

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 14, 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**

- Staff and I met with Carl Smith of Aqua Utilities to discuss possibility of wholesale water purchase for Tomoka View/Tanglewood and Twin River Subdivisions in unincorporated Volusia County.
- Attended Main Street meeting at the Chamber of Commerce to discuss increased sales along Main Street.
- Held quarterly meeting with department heads and division managers.
- Met with Joann Zimmerman, Mary Rhodes, OB Chamber, and staff to discuss approach to bikes in the City.
- Rode along with Sgt. John Bayne of the police department during an evening shift.
- Attended a luncheon meeting at the Mori Hosseini Center with the Civic League Cultural and Performing Arts Committee.
- Conducted weekly/bi-weekly meetings with department directors.
- Attended Budget Advisory Board meeting.
- Attended Citizens Law Enforcement Advisory Board Meeting. (Meet and Greet)
- Attended BDP meeting at the Daytona Beach Chamber.
- Attended FLC Annual Conference in Orlando.

### **City Clerks Office**

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

- Prepared and distributed packet material for the August 18, 2009, City Commission meeting.
- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
  - Budget Advisory Board Meeting
- Created and distributed a report of contracts, leases, etc., showing the date action must be taken to renew or cancel. The report will be distributed to Department Directors on a monthly basis.

### **Community Development**

- Planning
  - A FEMA Scoping Meeting was held on August 10, 2009 at the Volusia County AG Center. Ormond Beach Planning Department attendees included: Shawn Finley, Joe Levrault, and Brenda Bates The meeting was hosted by Taylor Engineering. The Project is called RiskMAP. The goal is an all digital update of the Flood Insurance Rate Maps – DFIRM. Goals of the project include: 1) Addressing gaps in the current hazard data; 2) Increasing Public awareness; and 3) Assisting and supporting local entities with mitigation planning. The study will build upon last update. LiDAR topography will be used in establishing flood lines. Tentative Schedule for Preliminary and Effective Maps are Summer 2010 and Summer 2011 respectively. City's charge is to get any information to

- Taylor Engineering that they would like to see included on the map. First deliverable to the city will be the Scoping project.
- Engineering and Planning met with Gladding Jackson who is preparing the site plan and renderings of the restaurant for Riverwalk requested by the CC at the workshop conducted at the PAC. The work is expected to be completed in less than 30 days.
  - The Korean Conflict War Memorial Project is approximately 25% completed. A call to the arts was created and distributed nationally in scope. Requests to the Museum from across the country have been made with four application packets received to date. Artists submission date is September 4, 2009. Dr. Matt Simmons, a performing arts instructor at Bethune Cookman has agreed to serve on the Selection Committee.
  - Building Inspections, Permitting & Licensing
    - 58 permits issued with a valuation of \$2,192,991.00
    - 200 inspections performed.
    - 6 business tax receipts issued.
  - Development Services
    - The Department has received concerns regarding the proposed Ormond Station development which is to be located on the other side of the FEC rail line from the Tomoka Oaks Condominium North development. Issues appear to be noise, use of property to access Ormond Station, and degradation of their overall quality of life. Staff has suggested to the developer (Scott Vanacore) that he should meet with the Condo HOA for resolution of their issues.

### Economic Development

- Ormond Crossings
  - City staff continues reviewing the draft remedial amendments to the comprehensive plan and the fiscal impact analysis in the context of the new SB 360 growth management law.
  - The revised schedule includes a meeting with Volusia County Transportation staff on August 17 to discuss the Tymber Creek Road improvements and impact fee credit agreement. The regulatory documents are expected to be completed for City Commission review on September 14 and submitted to the various state and county agencies in October.
- 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 14 meeting.
  - Planning a ribbon cutting on Monday, August 31 for Precision Craft Model Company. Staff facilitated the purchase of lots 34 & 35 to the company in 2008.
  - Continuing with the design of the new directory sign and permanent monument signs at the entrance of Sunshine Boulevard. and the widening of the entrance of Sunshine Boulevard and Airport Road as part of the County's Airport Road improvement project, which is to begin in September.
- 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 worked with the Chamber on the recently completed Ormond Beach hotel/motel brochure and copies are being distributed by staff to visitors throughout the City.

- 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 public/private 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.
  
