

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: August 21, 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**

- Draft of the Executive Budget Summary completed.
- Staff and I meet with Ormond Main Street committee.
- Meet with Allan Felker and Sam Merrill on Hunters Ridge.
- Meet with PD on organization and budget
- Meet with potential HR director applicant.
- Reviewed Ormond Crossing – CRA.
- Held weekly and bi-weekly meetings with Directors.
- Participated in FCCMA Webinar : Negotiating Employment Contracts.
- Spoke at Rotary Club meeting. Covered Budget, John Anderson Drive, Hand Avenue, etc.
- Attended FCCMA meeting in Tampa.

### **City Clerks Office**

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

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
  - City Commission Meeting
  - Police, Fire and General Employee Pension Board Meetings
- Successfully completed in-house posting and backup training for the City Commission packets.
- Held multi-departmental meeting to coordinate website design, informational content, and function.
- Processed over 1,000 pieces of mail with part-time mail courier.

### **Community Development**

- Planning
  - Pre-application meet with potential respondents to the RFP issued for the Energy Grant was held this week. Several firms attended and expressed interest in assisting the city in preparing a strategy. As a result of the questions, the Department is preparing a response which will be sent to all attendees as an addendum to the RFP. RFP responses are due the end of August.
- Building Inspections, Permitting & Licensing
  - 64 permits issued with a valuation of \$820,989.00
  - 205 inspections performed.
  - 2 business tax receipts issued.
  - Building assumed inspection and CBO duties in Holly Hill on an interim basis.

- Development Services
  - Wal-Mart has been scheduled for the PB meeting. The staff report was drafted, commented on in-house, and IS now in final draft.

### **Economic Development**

- Ormond Crossings
  - City staff met with Volusia County administrative and transportation staff and representatives of Tomoka Holdings on Monday to discuss the proposed transportation plans that include Tymber Creek Road improvements and Crossings Boulevard design. The County staff has requested modification of plans that were tentatively approved in March of this year. One of the County's primary concerns is reducing the amount of impact fee credits that Tomoka Holdings would be eligible for either realignment or reconstruction of Tymber Creek Road. Discussion also centered on Crossing Boulevard and which portion of the Boulevard should be completed in the initial first 5 year period. With the need to evaluate the suggested new roadway design options and factoring the associated costs, the previous schedule will require modification.
  - The revised schedule will likely include 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 met with representatives of local business, Main Street, and the Chamber of Commerce to discuss a 'buy local', referred to as the 3/50 program, to increase sales along Main Street as a pilot program. A follow up meeting is expected next week to review the progress of the promotional material.
- 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 one request for available industrial sites in Ormond Beach.
- Staff responded to several prospects this week requesting available office and industrial space.

- Developing an inventory of available properties, with the assistance of the real estate brokerage community, to better match the prospects and appropriate sites.

#### Special Economic Development Projects

- The Halifax Area Business Development Partnership and the Volusia County have conducted an independent study of their delivery of economic development services and has drafted recommendations for the public and private partners to review and make comment. One of the primary changes would be to combine many of the BDP and County functions into a new private/public economic development organization to market Volusia County and assist the cities in locating business prospects. Additional study by the consultant is now underway.
- Staff presented comments to the BDP Executive Committee regarding the recently presented draft economic development report by KMK Consulting. The Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. The draft report is expected to be presented to the Executive Committee in early October.
- Staff met this week with CRA practitioners from the surrounding communities to discuss Volusia County's recently proposed amendments to the Community Redevelopment Areas throughout the County. Essentially, the changes are to allow the county to have greater oversight of local CRA budgets, plans, expenditures, as well as 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 CRA resolutions are planned to be heard at the September 3, 2009 County Council meeting. Staff is working with the surrounding communities to craft comments and recommendation for the county council 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. Preparations to begin installation of the phase one fencing were completed this week. Installation is expected to begin next 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 attended a ribbon-cutting ceremony for the new air traffic control tower at Flagler County Airport (FCA). This event facilitated discussions with FCA staff regarding coordination of noise abatement initiatives, and other potential areas of cooperation between FCA and OBMA. Also afforded were opportunities to interact with representatives from several airport vendors, FDOT, FAA, and our airport engineering consultants.
- Staff conducted a meeting 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 coordinated a meeting with the OBPD to review recent acts of vandalism at the airport, and to solicit aid from the OBPD to prevent future acts of vandalism. Officer Cornelius of the OBPD will provide a report on the matter, including suggested courses of action.
- 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. It is expected that the design portion will be complete (pending site approval) well before the end of this calendar year.

