

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 28, 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

- Sent letter to County on CRA requesting that they delay the public meeting on September 3rd to provide an opportunity for our elected officials and residents to discuss and offer their opinions and suggestions regarding the proposed CRA policies. County has agreed to delay the meetings until all Cities have reviewed the final proposals.
- Hired Shelly Arzola as Human Resources Director.
- Toured Central Park with staff regarding wheel chair accessibility on the fishing dock.
- Held weekly staff meeting with directors.
- Met with staff regarding fire staffing.
- Held conference call with City Attorney, staff and attorney from Jacksonville on the US1 water main break.
- Met with HR Director on personnel issues.
- Finished Budget Executive Summary.
- Attended Volusia Managers Association Meeting. Discussions included CRA, Closest Unit Response Agreement and celebration of Ken Parker's 25 years of service to City of Port Orange.
- Spoke with Mrs. White about snails in reuse line on Nicholas Drive Beachside- resolved issues, staff installed filter that we provide for customers. Staff went the extra mile.
- Held biweekly meetings with department directors.
- Spoke with Mr. Sid Frazer about denial of a liability claim. I am still researching and will get back with Mr. Frazer next week.
- Meet with Gene Miller.
- Attended Airport Noise Abatement Task Force meeting.
- Attended luncheon for United Way Benefit.
- Attended County Budget Meeting Presentation.

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):
 - Neighborhood Improvement Advisory Board
- Prepared for September 8 and September 14 City Commission meetings.

Community Development

- Planning received word this week from the MPO that Edgewater could not meet the "shovel ready" test for its project which was estimated at \$372,000. As such, the City's SR 40 sidewalk project is next in line for funding. Staff sent the preliminary plans and cost estimate to the MPO and Engineering has been alerted to begin finalizing documents. Staff recommends that the phase from Breakaway Trail to Tymber Creek Road be funded since Volusia County will be constructing sidewalk as part of the 4LD facility being built from

- Peruvian to SR 40. This will in effect provide a continuous sidewalk connection from the Breakaway's main gate on SR 40 to Hunter's Ridge via SR40, TCR, and Airport Road. Staff is proceeding to request an exemption from St. John's similar to exemption requested and approved for the Tomoka State Park sidewalks. Funding for preparation of final plans and surveying work for cross sections have been authorized and are currently underway.
- Staff completed the initial drafts of the Land Use and Capital Improvements Element which is EAR based amendments. These are now ready for in-house review and comment. These elements are scheduled for review by the Planning Board in September. Upon review by the PB, all Comprehensive Plan elements will have been reviewed by Planning Board. October is the workshop with the CC for review of all these amendments. The formal public hearing process will begin shortly thereafter if the CC gives staff approval to move forward.
- Building Inspections, Permitting & Licensing
 - 56 permits issued with a valuation of \$1,309,578.00
 - 247 inspections performed.
 - 2 business tax receipts issued.
 - Building assumed inspection and CBO duties in Holly Hill on an interim basis.
- Development Services
 - The contractor for the Dollar Store located at US 1 and Dix has noticed the city and all other agencies about the closing of Dix Avenue from US 1 to N. Ridgewood on 8.27.09 to 8.28.09 for construction of sewer and water lines. Affected residents have been noticed.

Economic Development

- Ormond Crossings
 - Staff is reviewing 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 in September to discuss these alternatives.
 - The revised schedule includes meetings with Volusia County Transportation staff in early 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
 - Completion of the appraisal by Cooksey and Associates for the lots along Tower Circle East in the Business Park has been completed and staff has completed the Real Estate Brokerage Commission program material for Commission approval on September 8 meeting.
 - A ribbon cutting is scheduled for Monday, August 31 @ 9 a.m. for Broadway Limited Imports, a model train design and manufacturing company located 9 Tower Circle West at the Airport Business Park. Staff facilitated the purchase of lots 34 & 35 to the company in 2008.
 - Continuing with the design 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.
- 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
 - Staff prepared a letter to the county manager this week regarding concerns with the 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.
 - Staff will be meeting with CRA practitioners next week to discuss their concerns and comments with the proposed CRA resolutions.
 - Staff is preparing a discussion item for the September 8 City Commission meeting.

