6 Liftstations.(pull pump and replace wear rings and impellers)