- Staff coordinated repairs to terminal information equipment critical to the operation of the air traffic control tower. Staff's efforts in this matter resulted in significant savings by maximizing the use of internal resources to effect repairs.
- Staff delivered copies of the new aircraft noise abatement procedures to Sunrise Aviation and Ormond Beach Aviation, and conducted discussions regarding implementation of the new procedures. The airport website has been updated with the new procedures, and the members of the Central Florida Flight Training Group have been provided copies of the procedures by Embry-Riddle Aeronautical University.
- Staff attended the weekly airport safety meeting at Daytona Beach International Airport, and offered an overview of the new aircraft noise abatement procedures for OBMA.
- Staff participated in an inspection of the OBMA Air Traffic Control facility, which was conducted by the FAA Facility Security Risk Management Division.
- Staff received the "recommendation to award" documentation for the construction phase of the Airfield Electrical Improvements project (bid request 2009-13). 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 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
  - Processed 32 Journal Entry Batches (# 4661 - 4743).
  - Approved 27 Purchase Requisitions totaling \$100,345.70.
  - Issued 31 Purchase Orders totaling \$191,337.81.
  - Held pre-RFP No. 2009-20, Energy Efficiency and Conservation Strategy Block Grant meeting on 8/17/2009.
  - Mailed nine (9) "Letters of Intent to Award" for RFQ No. 2009-17, Painting Services-As Needed, on 8/17/2009.
  - Prepared 201 Accounts Payable checks totaling \$472,589.57 and 24 Accounts Payable EFT payments totaling \$69,150.71.
  - Prepared 73 Payroll checks totaling \$53,466.84 and 327 Direct Deposits totaling \$379,337.18.
  - Transferred IRS 941 payment of \$145,728.72.
  - Processed 3,779 cash receipts totaling \$559,460.78.
  - Processed 800 utility bill payments through ACH totaling \$46,517.94.
  - Processed and issued 5,956 utility bills with billed consumption of water of 48,351K.
  - Issued 400+ past due notices on utility accounts.
- Public Information
  - Press Releases
    - Broadway Limited Imports – Opening Celebration
    - Completed Employee Newsletter for September
- Grants
  - VOCA 2009-2010

- Staff submitted a grant request for funding of the tenth year of the City's Victim Advocate program in February 2009. On August 17, 2009, notification was received that the City's program would be funded for the tenth year in the amount of \$36,860 which is the same amount as it was funded for FY 2008-2009. Since the program's inception, the City has received \$372,867 in VOCA funding. The grant covers a portion of the Victim Advocate's salary and benefits.
- ECHO
  - On Friday, August 14, 2009, I attended the mandatory ECHO workshop for the upcoming submittal period.

**Fire Department**  
Operations

- On Friday August 14<sup>th</sup> at 1:13 PM we were dispatched to a motor vehicle accident involving 2 vehicles which included 12 patients. The accident took place on Interstate 95 at the US1 exit. Rescue Engine 94 and Battalion 90 responded along with Volusia County E13, 3 EVAC units and Law Enforcement. The motorist in one vehicle lost control in the rain and collided with another vehicle. Three of the patients were transported with the remaining receiving minor injuries. RE94 cleared hazards and remained on scene for protection of all involved by road blockage.
- Police, Fire and IT managers trained on the City's Hurricane tracking system software "HurrTrak". This is used to assist the city in preparation for approaching hurricanes or storms.
- The fire personnel began training for the administering of the upcoming flu shots through the VaxCare program. These flu vaccines will be for the seasonal flu and not for the swine flu.
- Contract negotiations were held between IAFF Local 3499 and the City of Ormond Beach.
- Department Statistics

Fire	Fire Alarms	Hazardous	EMS	Motor Vehicle Accidents	Public Assist	<b>TOTAL Calls</b>
1	9	2	80	5	20	<b>117</b>

- Training:

Allied Health Assisting	Monthly EMS Training	Driver Engineer Training	EMT Refresher	Hose Testing	Tactics	Tech Rescue	<b>TOTAL Staff Hours</b>
19.75	4	15	25	7.26	22	25.25	<b>118.26</b>

- Activities
  - 15 Pre-Fire Plan Updates
  - 12 Fire Inspections conducted with 2 fire safety hazards discovered
  - 4 Smoke Detector Checks
  - 4 Blood Pressure Checks
  - 2 Tours conducted at Station 92
  - Weekly Fire Explorers meeting at Station 92
  - Bi-weekly administrative staff meeting
  - Public Education Event – Spoke to a group of children during summer camp at Oceanside Country Club. Presented fire truck and answered children's questions.