- Airport Operation and Development
  - Staff attended the Volusia Council of Governments (VCOG) Airport Noise Abatement meeting at the offices of VCOG on Monday, August 10th. Local airport managers and a representative of Embry-Riddle Aeronautical University participated in a discussion of noise abatement issues.
  - 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. Three required bids for phase one of the security fencing portion of the project were received this week. A requisition based on the low bid has been forwarded to the Finance Department for processing. Installation of the phase one fencing is expected to begin within one week, pending resolution of vendor insurance issues and receipt of a PO. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
  - Staff consulted with FAA regarding the ground lease between the City and Riverbend Investment Group, which was recently submitted for FAA review. Staff has been advised that review of the lease will commence shortly.
  - The fifth meeting of the Noise Abatement Task Force was held on August 13<sup>th</sup> at 6:00 PM at the Senior Center. Staff prepared and reviewed reference documentation for this meeting. Documentation presented included a new aircraft noise abatement publication developed with the cooperation of the ERAU Flight Training Support department, designed to be an in-flight chart depicting the noise abatement procedures and traffic patterns developed as a result of the Aircraft Noise Abatement Task Force Workshop.
  - Staff received the FAA regional guide on aircraft noise abatement from the FAA Southern Region this week. Staff prepared and submitted data for the Ormond Beach Municipal Airport, to be included in this publication.
  - Staff prepared and submitted the monthly FDOT Active Aviation Grants Status Report.

- 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 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
  - Preparation of Final Capital Improvement Plan.
  - Preparation of Final FY 2009-10 Proposed Budget.
  - Compliance with TRIM notice requirements.
- Completed Projects - Weekly
  - Processed 54 Journal Entry Batches (# 4547 - 4648).
  - Approved 25 Purchase Requisitions totaling \$89,139.70.
  - Issued 21 Purchase Orders totaling \$46,797.38.
  - Prepared 162 Accounts Payable checks totaling \$145,745.79 and 15 Accounts Payable EFT payments totaling \$235,319.53.
  - Processed 3,593 cash receipts totaling \$642,211.72.
  - Processed 840 utility bill payments through ACH totaling \$58,692.02.
  - Processed and issued 4,939 utility bills with billed consumption of water of 33,931K.
  - Issued 1,014 past due notices on utility accounts.
  - Performed the annual payroll audit on the City's employees.

#### **Fire Department**

##### Operations

- On Tuesday August 11<sup>th</sup> the Ormond Beach Fire Department was dispatched as automatic aid to a fire in Ormond by the Sea. When Volusia County Fire Service (VCFS) Engine 14 arrived they evaluated a multi-unit apartment complex with heavy smoke showing from two of the units. Ormond Beach Quint 91 arrived and laid dual supply lines to a hydrant approximately a block away. VCFS Battalion 10 took command while Ormond Beach Battalion 90 was assigned to safety. A second alarm was called for one additional unit; Ormond Beach Quint 92 was added to the alarm. The 16 unit complex was evacuated. Ormond Beach Fire Department was on scene approximately 3 hours. The Red Cross was contacted to assist the displaced family of 3 adults and 2 children. Unfortunately one dog and two cats perished in the fire. The State Fire Marshal is investigating.
- Ormond Beach Fire Department Lieutenant Nate Quartier participated on the activated Task Force 9 Urban Search and Rescue Team on Sunday August 9th. The Team assisted with the search of a missing Alzheimer's patient in Orange City. They were successful in locating the patient who had been missing for 72 hours. Volusia County Sheriff's Office had previously searched the area by air and ground with dogs and failed to locate the patient. Task Force 9 completed their own grid search and located the patient in the woods who was then transported but considered in stable condition.

- Interim Fire Chief Skip Irby met with representatives from Tomoka Holdings to discuss fire station and fire apparatus needs for the Ormond Crossings development.
- Fire department personnel have completed an intense wildland firefighter training program that culminated this week with a written and practical exam administered by the Florida Department of Forestry. The exam facilitator was Jason Longfellow, son of Police Chief Mike Longfellow. This was the final step in qualifying the entire department for deployments to wildland fire emergencies throughout the State and Nationally.
- Department Statistics For The Week:

Fire	Fire Alarms	Hazardous	EMS	Motor Vehicle Accidents	Public Assist	<b>TOTAL Calls</b>
1	7	3	68	5	34	<b>118</b>

- Training:

Hose Testing	EMT Refresher	Firefighter Training	EMSTARS Reports	Tactics	Tech Rescue	Wildland Fire Behavior	<b>TOTAL Staff Hours</b>
16	8	5	42	18	26	60.50	<b>175.50</b>

- Activities
  - 15 Pre-Fire Plan Updates
  - 13 Fire Inspections conducted with 8 fire safety hazards discovered
  - 4 Smoke Detector Checks
  - 4 Blood Pressure Checks
  - 2 Tours conducted at Station 92
  - Weekly Fire Explorers meeting at Station 93