- Airport Operation and Development
 - 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 project commenced 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 completed and submitted to FAA the FY2009 Disadvantaged Business Enterprise Program Update. The airport's overall DBE goal for FY2009 is 10.86% of the federal financial assistance the airport will expend in DOT-assisted contracts.
 - Staff received verbal 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). FY2010 AIP funds and associated projects will thus not be impacted. 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 conducted further meetings 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 received a final report from the OBPD regarding recent acts of vandalism at the airport, which included suggested remedies and courses of action. Staff has solicited bids to install gates and barricades in the Airport Business Park, as recommended in the OBPD report.
 - 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 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.

- Repairs to mission-critical terminal information equipment at the air traffic control tower were completed this week. Staff's efforts in this matter resulted in significant savings by maximizing the use of internal resources to effect repairs.
- Staff attended the weekly airport safety meeting at Daytona Beach International Airport. Staff delivered printed copies of the new aircraft noise abatement procedures for OBMA to the DBIA-based flight schools in attendance, and conducted further discussions regarding implementation of the new procedures.
- The sixth meeting of the Noise Abatement Task Force was held on August 27th at 6:00 PM at the Senior Center. Staff prepared and reviewed reference documentation for this meeting, including an overview of aircraft noise and operations monitoring systems (ANOMS). Documentation presented included the final renditions of the new aircraft noise abatement publications developed with the cooperation of the ERAU Flight Training Support department, including a pilot's in-flight guide depicting the noise abatement procedures and traffic patterns developed as a result of the Aircraft Noise Abatement Task Force Workshop. Staff and the Chairman will present the Noise Abatement Procedures for the Commission's consideration at the September 8th meeting.
- 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 Final Capital Improvement Plan.
 - Preparation of Final FY 2009-10 Proposed Budget.
 - Compliance with TRIM notice requirements.
- Completed Projects - Weekly
 - Processed 30 Journal Entry Batches (# 4757 - 4833).
 - Approved 18 Purchase Requisitions totaling \$67,154.64.
 - Issued 17 Purchase Orders totaling \$82,836.62.
 - Mailed four (4) "Letters of Intent to Award" for RFP No. 2009-02, Debt Collection Services, on 8/27/2009
 - Mailed six (6) "Letters of Intent to Award" for RFP No. 2009-16, Utility Billing Services, on 8/27/2009.
 - Prepared 210 Accounts Payable checks totaling \$185,612.42 and 22 Accounts Payable EFT payments totaling \$447,121.73.
 - Processed 3,447 cash receipts totaling \$1,058,985.46.
 - Processed 767 utility bill payments through ACH totaling \$46,685.72.
 - Processed and issued 5,986 utility bills with billed consumption of water of 21,537K.
 - Issued 179 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Illusionist to Attempt Record in Ormond Beach!
 - On the Strip
 - Temporary Flight Restriction
 - Ormond Beach to Offer Flu Shots
 - Stories/Photos to Media
 - The Flamingos
 - Caribbean Nights
 - Responded to Media Requests

- Grants
 - CDBG
 - Special Meeting of the NIAB was held to discuss funding of current CDBG projects. This will appear on an upcoming agenda for your review.
 - VOCA
 - As requested, all revisions were made and submitted to the Office of the Attorney General for the FY 2009-10 grant year.

Fire Department

Operations

- The Fire Department has been preparing for the Annual Flu Shot Program which will begin Tuesday September 1st. Shots will be given at Fire Station #91, located at 364 S. Atlantic Ave. Hours are from 9 to 5 with shots available 7 days a week. Cost is \$25, payable with cash, check or Medicare “B” billing. You must be 18 years and older. This is the seasonal flu shot and does not include the swine flu vaccine. The city website will contain updated information as needed.
- Interim Fire Chief Skip Irby attended the monthly Volusia County Fire Chief’s Meeting to discuss the County EMS Ordinance and the Closest Unit Response Agreement.
- Department Statistics For The Week:

Fire	Fire Alarms	Hazardous	EMS	Motor Vehicle Accidents	Public Assist	TOTAL Calls
1	5	3	66	8	14	97

- Training:

Allied Health Assisting	EMT Refresher	Fire House Reports	Hose Testing	Tactics	Tech Rescue	TOTAL Staff Hours
21.5	8	6	12	8	10	65.5

- Activities
 - 19 Pre-Fire Plan updates
 - 16 Fire Inspections conducted
 - Performed smoke detector checks in District 92
 - 1 Tour conducted at Station 92
 - Held weekly Fire Explorers meeting at Station 92
 - Station 94B crew completed a walk-through and assisted with an emergency response plan for employees of Style Mark.