**Human Resources**

- Recruitment – Personnel Issues
  - IAFF Negotiations
  - Working on Human Resources Director Recruitment
  - Processing of one (1) new hire
  - Processing of one (1) employee termination
  - Interviews scheduled for Maintenance Worker II, Drainage Maintenance
  
- Other claims-related activities:
  - Medical only Injury: right hand contusion while closing vehicle door. (\$1,182.62);
  - Property damage recovery (\$174.52) from Progressive Insurance due to damage to sign; run over by vehicle.
  - Made 2nd contact with the State Attorney’s Office regarding 7 cases involving restitution to the city.
  - Property damage recovery (\$1,182.52) from State Farm regarding damage to city van involved in a crash.
  - Report only: city cell phone fell from worn-out holster broke. Department will replace phone. Department plans to replace holster every 6 months, if needed.
  
- Background checks:
- Employment for one Maintenance Worker.
- Property and Casualty:
- Utilities Manager reviewing property appraisal report for WTP and WWTP buildings >\$100,000 in value.
- Wellness Initiative:
- Heart Walk Diner (breakfast fundraiser).

**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: - 69 New work - 70 completed - 59 in progress
  
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
    - For the week:

Total inbound E-Mails	59,923	Net Inbound E-Mails	42,867
Inbound Bad E-Mail	16,985	Percentage bad mail	28.5%
Virus Messages Blocked	71		

Notable Events: EOC technology readiness assessments: All systems in both EOCs tested successfully

### **Geographical Information Systems (GIS)**

- Addressing Additions: 0 Changes: 35 Corrections: 1
- Map/Information Requests: 9
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): None
- Notable Events: CAD software major version upgrades on three tech machines in Engineering to match GIS machines for compatibility.

### **Leisure Services**

- Administrative Services
  - Administrative Services highlights
    - Leisure Services supervisory staff meeting
    - Public Works/Leisure Services Staff Meeting
    - City Manager Pre-Agenda Meeting
    - City Commission meeting
    - Met with Ms. Sims - Trailer
    - OB Sports Complex – Septic System project site
    - SONC Playground site visit
    - Casements site visit
    - BPS Park site visit
    - Central Park II labyrinth site
    - Ormond Crossings Level of Service
    - Soccer Association issues discussions
    - Met with Ms. Zimmerman – bicycles issues
    - Central Park master plan discussion
    - Central Park visit planned w/Commissioner/Mr. Burton
    - Facilities Maintenance –
    - Lightning Detection system PO processed - OBSC
- 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 4<sup>th</sup> and 5<sup>th</sup>.
  - Soccer Fields #5 through #8 will continue to be closed for renovation until further notice, pending the weather. Wendelstedt Fields #1 - #3, along with the Kiwanis Field, are now open.
  - The City's Coed Adult Softball League started games this week, with 11 teams competing. This is an increase of four teams from last fall. The final day to get your team involved is August 12<sup>th</sup>.
  - The Ormond Beach Youth Baseball and Softball Association had their "cancelled" meeting from last month this past Monday night, 7:30pm, at the Performing Arts Building, Conference Room. Main discussion was in regards to the upcoming Fall Season.
  - The City's Men's Fall Softball League held their annual captain's meeting Tuesday, August 18<sup>th</sup> at the PAC. Eight teams are currently signed up with games slated for September through October.
  - Upcoming fall programs: Youth Flag Football (August tryouts).
- 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, outfields of baseball fields #1 - #4
  - Mowed soccer fields #1 - #10
  - Mowed common areas
  - Painted soccer fields #4, #9, #10
  - Mowed softball fields #1 - #5
  - Prepped softball fields for practice
  - Cleaned tennis and basketball courts at South Ormond Rec
  - Mowed and prepped softball field at S. Ormond Rec.
  - Prepped softball fields at Osceola Elementary
  - Cleaned tennis, basketball, and handball courts at Osceola Elementary
  - Nova Park - mowed infields and outfields
  - Nova Park - cleaned skateboard park
  - Nova Park - cleaned tennis and handball courts
  - Nova Park - prepped fields #1 - #5 for practice
  - Nova Park - sprayed fields #1 - #5 for grassy weeds and bugs
  - Nova Park - sprayed and edged fence lines and bullpens
  - OBSC - aerated soccer #9
  - OBSC - top dressed Soccer #9, #10
  - OBSC - leveled and screened soccer #9, #10
  - OBSC - top dressed B.B. #4
  - OBSC - sprayed B.B. #1 - #4 for grassy weeds and bugs
  - OBSC - fertilized soccer #9, #10 15-0-15
  - OBSC - prepped soccer #4, #10 for games
  
- 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
  - The Performing Arts Center hosted the Senior Theatre Workshop auditions for "Annie Get Your Gun"
  - Rental for music video shoot
  - 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 22 <sup>nd</sup>	◆	The Flamingos Live in Concert! (rental)
August 28 <sup>th</sup>	◆	Benefit Bash with Kelly & Kelly (rental)
August 29 <sup>th</sup>	◆	E on the Strip Elvis Tribute (rental)