**Human Resources**

- Recruitment – Personnel Issues
  - Working on Human Resources Director Recruitment
  - Processing of one (1) employee promotion
  - Processing of one (1) employee termination
  - Interviews scheduled for Maintenance Worker II, Drainage Maintenance
- Other claims-related activities:
  - Demand (\$600); mva caused damage to City fascia, gutters and downspouts.
  - MVA: truck bumper damaged when driver hit a fire hydrant at slow speed. Value of vehicle damage TBD.
  - Investigated report of pothole damaging citizen vehicle (\$171). Pothole determined to be on private property. NID to send 'Notice' to property owner.
  - Investigating damage to private fence when a tree limb fell on it. Tree limb and related debris removed by city crew.
  - Demand (\$174.52) made for damage to sign; run over by vehicle.
  - Set up repayment schedule (\$50/month toward total due \$323.02) for damaged fire hydrant; hit by vehicle.
  - Contacted the State Attorney's Office regarding 7 cases involving restitution to the city.
  - Demand (\$1,182.52) to State Farm regarding damage to city van involved in a crash.
  - Demand (\$25,048.65) to State Farm regarding damage to city vehicle involved in a crash.
- Background checks:

- Employment, Department Head and Personal Reference checks for one Human Resources Director candidate.
- Property and Casualty:
  - Utilities Manager reviewing property appraisal report for WTP and WWTP buildings >\$100,000 in value.

### **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
  - 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: - 57 New work - 48 completed - 55 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
    - For the week:

Total inbound E-Mails	70,970	Net Inbound E-Mails	51,203
Inbound Bad E-Mail	19,639	Percentage bad mail	27.9%
Virus Messages Blocked	128		
- Geographical Information Systems (GIS)
  - Addressing Additions: 3 Changes: 1 Corrections: 0
  - Map/Information Requests: 11
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): None
  - Notable Events: None

### **Leisure Services**

- Administrative Services
  - Administrative Services highlights
    - Leisure Services supervisory staff meeting
    - Public Works Staff Meeting
    - City Manager Quarterly meeting with Directors and Managers
    - Met with Doug Wigley, John Restuccia
    - Leisure Services Advisory Board Meeting
    - Casements Progress Meeting
    - Met with Gloria Wyatt, OB Soccer Club
    - SONC Playground site visit
    - Casements site visit
    - BPS Park site visit
    - SONC lighting discussion
    - Hunter's Ridge amenities discussion

- 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 will be having their fall make up tryouts on Wednesday, October 12<sup>th</sup>. Their first fall home tournament is October 4<sup>th</sup> and 5<sup>th</sup>.
  - Soccer fields 5 - 8, are closed until September 1<sup>st</sup> to allow the turf to grow. Renovations of the Kiwanis baseball field, along with the Wendelstedt baseball fields 1 - 3 are complete and they are now open for use.
  - The City coed adult softball league had its teams practicing this week, with August 17<sup>th</sup> as the tentative game starting date. 10-12 teams are looking to compete. The final day to get your team involved is August 12<sup>th</sup>.
  - The Ormond Beach Youth Baseball/Softball Association's monthly Board meeting is scheduled for Monday, August 17<sup>th</sup> at the PAC.
  - Upcoming fall programs: Youth Flag Football.
- South Ormond Neighborhood Center
  - Splash pad operational hours are 10:00 a.m. - 7:30 p.m.
  - New playground equipment installation completed.
  - Open gym and weight room as per operational hours 1:00 p.m. - close.
- Athletic Field Maintenance
  - Mowed infields and outfields on baseball fields 1-4
  - Verti-cut baseball outfields and infields
  - Applied 15-0-15 fertilizer to baseball fields 1-4
  - Installed homeplates and bases on fields 1-3
  - Prepared baseball fields 1-3 and dugouts for Ormond Beach Golden Spikes
  - Mowed common area
  - Installed goals on fields 1-4
  - Mowed soccer fields
  - Applied 15-0-15 fertilizer on fields 5-8
  - Painted field markers on soccer fields 9 and 10
  - Aerated and top dressed soccer field 10
  - Mowed soccer softball fields
  - Prepared softball fields 1-4 for Lady Renegades tryouts
  - Division: cleaned tennis and basketball courts, mowed softball outfield, painted flag football field
  - Osceola: prepared infields, cleaned tennis, handball and basketball courts
  - Nova: mowed infields and outfields, prepared infields for tryouts, cut trees back along fence lines on field 1, cleaned tennis, handball, and basketball courts, cleaned skateboard park
  - Cassen Park: rotor-tilled grass, spread dirt along reconfigured parking lot area
- 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 began this week.
  - The Senior Center hosted the Airport Noise Abatement meeting on Thursday.
- Performing Arts Center
  - Staff spent this week preparing for the Amazing World of Illusions 4 production to be held Saturday. The Amazing World of Illusions was created by Foster Entertainment for the City of Ormond Beach Performing Arts Center and has sold out in its first (2) years.
  - The PAC hosted the Leisure Services Advisory Board meeting on Wednesday evening.