Human Resources

- Recruitment – Personnel Issues
 - Recruitment for two (2) positions
 - Responding to two (2) public records requests
 - Processing of two (2) new hires, Human Resources Director and Recreation Manager
 - Processing of one (1) employee termination
 - Notifications for Human Resources Director and Recreation Manager applicants

- **Other claims-related activities:**
 - Property damage report; invisible fence damaged while City conducted excavation for water distribution system. Repair estimate \$100.
 - Property damage; city cell phone stopped working after being soaked while employee was working in the water. Cell phone will be replaced.
 - Follow-up with Circuit and County judges regarding 7 cases involving restitution to the city.
 - Reports only; two employees were assisting in the physical detention of a suspect.
- **Property and Casualty:**
 - Utilities Manager reviewing property appraisal report for WTP and WWTP buildings >\$100,000 in value.
- **Wellness Initiative:**
 - Heart Walk fundraiser-Bring Your Pennies to Work.
 - Committee meeting; progress on fitness center, health food stores, vending machine contents, and plan document.
 - Meeting with service provider regarding preventative health screenings.

Information Technology (IT)

- **Work Plan Projects**
 - Fiber Project – Implemented, tweaking configurations for performance and reliability.
 - 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:** - None
- **Work Orders:** - 72 New work - 67 completed - 64 in progress
- Virus Protection – Email
E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	60,263	Net Inbound E-Mails	43,348
Inbound Bad E-Mail	16,717	Percentage bad mail	28.1%
Virus Messages Blocked	198		
- Notable Events: none
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 3 Changes: 13 Corrections: 0
 - Map/Information Requests: 20
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): None
 - Notable Events: none.

Leisure Services

• Administrative Services

- Administrative Services highlights
 - Leisure Services supervisory staff meeting
 - Tour Central Park
 - Soccer Board meeting
 - Public Works/Leisure Services Staff Meeting
 - City Manager Weekly Meeting
 - Ormond Crossings Level of Service
 - Attended FRPA Conference
 - New Recreation Manager, Wayne Phillips, started work
 - Sports classes registration continued

• 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 started fall practices this week. Their first fall home tournament is October 3rd and 4th.
- Soccer fields 5 - 8 will continue to be closed for renovation until further notice, pending the weather.
- The City's Coed Adult Softball League continued games this week, with 11 teams competing. This is an increase of four teams from last fall.
- The City's Youth Flag Football Program has tryouts (skill evaluations) set for Saturday, August 29th. All three age divisions will try out at different times throughout the day. Make-up tryouts will be on Monday, August 31st at 6 p.m. Practices will begin the Tuesday after Labor Day. Games are scheduled to start Sept. 29th.

• 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 and10
- 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, fertilized fields 1-4
- Repaired spreader PTO shaft
- Repaired nets around bullpens
- Top dressed baseball field 3
- Leveled and screened softball field 7
- Top dressed softball field 7
- Prepped, painted foul lines, dragged and marked softball field 7 (coed season started)
- Prepped, painted, dragged and marked softball fields 1-4 for men's tournament
- Prepped soccer fields 4 and 10 for games
- Repaired and tuned reels on F-10 mower
- Picked up and dropped off equipment to Fleet on daily basis
- Made fuel runs for equipment

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

- Performing Arts Center
 - Staff spent this week preparing for the Kelly & Kelly benefit concert to be held Friday evening. Kelly Parsons and Kelly White are combining their birthday party with a benefit concert for St. James Church.
 - The PAC is hosting David DaVinci live on stage on September 5th and 6th. On Saturday, August 29th, Mr. DaVinci will attempt to break a world record set in the early 90's of escaping from a standard straight jacket more than 193 times in less than eight hours.
 - Staff spent this week preparing for the E on the Strip Concert to be held Saturday evening. The E on the Strip show is a traveling production featuring Elvis' later days when he ruled the Las Vegas Strip. A band, singing, dancing and much more are featured in this production.
 - 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:
 - August 28th ♦ Benefit Bash with Kelly & Kelly (rental)
 - August 29th ♦ E on the Strip Elvis Tribute (rental)
 - August 29th ♦ David DaVinci World Record Attempt
 - August 30th ♦ Kids Got Talent Rehearsal (rental)