- Community Events
  - Community Events staff, working in conjunction with the Senior Games Board, is continuing the planning process for the 2009 Senior Games. Finalizing gaming sites locations throughout Ormond Beach, registration form preparation, conducting a needs assessment for equipment and supplies, assigning event managers to each game and allocating meeting space for various engagements are some of the top priority tasks. Staff is also assisting with the planning of the two large hospitality functions for Senior Games: Kick Off Celebration, October 23<sup>rd</sup> and The Celebration of Athletes, November 1st (tasks on-going).
  - Staff is assisting with the upcoming Caribbean Night event scheduled for August 22<sup>nd</sup>. Tasks include: Paid and unpaid advertising through Daytona Beach News Journal, Hometown News, Lamar Advertising and numerous calendar listings, distributed over 300 event flyers, securing sponsorship, securing props for the event and conducting site visits with Caribbean Posse for sound/lighting/power needs & set-up.
  - Staff is also assisting with the annual City Heath Fair by soliciting for door prizes and in-kind services for the event and securing props (tasks on-going).
  
- Gymnastics
  - Girls on the competitive teams are gearing up for their first meet next month by focusing on their routines.
  - Kids are back from their vacations and anticipating the beginning of the school year. There have been many inquiries regarding trial classes, and there have been some new student sign ups.
  
- Nova Community Center and Special Populations
  - Clean up and reorganization continued throughout the week.
  - Preparations and planning continued for the fall and winter programs and events. Fall and winter schedules were completed and sent to the mailing list. Informational flyers were sent to Volusia County schools to be posted on their website.
  - Final reports were completed and sent to the tri-city partnership for Camp T. Rec.
  - Athletics met in the Nova Gymnasium on Sunday for volleyball practice from 11:00 a.m. - 1:00 p.m.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place on during the week for those who participated in basketball, the game room and the exercise room.
  - 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 & Thursdays at Bailey Riverbridge
  - Coordinator met with Maryann Echelberry & Ken Smith with the Antique Automobile Association to begin preliminary planning for the November Gaslight Parade.
  - Final preparations for Caribbean Night & Island Market including: site planning, decorative touches, staff scheduling etc.
  - Met with Guild Brick Committee to finalize initial engraved brick order.
  - Met with Andrew Hall regarding construction progress
  - Staff worked with construction project manager to transfer stored items out of work crews way during various renovation projects.
  - Continued planning for Movies on The Halifax

- Facilities Maintenance
  - Repaired wall in bathroom hallway at S.O.N.C.
  - Repaired AHU at Senior Center offices
  - Replaced vandalized plaque at Ormond Shores Park
  - Repaired carpet and threshold at Senior Center
  - Replaced broken channel marker at Cassen Park (contractor)
  - Replaced window trim at Senior Center
  - Repaired leaking pump at PAC fountain
  - Cleaned condensing units at MacDonald House
  - Repaired running toilet at city hall
  - Replaced water cooler at Central Park I
  - Installed protective corner molding at Police Dept.
  - Repaired two lights on South Ridgewood
  - Built façade wall to cover point of use water heater at Senior Center
  
- Parks and Irrigation
  - Airport Sports soccer septic system
  - Repaired leaking toilet at Nova Rec. outside restrooms
  - Repaired fountain at Hospital Park
  - Misc irrigation head repairs

## **Police Department**

- Administrative Services
  - Monitoring Tropics due to recent high activity.
  - Training all personnel for new Records Management System implementation.
  - Planning for old Records Management System transition.
  
- Operations
  - 08/13/09 – Burglary Residence – S. Washington St. – entry via window, TV and electronics stolen.
  - 08/13/09 – Auto Theft – N. St. Andrews – motor scooter stolen from residence; later determined to have been taken by a “friend” as a practical joke.
  - 08/14/09 – DUI Crash (Hit & Run) – W. Granada Blvd. – individual struck a road sign the drove through the median several times; arrested for DUI.
  - 08/15/09 – Weapons Complaint – Edgewood Way – resident reported that unknown suspect placed two traffic cones in his driveway then fired two shots (no one hit).
  - 08/15/09 – Burglary Carbreak – Coquina Point – window smashed, GPS taken.
  - 08/15/09 – Burglary Carbreak – W. Granada Blvd. – window smashed, I-Phone taken.
  - 08/15/09 – Assist Outside Agency – provided assistance to Federal authorities at Colonial Bank as Federal authorities took over.
  - 08/16/09 – Auto Theft – S. Orchard Street – vehicle taken by possible known suspect.
  - 08/17/09 – Burglary Businesses (3) – suspects broke out a window of one business then broke a hole through the wall into a pharmacy and another business within the complex.
  - 08/17/09 – Burglary Business – W. Granada Blvd. – emergency access door forced open which allowed access to business’s interior door; safe and contents removed.
  - 08/19/09 – Burglary Carbreak – N. Center St. – window smashed, wallet, cash and credit cards taken.
  - 08/19/09 – Narcotics – S. Atlantic Ave. – arrest for Schedule IV narcotics during a disturbance call at a motel.