- The PAC staff made some minor repairs of the theatre this week including patching and painting the stage, rebuilding several lighting fixtures, and adjusting storage to accommodate the recent addition of Judo rental.
- 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 15<sup>th</sup> ♦ The Amazing World of Illusions (rental)  
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

- Distributing flyers for Caribbean Night.
- Moving items from Senior Center upper storage to new location for new sprinkler system installation
- Relocate events trailer to offsite location
- Community Events is preparing to host the following events:  
August 22<sup>nd</sup> ♦ Caribbean Night 4:00 to 9:00 p.m.  
\*September 21<sup>st\*</sup> ♦ World Peace Day (Labyrinth)  
TBA ♦ Kiwanis Bike Club Event  
TBA ♦ Ormond Beach Presbyterian Church Health Club Fair  
October 16<sup>th</sup> ♦ City Health Fair  
Sept. 28<sup>th</sup> - Oct. 3<sup>rd</sup> ♦ Senior Games Registration  
Oct. 23<sup>rd</sup> - Nov. 1<sup>st</sup> ♦ Senior Games  
TBA ♦ Conklin 5K Run  
\*November 11<sup>th\*</sup> ♦ Veteran’s Day Celebration  
Nov. 24<sup>th</sup>- Dec. 21<sup>st</sup> ♦ Letters to Santa  
November 28<sup>th</sup> & 29<sup>th</sup> ♦ Gas Light Parade and Car Show  
December 12<sup>th</sup> ♦ Home for the Holiday Parade 6:30 p.m.  
December 17<sup>th</sup> ♦ Holiday Concert at the Casements  
December 19<sup>th</sup> ♦ Breakfast With Santa  
Dec. 14<sup>th</sup> - Dec. 18<sup>th</sup> ♦ Santa on the Go  
Dec. 15<sup>th</sup> & Dec. 16<sup>th</sup> ♦ Santa Calling

\* PLEASE NOTE: THOSE DATES MARKED WITH AN “\*” ARE TENTATIVE

- Gymnastics

- Girls on the competitive teams are gearing up for their first meet next month by focusing on their routines.
- Movie Night, scheduled for Friday, August 7<sup>th</sup> at the Gymnastics Center is always a much anticipated and fun night out for participants.
- The Gymnastics Center table at National Night Out had a lot of traffic and received very positive feedback.
- The Gymnastics Center is pleased to welcome the new part-time Gymnastics Leader, Ms. Samantha Ladanyi, who will be the new replacing Chelsea Godbey who left to attend the University of Florida. Samantha has been with the gymnastics program for many years and will be a great addition to the gym staff.

- Nova Community Center and Special Populations
  - Clean up and reorganization continued throughout the week after the completion of Camp T. Rec and Nova Community Center Summer Connection Day Camp.
  - Preparations and planning began for fall and winter programs and events. Flyers were developed and public service announcements sent. Supplies and equipment were inventoried and organized for the upcoming season. Instructors were contacted to confirm their fall and winter schedules.
  - Coed volleyball met on Monday through Thursday evenings.
  - 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 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
  - Enviro Camp strike and clean up. Sort through projects and supplies for permanent storage.
  - Complete pack up of Summer Art Camp supplies.
  - Finalize thank you letters to all volunteer participants involved with Enviro Camp '09.
  - Yoga Classes resume after a long summer break at Bailey Riverbridge. Tuesday and Thursday 10:00 a.m. - 11:30 a.m., Thursday evenings from 6:30 p.m. - 8:00 p.m.
  - Tai Chi continues at the Senior Center, Wednesdays 7:00 p.m. - 9:00 p.m.
  - Continue preparations for Caribbean Night & Island Market
  - Begin marketing and securing sponsors for Movie Nights
  - Begin securing galley exhibits and musical entertainment for next year's calendar of events.
  
- Facilities Maintenance
  - Repaired ADA door at City Hall
  - Repaired decorative light on Washington Street
  - Cleaned filters on chiller at City Hall
  - Repaired DOT lights on Nova Road
  - Repaired parking lot lights at City Hall
  - Installed new partitions in restrooms at Senior Center
  - Completed trim on all new windows at Senior Center
  - Mulched playground around new equipment installed at SONC
  - Replaced vandalized fixtures at Osceola Elementary outside restrooms
  - Repaired urinal at Ormond Memorial Art Gallery
  - Replaced pump #3 at PAC fountain
  - Cleaned evaporator coils on A/C unit at SONC
  
- Parks and Irrigation
  - Installed new electric service for pep tank at Airport Sports soccer
  - Repaired leaking toilet at Cassen Park
  - Installed memorial bench at Fortunato Park

**Police Department**

- Administrative Services
  - Citizens Law Enforcement Advisory Board meeting.
  - Review of attempts to establish Mutual Aid Agreement with Flagler County Sheriff's Office for adjoining areas.
  - Training started for new police officer (hired 08-10-09).
  
