

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 7, 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**

- Met with Jessica Scott of Brown and Brown and staff to discuss health insurance plan.
- Introductory meeting with Bob Wallace, Principal of Seabreeze High School.
- Prepared response for Hometown News to an anonymous rant.
- Attended National Night Out event.
- Met with Josh Gaboton and Herb Marlowe from Marlowe and Company.
- Met with Mary Anne Connors, Assistant County Manager, to discuss Tomoka View, Tanglewood and Aqua Utilities.
- Briefing with staff on Hand Avenue Bridge. (Central Bank)
- Attended 2<sup>nd</sup> quarter Volusia County Economic Development Update breakfast with Joe Mannarino.
- Attended Chamber education meeting to discuss criteria for ACE Award.

### **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
  - Budget Advisory Board Meeting

### **Community Development**

- Planning
  - Proceeding with organizing an interim certification of Ormond Beach by the Florida Green Building Coalition. Departments have been asked to provide Point of Contacts for interim certification.
  - Planning Director has been asked by Volusia County Traffic to present the City's draft SB 360 multi-modal plan to the TCC in September. This is tentative because we do not know the Planning Board's response to this draft at this time but it is scheduled for review next week. The draft plan has been circulated to the MPO, Volusia County, Votran, and FDOT. Response has been positive.
  - Received confirmation from FDOT for Intake Meetings on the third week of August related to Hull Road RT lane (2008), SR 40 signal interconnection and Nova Road Audible Pedestrian Signal projects (2009) submitted to the MPO for XU and Safety funding.
- Building Inspections, Permitting & Licensing
  - 61 permits issued with a valuation of \$795,274.00
  - 202 inspections performed.
  - 5 business tax receipts issued.
  - Building assumed inspection and CBO duties in Holly Hill on an interim basis.

- Development Services
  - The second submittal by Wal-Mart has been received for SPRC review. This project will be scheduled for Planning Board action in September.
  - Dunkin Donuts at Nova and Moreland was finally given a CO after completion of the directional median on Nova Road. While the building had been completed and ready for occupancy, a CO could not be issued until the off-site road improvement was made.

### **Economic Development**

- Ormond Crossings
  - City staff met with Tomoka Holdings staff on Wednesday to complete the remedial amendments to the comprehensive plan amendments and the fiscal impact analysis in the context of the new SB 360 growth management law. The meeting was very productive and draft agreements will be completed early next week.
  - The revised schedule is to have all the regulatory documents drafted for City Commission review in September and submitted to the various state and county agencies in October.
  - The Interchange Justification Study is being conducted by Reynolds, Smith and Hill. They are continuing to evaluate a number of development options and preparing transportation capacity improvements. Once this evaluation phase is completed the consultant will schedule and conduct a public comment period.
- Airport Business Park
  - Staff has selected Cooksey and Associates to conduct the appraisal of Tower Circle East industrial lots. Completion of the appraisal is expected by early next week and staff will complete the Real Estate Brokerage Commission program material for Commission approval.
  - Planning a ribbon cutting in August for Precision Craft Model Company. 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.
- Ormond Beach Chamber and Business Development Partnership (BDP)
  - Joyce Shanahan and Joe Mannarino attended the Volusia County Department of Economic Development's quarterly local economic market update on Friday, August 7 at the Daytona Beach International Airport. The presentation included updates on the Volusia County employment, housing, and commercial permitting data for the second quarter of 2009. Comparisons were made with similar data for Florida and the US as well.

The workforce in Volusia County grew at a rate of 1% year-to-date from 2nd quarter 2008 to 2009 to 255,762. There were smaller growth rates for both the State (.1%) and United States (.3%). Unemployment in Volusia County increased from 6.9% in the second quarter of 2008 to 11.3% in the second quarter of 2009. The number of unemployed was 28,866, which is a loss of 10,478 additional jobs from the 2nd quarter of 2008. In comparison, Ormond Beach's unemployment rate was one of the lowest in the County at 8.6% in June of 2009. Comparing 2nd quarter data year to year, the number of commercial building permits across the County decreased from 56 in 2008 to 20 in 2009. The dollar value of construction also decreased for the same period from \$114 million to \$17 million. Residential permits and construction values experienced a decrease as well when comparing 2nd quarter year-to-year data. There were 375 residential permits at a construction value of \$99 million in the 2nd quarter of 2008 compared to 178 permits and construction value of \$41 million in 2009. Foreclosures have increased from 1,915 homes

in the 2nd quarter of 2008 to 2,319 for the 2nd quarter of 2009. Additional economic detail is presented in the Volusia County report and will be provided to the City Commission.