- Traffic Unit

- Crash city property damage - N. Orchard Street / Lincoln Avenue: Young driver took a corner too wide and twisted a speed limit sign around. Appropriate city personnel notified for repair.
- 9-08-0324 Crash w/ Injury Peruvian Lane / Grey Dapple Way: Deputy Sheriff had a malfunction with his duty motorcycle (stuck throttle) and had to lay it down in transit. He suffered minor abrasions, but returned to work. Appropriate VCSO supervisors notified and report forwarded.
- The Traffic Unit continues to rigorously enforce ongoing complaints of speeders on Division Avenue and Hand Avenue through the Central Park area.
- Traffic Citations 100
- Parking Citations 1
- Crash - No Injury 13
- Crash - Injury 3
- 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.
  - 200 Block S. Kings Rd.
  - 200 Block N. Orchard St.
  - 200-600 Block S. Yonge St.
  - 300-500 Block Clyde Morris Blvd.
  - River Chase Way / Tomoka Ridge
  - SR A1A
  - Granada Bridge
  - SR 5A / Sterthaus DriveEnforced Complaints:
  - 100 Block Clyde Morris Blvd. (Crossings)

- Criminal Investigations

- Cases Assigned: 25
  - Cases Cleared by Arrest/Complaint Affidavit: 12
  - Cases Exceptionally Cleared: 3
  - Inactive: 4
  - Fraud: 4
  - Burglary Business: 4
  - Burglary Residential: 2
  - Larceny Car break: 4
  - Grand Theft: 6
  - Auto Theft: 0
  - Offense Against Family/DCF Reports: 3
  - Sex Offense/Rape: 1
  - Robbery: 0
  - Assaults: 1
  - Death Undetermined: 1
- Narcotics:
- Two buy walks
  - One search warrant

- **Comments:**

A local cleaning company's maid was suspected of stealing several expensive pieces of jewelry from a residence. The investigation yielded several pieces of recovered jewelry from several residences in the area. Charges have been filed against the maid and she has been placed under arrest. Investigators continue to recover property and more charges are expected.

An arrest has been made on the recent rash of smash and grab car burglaries. Latent prints lifted from two separate vehicles identified a suspect. The suspect was interviewed and placed under arrest. It appears that the subject is responsible for approximately twenty-five car burglaries in Ormond Bch. And several in the county area. Additional charges are pending.
- **Crime Trends:**

We have recently had a couple of burglaries where the subjects are entering businesses and kicking through the dry wall to gain access to the adjoining business. Last night the culprits hit the strip mall located at 1220 Hand Ave. (behind the Hess Gas Station). The culprits entered one business and then gained entry to several others by going through the dry wall. Last night's burglaries were in the county jurisdiction, but it is believed that these burglaries are the same subjects responsible for ours.
- **Records**
  - Walk-Ins / Windows - 213
  - Phone Calls - 272
  - Arrests / NTA's - 17
  - Citations Issued - 150
  - Citations Entered - 45
  - Reports Generated - 140
  - Reports Entered - 160
  - Mail / Faxes / Records Requests - 120
- **Community Services & Animal Control**
  - 52 Animal Calls
  - 6 Animal Reports
  - 2 Animal Bites
  - 4 Animals transported to FHS
  - 1 Solicitor Permit
- **Neighborhood Improvement**
  - Weekly inspection statistics by Commissioner Zones
  - Zone 1: 3 Cases Initiated
  - Zone 2: 19 Cases initiated
  - Zone 3: 1 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 four (4) walk-in citizen and sixty-six (66) telephonic requests during this week.

**Public Works**  
**Engineering**

**Construction Projects:**

- Kiwanis Field Lighting- Send C2C survey to FAA
- Hardened Data Center- Requested electrical and HVAC quotes
- Division Avenue Roadway Construction & Watermain Extension- All water lines are completed and pressure tested. Storm drainage and road reconstruction is still underway.
- Wells 7A & 18 A, Division Ave- SCADA system is being completed and plan to have start up by the week's end.
- 48 construction projects were inspected.
- US1 Forcemain Extension Phase II- Part 1 of the embankment repair was completed. Part 2 involves reconstruction of approximately 100 ft. road section. FDOT is still reviewing the plans for the watermain bridge attachment.
- 2009 Roadway Resurfacing- All roads included in project have been completed except Pinland, which will be complete this week.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- The County Council has awarded contract and is expected to begin work in September of 2009.
- Milton Pepper Park – New equipment has been installed. Staff will pour a concrete sidewalk that will connect from the roadway to the ADA approved entrance ramp. New park benches, trash receptacles and landscaping to be installed.