- Operations
  - 08/06/09 – Burglary Carbreak – Kings Gate Court – window smashed, GPS taken.
  - 08/06/09 – Fleeing & Eluding – North US1 – two subjects fled on foot from traffic stop.
  - 08/07/09 – Larceny Shoplifting – W. Granada Blvd. – female confronted by store employees for theft of cosmetics; female fled, later captured by officers; backpacks found with thousands of dollars of cosmetics; charges filed.
  - 08/08/09 - Burglary Residence – John Anderson Drive – entry via garage door; items taken.
  - 08/08/09 – Burglary Carbreak – Ocean Shore Blvd. – forced entry, purse taken.
  - 08/10/09 – Burglary Carbreak – Pinehurst Circle – window smashed out, GPS taken.
  - 08/10/09 – Burglary Residence – Putnam Avenue – tools and lawn equipment stolen from carport.
  - 08/10/09 – Burglary Carbreak – Woodmere Circle – GPS taken from unlocked vehicle.
  - 08/11/09 – Burglary Residence – Bayberry Court – no forced entry, house trashed and furniture removed.
  - 08/11/09 – Weapons Complaint – Nova Road – road rage incident resulted in shots being fired into the air; all parties involved knew each other and would not cooperate with investigation.
  - 08/12/09 – Robbery – E. Granada Blvd. – female attempted to steal items from victim's purse, struggle ensued, suspect located and arrested.
  - 08/13/09 – Crash DUI – Andrews Street – crash resulted in arrest for DUI
  
- Traffic Unit
  - 09-08-0182 - 08/11/2009 Crash - City Property Damage 260 Block of S. Washington Street: City worker from Water Department crashed into the fire hydrant he was servicing. No injuries. Fleet notified.
  - The Traffic Unit continues to rigorously enforce ongoing complaints of speeders on Division Avenue and Hand Avenue through the Central Park area.
  - SMART system and STEP's posted on the 1200 BLK of N. US 1 in reference to complaints from Ormond Lakes Residents.
  - Motors and CSO's were tasked with a funeral escort on Saturday.
  - Traffic Citations 83
  - Parking Citations 5
  - Crash - No Injury 12
  - Crash – Injury 3
  - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Total Citations Issued on S.T.E.P.: 44
  - Self-Initiated Enforcement Locations:
    - 300 Block John Anderson Drive
    - 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.
    - 1200 Block of N. US 1

- SR A1A
  - Granada Bridge
  - SR 5A / Sterthaus Drive
- Enforced Complaints:
  - 100 Block Clyde Morris Blvd. (Crossings)
- Unfounded Complaints:
  - Autumnwood Subdivision (Parking)
  - Cassen Park (Parking)
- Criminal Investigations
  - Cases Assigned: 15
  - Cases Cleared by Arrest/Complaint Affidavit: 1
  - Cases Exceptionally Cleared: 7
  - Inactive: 4
  - Fraud: 4
  - Burglary Business: 0
  - Burglary Residential: 3
  - Larceny Car break: 4
  - Grand Theft: 1
  - Auto Theft: 0
  - Recovered Missing Persons: 1
  - Robbery: 1
  - Assaults: 1
  
  - Comments: Local cleaning company maid has been suspected of stealing jewelry from several local residences. Several very expensive jewelry items have been located at local pawn dealers. Investigation continues to identify said property (charges to follow).
  
  - Three juveniles were responsible for the cross burning on city property. The incident does not appear to be racially motivated and the incident was not intended to target any individual. The 14 year old juveniles were bored, snuck out of their residence and set the cross on fire. The subjects stated they put the fire out and left because they thought they might get caught. The incident will be presented to the State Attorneys Office on a complaint affidavit.
- Records
  - Walk-Ins / Windows - 245
  - Phone Calls - 298
  - Arrests / NTA's - 19
  - Citations Issued - 142
  - Citations Entered - 142
  - Reports Generated - 122
  - Reports Entered - 116
  - Mail / Faxes / Records Requests - 104
- Neighborhood Improvement
  - Weekly inspection statistics by Commissioner Zones
  - Zone 1: 8 Cases Initiated
  - Zone 2: 14 Cases Initiated
  - Zone 3: 6 Cases Initiated
  - Zone 4: 5 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 three (3) walk-in citizen and seventy-one (71) telephonic requests during this week.