- Community Events
 - Community Events Staff has been cleaning and organizing items used for Caribbean Night, and putting them back into storage.
 - Attended the Senior Games Meeting on Tuesday, the Committee is in preparation for the upcoming Senior Games in October. Staff has been counting and sorting medals by color and size. Placed the Senior Games bridge sign to heighten the awareness of the upcoming event.
 - Attended the annual Florida Recreation and Park Association (FRPA) conference in Orlando
 - Continue to assist with the Employee Health Fair on October 16th

- Gymnastics
 - The children are working on developing their skills on the bars this session
 - Team girls are preparing for their first meet next month in Land O'Lakes, FL
 - Planning another Movie Night to be held in two weeks

- Nova Community Center and Special Populations
 - Preparations and planning continued for fall and winter programs and events. Lesson plans were developed for Challenger Soccer and Teacher Duty Day Camps. Supply lists were developed.
 - Thank you letters were sent to all volunteers and guest presenters that assisted with both summer camps.

- Nova Recreation Center Coordinator attended the Florida Recreation and Park Association Annual Conference in Kissimmee Monday - Wednesday.
- Planning and preparation for the City of Ormond Beach and Special Populations Activity and Recreation Council (SPARC) Sock Hop continued.
- Athletics met in the Nova Gymnasium on Sunday for volleyball practice from 11:00 - 1:00.
- Open play took place on during the week for those who participated in basketball, the game room and the exercise room.
- Nova conducted regular classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.

- The Casements
 - Tai Chi continues on Wednesdays at The Senior Center.
 - Yoga Classes continue on Tuesday and Thursdays at Bailey Riverbridge.
 - Coordinator met with Barbara Perotti of East Coast Plein Air Painters to begin scheduling gallery exhibits beginning January 2010.
 - Final strike and storage of Caribbean Night & Island Market décor and supplies.
 - Moved additional items on the third floor for construction crews.
 - Preparing for first movie night in Rockefeller Gardens, scheduled for Friday, September 4th.
 - Testing movie equipment this week.
 - Preparing letters for sponsorship opportunities for future movies.

- Facilities Maintenance
 - Repaired fountain at Hospital Park
 - Repaired urinal at City Hall
 - Repaired exhaust fan at Fire Station 91
 - Repaired light on runway 35 at Ormond Beach Municipal Airport
 - Greased motors and chiller pumps at the Police Department
 - Replaced kitchen sink faucet at Nova Rec. baseball concession
 - Repaired broken door lock at City Hall Finance Department
 - Replaced pump #2 at PAC fountain

- Parks and Irrigation
 - Repaired flag light at Rockefeller Gardens
 - Removed graffiti at Central Park I
 - Repaired electric door locks at Riverbend Park
 - Repaired wood railing and broken pickets at Ames Park
 - Repaired loose boards on boat ramps at Sanchez Park
 - Repaired mushroom lights at Bailey Riverbridge Gardens
 - Repaired playground equipment at Riverbend Park

Police Department

- Administrative Services
 - First week of school; numerous special patrols and traffic assignments.
 - Training all personnel for new Records Management System implementation.
 - Met with representative of Hunter's Ridge regarding emergency services provision to Flagler County section of Hunter's Ridge.
 - Met with IT regarding records transition/storage of information from old Records Management System.

- Community Outreach:

Two grants have been received to enhance OBPAL fall academic programs. The *Tutors R Us* program received \$15,075.00 Volusia County JAG Grant to purchase 10 new computers for the SONC computer lab. *Tutors R Us* is an afterschool educational program for at-risk youth. The new computers will provide an avenue for youth to increase their skills in math and reading, complete homework and research class assignments. A JAG/ARRA grant in

the amount of \$12,307 was received to expand the *Teen Scene* program. The expansion will allow pre-teen youth attending Ormond Beach Elementary school to participate in *Science on Patrol*. The science based afterschool program will begin the last week of October and continue through December.