**Design Projects:**

- South Ormond Rec. Center Lighting- Preparing new bid book and plans
- Hardened Data Center- Requested electrical and HVAC quotes. 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 for Stormwater DEP permit
- Walmart - Reviewed 2<sup>nd</sup> submittal and prepared written comments.
- Landau Medical - Reviewed 2<sup>nd</sup> submittal and prepared written comments.
- Parham - Reviewed initial project submittal and prepared written comments.
- Deer Creek - Reviewed initial project submittal and prepared written comments.
- Courtyards – Site meeting to discuss specimen magnolia pruning with tree contractor

**Department Activities**

**Administration:**

- Completed the three MPO grants for in-take meeting with FDOT
- Processed project invoices/pay requests totaling \$36,851
- Prepared project requisition/PO's totaling \$26,679
- SRF Loan #WW120710140: Routed & transmitted executed disbursement request #4 to FDEP for \$443,832

**Development Review:**

- Review existing Hand Ave Drainage for flow direction comparison
- Prepare closeout documents for Dunkin Donuts

**Capital Projects:**

- Update Bailey Riverbridge Gardens Utility Drawing
- City Fiber Optic
  - Survey for as-built
- SR-40 Fiber Optic
  - Create plans for fiber optic line
- I-95 Landscaping
  - Create new Landscape plan
  - Prepare 3 – 24x 36 set

**Meetings:**

- 11 Rocky Creek Trl. Homeowner re: drainage plan for new home
- Meeting with FDOT for grants
- Meeting with MPO
- Meeting with FEMA
- Met with Volusia County for SR 40 and Clyde Morris

**Customer Service:**

- 142 Mound Easement for newly installed storm pipe
- Easement vacation research for 25 Stratford Place
- Easement and utility identification for 135 Hernandez

**Other:**

- Stratford Place retention pond elevation shots for Stormwater Division
- Additional FS. 92 Entrance Elevation Shots
- Finish Fiber Optic As-built survey @ City Hall
- New data collector training
- Contacted Musco Lighting on their specifications
- Take Pictures at 270 Military
- Elevation shots of storm pipe

**Environmental Systems**

**Street Maintenance**

- Asphalt / Concrete
  - Cut concrete sidewalk at 545 S. Ridgewood
  - Remove form boards at Seminole
  - Repair sidewalks on S. Ridgewood, N/O Arbor & S/O Riverview
  - Sidewalk repair on SR40 at Winding Woods
  - Sidewalk repair around manhole on Standish Dr.
  - Asphalt repair for Water Department on Bass Drive
  - Utility cut for Water Department on Espanola
  - Replace concrete driveway removed by Water Department at 13 Iroquois
  - Form pad for bench at Central Park I
  - Grind down sidewalk on Tomoka Avenue
- Tree Crew
  - Daily trimming at Corbin School Parking Lot, City Hall & City Yard
  - Trim for view of stop signs at S. St. Andrews & Tomoka Oaks
  - Trim at Neptune & John Anderson and Fox Hollow
  - Trim & edge on Nova Road, Bosarvey Circle & SR40 E/of RR tracks

- Top off dead limbs on Old Canyon
- ROW trimming at various locations
- 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
  - FDOT weed control on A1A & US1
  - Put 10-12 yards in low spot at Breakaway Trails entrance
  - Put 1 or 2 tractor buckets at edge of driveway at 294 Roosevelt
- Sign Shop
  - Completed installing HIP street names on W. Granada Blvd. between Beach St. and US1
  - Repair or replace signage at intersections beachside S/of E. Granada Blvd. (12 locations)
  - Change all Plaza Grande street names to "Plaza Grande Avenue" per request from GIS Department
  - Fabricate and install 24" x 18" "Park Under 24-Hour Police Surveillance" signs at Riverbend Park per request from Steve Stershic
  - Fabricate 24" x 18" signs "This Area Under 24-Hour Video Surveillance" for Airport Sports Complex
  - Fabricate "No Trespassing" signs requested by the Ormond Beach Police Department

#### Stormwater Maintenance

- Maintenance Crew
  - Reachout Mowing – SR40
  - Locates citywide
  - Slope Mowing – ditch and pond at SR40
  - Carp Barricades inspected and cleaned
  - Pump Stations inspected and cleaned
  - Sinkholes investigated
  - Flood investigation
  - (4) Vac-Con drywell cleaning
  - Aquatic plant removal at The Casements
  - Assist contractor at 142 Mound
  - Pump Station maintenance
  - Basin inspections and cleaning

#### Street Sweeping

- Streetsweeper
  - Cleaned 102.8 miles of roads
  - 23 yards of debris removed

#### **Fleet Operations**

##### **Accomplishments for the week:**

- To better prepare for the September, October storm season the Bennett Lane emergency power unit has been put in place. This unit will be deployed until the end of October. Preparation is under way for the same readiness at the Public Works Facility.