## **Public Works**

### **Engineering**

- Construction Projects:
  - Division Avenue Roadway Construction & Watermain Extension- Construction is approximately 75% complete. Prepared water main clearance permit application.
  - Wells 7A & 18 A, Division Ave- Construction is 95% complete.
  - 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 foot road section. FDOT is reviewing the plans for the watermain bridge attachment.
  - 2009 Roadway Resurfacing- Work began on Wilmette Ave. The following have been resurfaced/ repaired: John Anderson Dr, Marvin/ Millsap, Ann Rustin Dr, Royal Dunes Cir/Blvd, Mayfield Ter/Cir, Brookwood Ct/Dr, Meadow Ridge View, Shadow Crossings Blvd. Druid Circle.
  - 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.
  - Thompson Creek- completed
  - Kiwanis Field Lighting- Send C2C survey to FAA
  - Hardened Data Center- Requested electrical and HVAC quotes
- Design Projects:
  - Hull Road Turn Lane- Design is 60% complete. Prepared cost estimate for the MPO.
  - South Ormond Rec. Center Lighting- Preparing new bid book and plans
  - Hardened Data Center- Requested electrical and HVAC quotes
  - Senior Center Sprinkler system- Water tap for fire system – assisted in water line locate and issue engineering permit
  - Mast Arm Rehab- Begin preparing bid package.
  - Granada Beach Approach- Waiting for Stormwater DEP permit

## **Department Activities**

- Administration:
  - FHWA Road Repair Funding- Prepared information for the FHWA for consideration of funding for repairs due to damage from the May 09 storm event.
  - Work on the three MPO grants for in-take meeting with FDOT
  - Processed project invoices/pay requests totaling \$442,656
  - Prepared project work authorization totaling \$5,100
- Development Review:
  - Ormond Lakes- Dry pond and ditch work completed.
  - Hull Road Turn Lane- Design Drawing Set
- Capital Projects:
  - Update Bailey Riverbridge Gardens Utility Drawing
  - Airport Business Park Entrance Sign Drawing
  - Hull Road Turn Lane-
    - Create coversheet
    - Create detail and MOT sheet
    - Make changes to drawing

Add as-built information

- I-95 Landscaping-
  - Prepare 4 – 11x17 sets
  - Prepare 1 – 24x 36 set
- City Hall Parking Lot- Create preliminary plan for new parking layout
- Ann Rustin Under Drain- Deliver notices to residents
  
- Meetings:
  - Meeting on South Ormond Field lighting
  - Meeting with Homeowners 100 John Anderson – coordinated
  - Wildwood Subdivision Property Mgmt. to determine maintenance areas
  
- Customer Service:
  - 31 Aaron Circle send letter regarding permit not required
  - Provide Leisure service with Survey of Waldo Berry Park
  - Investigated problem at 85 John Anderson prepare report
  - Wilmette Median Maintenance research for NID
  - 142 Mound Easement for newly installed storm pipe
  - Property ownership for Jamison Inn @ I-95 Ramp
  
- Other:
  - Contacted Musco Lighting on their specifications
  - Send sign relocation request to EVCTSC
  - FDOT's consultant requested additional information on fluted mast arm pole
  - Contacted Rick Prine Volusia County on three ECVTSC issues
  - Contacted Rick Prine Volusia County on crash history for Hand Avenue
  - Ormond Grande Ditch Elevation Shots
  - FS. 92 Entrance Elevation Shots
  - Survey Equipment Calibration at Legemans in Altoona
  - Find and Print copy of the Florida Green Book
  - Get elevation shots at Ormond Grande
  - Get elevation shots at Fire Station 92
  - Surface Water Management Plans
    - 66 Levee Ln
    - 14 Brookwood Ct
    - 924 Northbrook Dr

**Environmental Systems**

Street Maintenance

Asphalt / Concrete

- Prepared road for asphalt at Seminole & Oleeta & Heritage Circle
- Asphalt work for Stormwater at Peninsula & Seminole & Oleeta
- Asphalt work for Utilities at Oak Drive
- Asphalt road repair for Stormwater at Hidden Hills

Tree Crew

- Daily trimming at Corbin School Parking Lot, City Hall & City Yard
- Tree removal at Landmark Circle
- Remove large oak tree at 111 N. Capri Drive
- Remove tree stumps at various locations
- ROW trimming at various locations
- Trimming at Wilmette N/B lane & Neptune Lift Station

#### 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 Ave.
- FDOT weed control on US1 at Wilmette, Nova E/S Arroyo Pkwy to SR40, Granada from Orchard to A1A
- Put 10 yards shell in bad spot on Old Tomoka