- Community Services & Animal Control
 - 42 Animal Calls
 - 3 Reports
 - 2 Animal Bites
 - 11 Animals to FHS

- Criminal Investigations
 - Cases Assigned: 12
 - Cases Cleared by Arrest/Complaint Affidavit: 15
 - Cases Exceptionally Cleared: 8
 - Inactive: 3
 - Fraud: 1
 - Burglary Business: 0
 - Burglary Residential: 0
 - Larceny Car break: 4
 - Grand Theft: 1
 - Offense Against Family/DCF Reports: 1
 - Missing Persons: 1
 - Recovered Missing Persons: 1
 - Robbery: 1
 - Assaults: 1
 - Death Undetermined: 2

- Narcotics:
 - Six Buy Walks
 - One knock and talk at 23 Fair Oaks O.B. with an arrest (This was a repeat complaint residence).
 - Several new cases for possible search warrants pending

- Comments:
 - Infant death investigation revealed that the child was possibly rolled over on while sleeping with his two sisters in the same bed.
 - Adult death possibly an overdose (toxicology report pending).

- Crime Trends:
 - Car breaks are way down since the arrest of Christopher Rose.
 - We have had some car breaks from the YMCA and we are preparing a news release with photos of the possible suspects. These suspects are responsible for numerous car breaks throughout the county.

- Operations
 - 08/20/09 – Crash Fatality – W. Granada Blvd/RR Tracks – east bound motorist struck the rear of a vehicle stopped at RR Tracks; pronounced at scene.
 - 08/20/09 – Burglary Carbreak Resisting Arrest – Oak Forrest Drive – resident reported subject attempting to break into vehicles; officers responded suspect located and fled; suspect was tased twice, continued to resist; arrest made.
 - 08/22/09 – Burglary Carbreak – Clydesdale Drive – unlocked vehicle; tires and rims stolen.
 - 08/22/09 – Robbery – Seminole Drive – victim apparently followed home by suspects who threatened him with a firearm; \$20 and cigarettes taken, suspect fled in possible stolen vehicle.

08/22/09 – Burglary Residence – Shady Branch Trail – window found broken out by neighbor watching home; vehicle taken; suspect is relative who owner does not wish to prosecute.

08/23/09 – Burglary Carbreak – N. Center Street – vehicle entered items taken.

08/24/09 – Burglary Carbreak – Saddler's Run – bank documents and credit card taken from unlocked vehicle sometime over the weekend; card used in adjacent cities.

08/25/09 – Burglary Residence – Lipizzaner Trail – three suspects broke into residence; observed by neighbor; TV recovered; possible suspects identified.

08/26/09 – Burglary Business – S. Yonge Street – front door kicked in; cash and surveillance camera taken.

08/26/09 – Auto Theft – W. Granada Blvd. – work trailer with construction equipment taken from work site.

▪ Traffic Division

- 09-08-0361 Fatal Crash motorcycle vs Medi van SR40 E/B at the R/R tracks W/M 35 yoa was riding his motorcycle at a high rate of speed not wearing a helmet. The motorcycle struck a Medical van that was in traffic stopped behind a school bus at the tracks. Victim was dead at the scene with severe head injury

- 09-08-0398 Ofc Pavelka got tased by accident Ofc. Pavelka was assisting a deputy at Airport Rd and US1 when one of the drivers went crazy. A Sgt. From the Sheriffs office attempted to tase the driver and accidentally got Ofc Pavelka in the arm. He sustained only minor injury. Later at the same call Ofc. Pavelka's brake light switch shorted and caught on fire causing minor damage to his motorcycle.

- The Traffic Unit continues to rigorously enforce ongoing complaints of speeders on Division Avenue and Hand Avenue through the Central Park area.

- First week of school all motor units working the schools, morning and afternoon approx 5-6 Hrs a day.