The following statistics have been compiled for the week of August 14 – August 20.

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

Emergency—Vehicles and Equipment    Non-Emergency Vehicles and Equipment

**Road Calls for the week:**

8

**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>
8020 gallons	11985 gallons

**Comments:**

Work continues on the city's oldest ladder truck # 58 (Fire Dept) in order to pass the annual pump test. This unit is a 1989 Pierce ladder, pumper.

Fleet expects this unit to be under testing by the middle of next week

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

**Utilities Division**

- Staff reviewed and responded to outstanding information lacking and additional analysis items identified during review of 1<sup>st</sup> draft of Consumptive Use Permit (CUP) Compliance Report (5 Year) with Barnes Ferland and Associates, consultant. Staff awaiting receipt of final draft with updates included.
- Cross Connection Control Program Management Services with Hydro Designs, Inc. (HDI) is working with staff on the site visits. Draft CCC Plan and Ordinance provided by consultant to staff for review. Reviewed draft CCC and sent comments to water distribution supervisor. Additional hazard surveys ongoing. Hydro Designs taking over actual management of program database and records.
- Wilmette Ave. Forcemain Replacement –The contract award was approved at the 7/21/09 City Commission Meeting. Contracts were sent to the contractor for execution.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project –Evaluating the request from the centrifuge manufacturer to share costs for the ethernet communication device. Centrifuge manufacturer needs to check their support frame design for the larger openings that are present in the solids handling building. Influent pump station wet wells are cleaned and ready for inspection by the structural engineer before lining is applied. Still waiting for documentation for the contractor's request for 60 additional days to complete the project. Documentation was requested so the request could be evaluated. Reviewed Corrosion Inhibitor, Fans, HVAC and Ductwork shop drawings.
- 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. Sent site plan information concerning the Public Works Storage Building.
- Water Treatment Plant High Service Pump Station VFD Conversion –The notice to proceed date was issued to Contractor on 8/3/09. Staff and consultant reviewing contractor shop drawing submittals.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) – Reviewed the 100% plans and specifications with the design engineers.
- Site Plan Review Committee – Reviewed revised plans for West Granada Offices, Walmart Building Façade and Calvary Christian Church Well #28. Met with the contractor and the engineer at the well site and resolved outstanding issues. Reviewed plans for Parham Building, Deer Creek Phasing Plan 4A, 4B and 4C. Modifications Received record drawings

- for the site utility plan. Reviewed proposed revisions to the approved site plan for The Courtyards at Ormond. Reviewed the conceptual plan for the Halifax Paving Office Building.
- Pump Station Repair and Replacement – awaiting survey information for the Lift Station OM (Publix @ Ormond Mall) easement from Century Companies. Called John Schneider, representing Century Companies, concerning the easement. He will try to get the legal description out by the end of next week. Attended the monthly construction progress meeting. The valve vault at Shadow Lakes Lift Station is too small for a pump around. A pump around will need to be constructed outside of the valve box. A temporary bypass system was constructed. Roof is leaking on Lift Station 6M. Repair quotes were obtained and submitted for approval. The exterior of the building is painted and the exterior windows installed. Pumps and panels arrived for Lift Station 6M. Installed valve vault at Hunter's Ridge Lift Station. Lift station structure is installed and the interior lining is completed and pumps are installed. Received pre-cast structures for other lift stations.
  - US1 Sewer Service –Businesses requiring pump stations on US1 will be required to install the service lines and pump stations at their own expense. Businesses requiring gravity service will not be required to install their own service lines due to the proximity of the proposed gravity sewer and the need to acquire an easement from these property owners to construct a collection system.
  - 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 14<sup>th</sup> agenda.
  - Ormond Beach Wastewater Treatment Plant Operation Permit – Reviewed draft permit received from FDEP and prepared review comments and forwarded to Department for consideration. FDEP responded to the comments requiring additional information.
  - Attended SJRWMD Volusia Minimum Flow Levels Prevention and Recovery Subgroup meeting to review Draft Volusia County Groundwater Availability Assessment with other Volusia County Utilities stakeholders attending.
  - Met with Planning Dept. to update CIE Plan with current Water Supply Projects.
  - Water Distribution
    - Repaired or replaced 20 residential water meters
    - replaced 5 water services, replaced 13 water meter boxes
    - repaired 11 water service leaks, responded to 5 low pressure calls, flushed 3 cloudy water complaints
    - tested 5, repaired 1backflow preventer
    - Inspected/maintained 5 fire hydrants/ continuing maintenance activity on the south peninsula. Received new fire hydrant maintenance truck- stock and readied for service
    - Continued valve maintenance activity from SR40 north between US1 and N. Beach St. (Hernandez, Highland, and Woodland Dr's )
    - Flushed fire hydrants on Woodlands, Hernandez, and Highland due to valve maintenance activity
    - Tested 8" water meter at Tymber Creek Sub, ordered parts for repair.
  - Water Treatment
    - Delivered to the City 37.798 million gallons for the week ending August 16<sup>th</sup> , 2009
    - Backwashed filters 14 times for a total of 650,000 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.
    - State of Florida Health Dept. - results of findings of recently completed sanitary survey for assessing overall water treatment and distribution system components and operations.