#### Sign Shop

- Begin Fabrication of HIP street names along S. Yonge St.
- Installed "15 Minute Parking Only" signs at the rear of City Hall
- Get price quotes for 30 plastic barricades & 30 lights & request Purchase Order (ordered)
- Get price quotes on stops signs speed limit signs & other assorted signs & aluminum blanks & request a Purchase Order (ordered)
- Begin installation of HIP street names on W. Granada Blvd. between Beach St. & US1
- Repair or replace signage at intersections beachside S/of E. Granada Blvd. (15 locations)
- Replaced or repaired signs and/or posts that vehicles hit at the following locations: N. Yonge St. & Rosewood Ave. – No Parking Sign, Inside Nova Community Center – Stop Sign/Do Not Enter, Arroyo Pkwy, W/of Santa Fe Ave. – 25 MPH sign, & Ormond Green Blvd. & Airport Rd. – Stop Sign

#### Stormwater Maintenance

##### Maintenance Crew

- Heritage Circle – 40 ft., 18 inch A-2000
- Reachout Mowing – DOT, N. US1, W. SR40, Airport Road
- Locates citywide
- Slope Mowing – DOT Ponds
- Carp Barricades Inspected and Cleaned
- Pump Station Inspection
- Sinkholes
- Ditch Spraying, Chemical – Domicilio & Northbrook
- TV Inspection – N. Halifax Drive

#### Street Sweeping

##### Streetsweeper

- Cleaned 115.0 miles of roads
- 27 yards of debris removed

#### Solid Waste

- Staff has successfully completed the negotiations with Waste Management for a mutually acceptable resolve.

#### Emergency Management

- Staff has successfully completed the necessary FEMA Project Worksheets for reimbursement of funds expended in the May 2009 Rainfall Event.
- Staff has successfully completed the application and has been approved for Grant Funding through the United States Department of Agriculture (USDA) to receive funding for ditch and swale maintenance throughout the City.

### **Fleet Operations**

- Fleet Operations has been working as time permitted on the weather proofing enclosure of a 125kw Generator which supplies Fleet and the Central fueling station with power during emergency situations.
- Pm Services completed for the week:

Emergency—Vehicles and Equipment	Non-Emergency Vehicles and Equipment
9	44
- Road Calls for the week:  
2
- Accidents for the week:  
1 - Vehicle 103 Water Distribution
- 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>
9481 gallons	6239 gallons
- Comments:  
Fire Apparatus #055 has returned from its week and half visit to Hall-Mark where it received warranty work.  
All PM services are currently on schedule and up to date.

### **Utilities Division**

#### **Projects Summary**

- Staff review 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.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Reviewed notes from the construction progress meeting. 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 LAN Panel shop drawing.
- Ormond Beach Wastewater Treatment Plant Expansion – Waiting for the design engineer's response to the City's comments. Project nearing 100% design plans completion. Assisting City Engineer with preparation of Commission workshop presentation materials.
- Water Treatment Plant High Service Pump Station VFD Conversion –The notice to proceed date is tentatively scheduled for issue in the upcoming week. Reviewed shop drawing for the Controls & Instrumentation and sent comments to the engineer.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) – Reviewed the 100% plans and specifications with the design engineers.
- Site Plan Review Committee – Met with owner and engineer to discuss comments on Imperial Foam. Met with SPRC to discuss the draft comments for West Granada Offices, Parham Building, Deer Creek Phasing and Tomoka Christian Church.

- Pump Station Repair and Replacement –Waiting for survey information needed 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. 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 are being solicited. Pumps and panels arrived for Lift Station 6M. Installing valve vault at Hunter's Ridge Lift Station.
- US1 Sewer Service – Met to discuss the project scope. 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 – Chemicals specifications for water and sewer treatment plants are advertised with the collective bid administered by the City of Daytona Beach. Bids are scheduled for receipt on August 19, 2009.
- Prepared water and sewer capacity letter for Large Scale Comprehensive Plans amendments proposed by CTLC for 2700 acre parcel contained in Daytona - Ormond Beach's Wholesale Water & Sewer Agreement Area.
- Ormond Beach Wastewater Treatment Plant Operation Permit – Reviewed draft permit received from FDEP and prepared review comments and forwarded to Department for consideration. Draft permit includes interim 6.0 MGD operation mode and acknowledges expansion to 8 MGD should City accomplish during next 4 ½ year permit period.
- Water Distribution
  - Repaired or replaced 13 residential and 2 commercial water meters
  - Installed 1 new water meter, replaced 5 water services, replaced 2 water meter boxes
  - repaired 3 water service leaks, responded to 2 low pressure calls, flushed 5 cloudy water complaints
  - Inspected/maintained 6 fire hydrants during continued maintenance activity on the south peninsula
  - Continued valve maintenance activity from SR40 north between US1 and N. Beach St.
  - Assisted contractor performing installation of new 12" water main on Division Ave between US1 and S. Ridgewood Ave, with various system ties to new main. Issued precautionary boil water notices as appropriate and scheduled shutdown with affected customers.
  - Continued activation of all permanent flushing devices to help facilitate the free chlorine disinfection activity currently underway.
- Water Treatment
  - Delivered to the City 41.31 million gallons for the week ending August 9<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 17D in service meter repaired.
  - Well 21SR out of service, failed Bac-T and well seal bad. Repairs on hold until well vault improvements can be completed.
  - Met with State of Florida Health Dept. representative for reviewing 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. Written response due no later than September 25,2009