- Traffic study was done on the 100 hundred block of Clyde Morris with the Smart Trailer

- Traffic Citations 46

- Parking Citations 1

- Crash - No Injury 15

- Crash - Fatal 1

- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations

- Total Citations Issued on S.T.E.P.: 69

 - Self-Initiated Enforcement Locations:

 - 1200 Block N. US 1
 - 500 Block Riverside Drive
 - 500 Block Hand Ave.
 - 500 Block Division Ave.
 - 300-500 Block Clyde Morris Blvd.
 - SR A1A
 - SR 5A / Sterthaus Drive

 - Enforced Complaints:

 - 100 Block Clyde Morris Blvd. (Crossings)

- Records

 - Walk-Ins / Windows - 218

 - Phone Calls - 295

 - Arrests / NTA's - 10

 - Citations Issued - 126

 - Citations Entered - 30

 - Reports Generated - 116

 - Reports Entered - 92

 - Mail / Faxes / Records Requests - 159

- Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 5 Cases Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 1 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 two (2) walk-in citizen and fifty-nine (59) telephonic requests during this week.

Public Works

• **Engineering**

- Hardened Data Center- Met with Chinchor electric for quote
- Division Avenue Roadway Construction & Watermain Extension- Construction is 70% complete.
- Wells 7A & 18 A, Division Ave- Project is substantially complete.
- 2009 Roadway Resurfacing- Original scope of work completed.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Construction is expected to begin in late September.
- Milton Pepper Park – An ADA entrance ramp was installed. The benches and trash receptacles were shipped and delivered.
- Stormdrain Replacement Avenue LaVista- Construction has begun.
- -95 & SR40 Bridge Landscaping – The utility locates have been completed. The contractor hand trenched and installed 420' of irrigation main and control wire.
- Measure wall @ 142 Magnolia for movement
- Casements Architectural Improvements – Contractor completed demolition work and proceeding with foundation construction, structural framing and basement dewatering.

• **Design Projects:**

- South Ormond Rec. Center Lighting- Re-design for cost saving, issue WA
- South Ormond Rec. Center Roof Replacement: Proposals are being reviewed.
- Hardened Data Center- Estimate to insulate wall and ceiling
- Senior Center Sprinkler System- Inspected progress at the Center. Work done at night.
- Mast Arm Rehab- Bid package being prepare
- Granada Beach Approach- Waiting on Stormwater DEP permit
- Granada Medians Landscape Renovation – Performed a site inspection (Orchard to Williamson) in order to prepare scope of work for contractor quotations.
- Nova Gym Landscape Renovation – Performed a site inspection in order to prepare scope of work for contractor quotations.
- Sports Complex Landscape Renovation – Performed a site inspection in order to prepare scope of work for contractor quotations.
- Hand Avenue Road Upgrade – Presented Bridge and lake interconnect to City Commission for consideration. Consultant is finalizing their response to the First RAI received from the SJRWMD for the ERP permit submitted.
- WWTP Expansion/Rehab Phase 2 – Staff met to discuss project completion and will prepare a presentation to the City Commission at an upcoming workshop to update the City Commission on the project status prior to moving forward with the bidding and construction phases.
- Stormwater Study – Met with consultant for progress update meeting. Reviewed LMS initiative that will be submitted to Volusia County for future HMGP application. Visited study area sites with consultant.

• **Administration:**

- Assisted Planning on Tymber Creek cost estimates for two segments.
- Responded to Volusia County Beach Street Detour
- Send response to FDEP – for Tomoka State Park easement.

- **Development Review:**
 - Existing Hand Ave Drainage for flow direction comparison
 - Mailed closeout document to FDOT for Dunkin Donut.
 - Review Ormond Grande/Lakes ditch and pond construction

- **Capital Projects:**
 - Update Hand Drainage Profile DWG. Email to CDM

- **Meetings:**
 - Meeting at Main Street Board
 - Meeting with FDOT for intake Hull Rd and US1 left turn lane
 - Meeting with FDOT for intake on SR 40 Interconnect
 - Meeting with FDOT regarding SR 40 and alternate bike lanes
 - Met with FDOT MPO for in-take meetings on two projects submitted for funding. Projects included: Hull Road Turn Lane and Audible Pedestrian signal Devices at Nova Road.