Work orders have been written for noted deficiencies – corrections ongoing. Written response due no later than September 25,2009

- Waste Water Collection - Reuse
  - Responded to nineteen low pressure PEPSystem trouble calls and one trouble call in town. Following up on low pressure calls from the weeks before.
  - Replaced pep tank at 27 Cambridge Trace
  - Assisting contractor at WWTP with Influent Pumping Station associated with WWTP Rehab Project.
  - Starting to televise 1M system for I & I.
  - Read all irrigation system meters at Hunter's Ridge and BAT Plant daily.
  - Repaired 6" clean out at 1319 N. Beach St and 500 N. Orchard St.
  - Root control seven sewer laterals, televised six sewer laterals and cleaned fourteen sewer laterals.
  - Checked Outback Steak house sewer line for grease.
  - Cleaned buildings and fueled all equipment for weekend.
  
- Waste Water Treatment
  - Estimated Domestic and Industrial Wastewater flow 38.57 Million Gallons
  - Produced 18.75 Million Gallons of Reuse
  - Produced 19.82 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 5.51 MGD, plant designed for 6 MGD
  - Produced and Hauled 143.76 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.
  - Responding to RFI from FDEP for response provided to Draft Operation Permit.
  - Prepared draft response to Energizer for analytical data provided for waste processes to City WWTP consideration.
  
- Water Plant – Well fields Booster Stations
  - Installed new pump packing drain lines on south side HSP building.
  - Install new valve and galvanized air lines in HSP building.
  - Rebuilt Rigid pipe threader cutting fluid pump.
  - Performed PM's to LPRO and Lime Softening plant equipment.
  - Performed PM's to Hudson and Rima Ridge Well field equipment.
  - Installed new controls to Holly Hill Interconnect AUMA valve and tested.
  - Replaced ball valves on Fluoride system.
  - Filled up all portable fuel cans and trucks and picked up 2<sup>nd</sup> portable generator and reinstalled at HSP.
  - Correcting deficiencies through work order process as found during Department of Health Sanitary Survey.
  - Installed screen over well 38R air release valve.
  - Replaced sump pump at Leeway Trails bypass valve in pit.
  - Installed Silt Fence around well 21SR.
  
- Wastewater Plant – Lift Stations – Reuse System
  - Checked and cleaned probe at Harley Davidson liftstation.
  - Checked and reset pump #2 at Wal-Mart lift station. Increased pressures realized on force main (35 psi) due to increased flows from wet weather.
  - Changed radio on BAT SCADA system.
  - Cleaned probe at 1M liftstation.
  - Checked high level alarm at 11M liftstation, found discharge pipe to pump #1 broken in wetwell. Will replace bad section of pipe within week.

- Replaced rail car limit switches on sand filter #1.
- Installed controls for EOne pumping system at 27 Cambridge Trace.
- 5M liftstation is back under its own pumping power after several days of bypass pumping and numerous repairs to system, we had to temporarily clamp the pumps in place until final quotes are secured to do pump base and guiderail upgrade. Contacted Censtate construction for another quote as Daytona Underground has not responded back.
- Checked and Reset RTU at Southern pines liftstation, Assessing antenna heights at this and other lift station sites.
- Replaced meter at WWTP for operations.
- Reset motor starter on Fermentation mixer #1.
- Installed washdown hose rack at Preaeration splitter box for operations.
- Installed new vent caps at weir gate gear boxes.
- Performed PM's to all WWTP equipment.
- Cleaned shop and tools from weeks work at 5M and plant
- Performed PM service to 25 liftstations. (cleaned and deodorized)