- Waste Water Collection - Reuse
  - Responded to five low pressure trouble calls and two trouble calls in town. Following up on low pressure calls from the weeks before.
  - Assisting contractor at WWTP with Influent Pumping Station associated with WWTP Rehabilitation Project.
  - Read all irrigation system meters at Hunter's Ridge and BAT Plant daily.
  - Installed new ring and cover at Lake Bridge and Wilmette. Ave
  - Assisting Streets with repairs at 264 Seminole Ave and 136 Hilldale Ave.
  - Repaired reuse lateral at 591 N. Halifax Dr.
  - Root control eight sewer laterals and televised four sewer laterals and cleaned nine sewer laterals
  - Cleaned buildings and fueled all equipment for weekend.
  
- Waste Water Treatment
  - Estimated Domestic and Industrial Wastewater flow 44.42 Million Gallons
  - Produced 10.55 Million Gallons of Reuse
  - Produced 33.87 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 6.35 MGD, plant designed for 6 MGD
  - Produced and Hauled 195.44 Wet of Tons of Dewatered Sludge (13%-15% Solids). Considering additional contractor arrangement for hauling, treating and disposing of dewatered sludge.
  - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
  
- Utilities Maintenance Division  
Water Plant – Well Fields – Booster Stations
  - Installed new Flow meter well 10D and turned over to operations.
  - Changed out tube on Sodium Hypochlorite pump #5 Peristaltic pump.
  - Replaced Sump Pump in Hypochlorite storage tank area.
  - Performed PM's to LPRO and Lime softening plant equipment.
  - Performed PM's to Hudson wellfield and SR40 Wellfield. Well 21 SR is still out of service due to contractor activities at Calvary Church.
  - Fabricated and installed new filter and bracket to Bermad valves at Well 35R. These replacement filters perform the same function as the ones furnished by Bermad at a cost savings of \$300 dollars per well.
  - Air piping to high service pump valves is corroded and in need of repair. Replacement of all galvanized air lines and remount to walls is scheduled for upcoming weeks.
  - Inspected new wells on Division Avenue with city inspector and created a punch list for contractors to complete.
  - Replaced contacts and time delay relay on LPRO Clearwell pump #1.
  
- Wastewater Plant – Lift Stations – Reuse System
  - Melrose Reuse meter reported as not working, found meter pit submerged and meter not functioning. Recorded serial numbers and contacted Avanti Company for replacement. Found serial numbers from register did not match the proper size of valve that was installed it was for an 8" valve. Pulled serial #'s from base and they matched the proper size. Also installed a sump pump and trenched line away from pit.
  - 5M Liftstation pump #1 and #2 repairs performed. Thompson pump was contacted and a pumped bypass was set up to facilitate repairs. This is the same station where we are securing quotes from contractors to install the proper pump bases and guide rail systems. 2 quotes have been received one for \$34,000 and another for \$20,000. Still awaiting a 3<sup>rd</sup> quote from Daytona Underground.
  - Called to Breakaway Trails Reuse system, reported pond pump not functioning, found loose wire from remote radio.

- Assisted collection crews with PEPSystem rehab of #5 Staghound Look.
- Tested and replaced sequencing relay at 4P Liftstation.
- Installed line conditioner at Shadow Crossings Reuse Scada panel. Power supplies still failed. Installed temporary power supply and contacted Emerson RAS for assistance. They will send a Technician out to diagnose and repair.
- Replaced motor starter at Walmart Liftstation pump #1.
- Extended air manifold at Reaeration tank for operations.
- 6P liftstation replaced pump #2 with spare and shipped pump to Flygt for repair.
- Removed centrifuge feed pump #1 and brought to shop for rebuild, also installed blind flange on line to stop leaking from line.
- Delivered submersible aerator pump to ABS pumps in Sanford for evaluation and repair.
- Sand filter #1 evaluated rail car problem, found limit switch was bad, ordered replacement.
- Changed oil filter at main lube system on Centrifuge.
- Scum wells #1 and 2 purged and cleaned with Vactor.
- De-rag 3 submersible aerators, 4<sup>th</sup> is out for repair.
- Replaced preaeration motor with new 15 HP motor.
- Monthly PM's to 17 Liftstations (cleaned and deodorized).
- Annual PM's to 4 Liftstations. (pull pumps, etc)