- **Customer Service:**
 - Staff reviewed a permit request to clear a wooded property for a pasture.
 - Central Park Compiled Dwgs for CDM

- **Other:**
 - Measure wall @ 142 Magnolia for movement
 - New data collector training
 - Compile Stratford Place Documents for Stormwater Div.
 - Met with Larry Haig on the 10 “storm sewer line between Orchard Lane and John Anderson.
 - Review with Dan Storm Water different options for 85 John Anderson.
 - Obtained dimension design standards for Leisure Services
 - Provide application for Utility Permit to FPL.
 - Responded to a citizen inquiry on storm water issues from his neighbor.
 - Responded to Russ White on concerns at Ormond Lake-Grande ditch.
 - June Siebert 152 Loyola water issues
 - Ben England wants gutter on Hummingbird

Environmental Systems

- **Street Maintenance**

- **Asphalt / Concrete**

- Sidewalk repair at US1/SR40 “BP” station
- Level roadway & raise (3) valve boxes at 960 N. Halifax
- Pull forms at Central Park I, 13 Iroquois & 960 N. Halifax
- Remove broken concrete sidewalk on S. Ridgewood, N/O Arbor
- Repair asphalt at the Water Plant
- Asphalt utility cut at 316 Rio Pinar
- Patch pot hole at Cassen Park
- Assist with traffic control crossing signs at Hand and Division

- **Tree Crew**

- Daily trimming at Corbin School Parking Lot, City Hall & City Yard
- ROW trimming at various locations

- Pick up debris at Nova ball fields
- Trimming on Deer Lake Circle and Main Trail
- Trimming on A1A, Neptune and The Crossings

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
- Pick up pile in Memorial Gardens
- DOT weed control on US1 from Hand to Hernandez
- Grade canoe launches at Central Park III & Central Park IV
- Put shell in low spot on Old Tomoka Road
- Set up traffic control on A1A S/O Neptune

Sign Shop

- Assisted with road closure & detours on SR40 due to a traffic crash on the west side of the railroad tracks
- Installed "No Trespassing" signs at the west end of Kimberly Drive per the request from the Ormond Beach Police Department
- Installed (4) "No Rollerblading, Skateboarding", etc. signs & (4) "Reclaimed Water" signs at Rockefeller Gardens
- Installed new 25 mph sign & post on N. Orchard St. that was hit by a vehicle
- Installed "Positively Ormond" signs at SR40/I-95 landscape project
- Begin installation of new Plaza Grande Avenue street names
- Installed new "Yield to Pedestrian" signs in crosswalks at various locations
- Replaced post & stop sign at Fernway Dr. & Military Blvd. that was hit by a vehicle

- **Stormwater Maintenance**

Maintenance Crew

- Reachout Mowing – SR40 & US1
- Locates citywide
- Slope Mowing – SR40
- Carp Barricades inspected and cleaned
- Pump Stations inspected and cleaned
- Weed eat SR40 ditch at Williamson, and Bennett Lane Pumping Station
- Outfall cleaning 1411 & 1503 Oak Forest & inspections
- Working on ditch maps with engineers
- Notched out basin at 37 Wilmette
- Flood investigation at 135 John Anderson, and 21 Canterbury Wood
- System inspection at 32 Soco Trail
- Clean open throats on SR40
- Worked on May rainstorm information for Engineering Department
- Inlet inspection and cleaning

- **Street Sweeping**

Streetsweeper

- Cleaned 128.9 miles of roads
- 30 yards of debris removed

Fleet Operations

- Pump testing for fire apparatus #058 1989 Pierce and #079 2000 Pierce Pumper were completed this week. This concludes our annual pump testing.

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

- 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 –Bids were received by the City of Daytona Beach on August 19, 2009. A City Commission memo was prepared and submitted to the legal department to place the chemical awards on the September 14th agenda.
- Ormond Beach Wastewater Treatment Plant Operation Permit – Received revised draft permit from FDEP based upon staff review comments. FDEP responded to the comments and modified most permit requirements as suggested by City. City to prepare public advertisement of permit.
- Prepared sequence of operations plan for contractor use for coordinating water and wastewater main outages required for JPA related utilities relocation activities for Airport Road Widening Project.
- Attended WAV Technical Advisory Committee Meeting held August 28, 2009

- Water Distribution
 - Repaired or replaced 39 residential and installed 7 water meters/services
 - replaced 8 water services, replaced 5 water meter boxes
 - repaired 8 water service leaks, responded to 2 low pressure calls, flushed 3 cloudy water complaints
 - tested 5, installed 3 backflow preventers
 - Inspected/maintained 17 fire hydrants/ continuing maintenance activity on the south peninsula.
 - Continued valve maintenance activity from SR40 north between US1 and N. Beach St. (Highland Ave- Charles terrace- Cardinal Dr)
 - Flushed fire hydrants on Highland Avenue, Charles Terrace and Cardinal Drive due to valve maintenance activity.
 - Performed a major fire hydrant replacement on Rio Pinar due to vehicle collision with hydrant.

- Water Treatment
 - Delivered to the City 34.861 million gallons for the week ending August 23rd , 2009
 - Backwashed filters 16 times for a total of 760,000 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 by developer contractor.
 - DEP sanitary survey work orders have been written for noted deficiencies. Repairs underway. Written response due no later than Sept. 25,2009
 - Leeway Tank cleaned and inspected - Returned to service 8/21/08.

- Waste Water Collection - Reuse
 - Responded to five low pressure system trouble calls and three trouble calls in town. Following up on low pressure calls from the weeks before.
 - Replaced J-Box at #4 Marsh Ridge Watch and replace back lid at 16 Black Water.
 - Assisting contractor at WWTP with Influent Pumping Station associated with Project.
 - Installed new 1" reuse valve at 400 John Anderson Dr.
 - Adjusted three reuse valve boxes at Ann Rustin & N. Halifax Dr. with street Dept for road repaired.
 - Cleaned 7,786 ft of sewer line in 1M system
 - Starting to televise 1M system for I & I.
 - 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 36.91 Million Gallons
 - Produced 13.05 Million Gallons of Reuse

- Produced 26.57 Million Gallons of Surface Water Discharge
- Influent flows average for the week is 5.27 MGD, plant designed for 6 MGD
- Produced and Hauled 133.82 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.
- Received 2nd Draft Operation/ Expansion Permit from FDEP.
- Preparing revisions to draft response to Energizer for analytical data provided for waste processes to City WWTP consideration.

- Utilities Maintenance Division

- Water Plant – Wellfields – Booster Stations

- Installed rebuilt flow meter at well 17D, turned over to operations.
- Performed PM's to Booster pumping stations, LPRO and Lime Softening plant equipment.
- Pumped out ground water from well 22SR and rebuilt sump pump.
- Repaired 3 caustic metering pumps due to severe weather events.
- Patched polymer mix tank. New tank received and install scheduled.
- Repaired sump pump in acid containment area.
- Repaired flow meter at State Park Booster station and trimmed area.
- Delivered Generator #340 to Hudson Wellfield - secured and load tested.
- Performed PM's to Division Ave. and Rima Ridge wellfield.
- Installed switch for sump pump for orthophosphate containment area.
- Checked finish flow meter for operations. Tightened connections.
- Tested pump at well 35R. Found wiring melted in conduit, Motor tested ok. Ordered materials for rewire.
- Reviewed plans for VFD project with engineer.

- Wastewater Plant – Lift Stations – Reuse System

- Reset 6m Lift station transfer switch, contacted Fleet Maintenance for repair as switch would not transfer automatically. Repaired
- Adjusted PH meters for WWTP operators.
- Installed temporary 12/24 VDC power supply to Shadow Crossings reuse SCADA system.
- Replaced #4 mixer motor at Fermentation basin.
- Checked Ormond Lakes #3 liftstation RTU for operation as requested by liftstation mechanics after PM revealed it not functioning properly. Found blown fuse and battery leads corroded.
- Replaced blown fuse at 4M liftstation.
- Assisted operations with round the clock fueling of portable air compressor to Reaeration basin. Expect delivery this week of rebuilt 25HP aerator, will install when upon receipt.
- Changed back drive oil on Centrifuge, found water in oil. Pulled apart and found water/air heat exchanger leaking. Ordered new one from Central Hydraulics.
- Evaluated 11M liftstation – staff to replace damaged piping.
- Disassembled and cleaned leased bypass pump used for 5M repairs.
- Deragged both inboard submersible aerators. Still a heavy rag problem due to bypass of barscreens.
- Performed PM's to all Plant equipment.
- Monthly PM to 17 liftstations - Annual PM to 5 liftstations.