#### 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 has requests this week from several prospects 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 Volusia County 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 on Wednesday to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization.

#### Airport Operation and Development

- 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 pending the return of Orlando ADO personnel from the Florida Airports Council meeting this week in Miami.
- 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 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 received the annual statistical runway safety report from FDOT this week. The Ormond Beach Municipal Airport maintains an exemplary safety record, having no instances involving the incorrect presence of an aircraft, vehicle, or person on the protected areas of the airport designated for the landing and take off of aircraft.
- Staff worked with the Flight Support Department at Embry-Riddle Aeronautical University to design 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 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 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 - Weekly
  - Processed 41 Journal Entry Batches (# 4444 - 4546).
  - Approved 14 Purchase Requisitions totaling \$133,704.09.
  - Issued 19 Purchase Orders totaling \$104,560.14.
  - Held evaluation committee meeting for RFQ No. 2009-17, Painting Services, As Needed, on 8/4/2009.
  - Prepared 179 Accounts Payable checks totaling \$750,472.07 and 16 Accounts Payable EFT payments totaling \$354,635.61.
  - Prepared 81 Payroll checks totaling \$63,054.61 and 324 Direct Deposits totaling \$378,343.31.
  - Transferred IRS 941 payment of \$147,754.50.
  - Processed 4,934 cash receipts totaling \$1,240,584.23.
  - Processed 954 utility bill payments through ACH totaling \$51,227.82.
  - Processed and issued 5,381 utility bills with billed consumption of water of 27,792K.
  - Issued 873 past due notices on utility accounts.
- Completed Projects - Monthly
  - Total billed consumption of water for July 2009 was 129,813K.
  - Completed 347 Initial Reads for July 2009.
  - Completed 150 Re-Reads for July 2009.
  - Completed 400 Final Reads for July 2009.
  - Completed 451 Delinquent Notices for July 2009.
  - Completed 358 Restore of Services for July 2009.

#### **Fire Department**

- Swine Flu Update: On June 11, 2009, the World Health Organization (WHO) signaled that a global pandemic of Novel Influenza A (H1N1) was underway. This move was made because there has been an increase in the spread of the virus not the severity of illness caused by the virus. More than 70 countries have reported cases of N1H1 infection.

It is expected that the Novel Influenza A (H1N1) vaccine will be ready for distribution some time this fall, presumably November. The Federal Government is preparing for a nationwide distribution of the vaccine with a goal of vaccinating 100 percent of the population from the N1H1 virus. The Volusia County Health Department (VCHD) will be the lead agency for the H1N1 vaccination program in Volusia County.

The vaccination is expected to require two injections 21 to 28 days apart. With a County population of approximately 500,000 people, a total of 1 million doses would be

needed. Accomplishing this enormous task will require partnerships with every available resource. The Ormond Beach Fire Department will be one of the many organizations that would be tapped to play a major role in the program.

Battalion Commander Tom Bazanos attended an exercise at the Volusia County health Department designed to test the capabilities of the VCHD in providing vaccinations using a drive-thru point of dispensing. Several other County Health Departments had representatives there, as well as the Florida Department of Health. Exercises of this type will be repeated throughout the Country over the next few months.

- Department Statistics For The Week:

Fires	Fire Alarms	Hazardous	EMS	Motor Vehicle Accidents	Public Assist	<b>TOTAL Calls</b>
3	6	3	64	9	22	<b>107</b>

- Training:

Hose Testing	Report Writing	Tools & Equipment	Tactics	Technical Rescue	<b>TOTAL Staff Hours</b>
7	134.60	3	14	17	<b>175.60</b>

- Activities

- 59 Pre-Fire Plan Updates
- 10 Fire Inspections Conducted
- Fire Extinguisher Training for 15 Employees of Ormond Beach Dermatology
- Monthly CPR Health Care Provider class conducted at Station 92
- Weekly Fire Explorers meeting at Station 93

- Public Education Events

- Participated in the Annual National Night Out
- Spoke to groups of children during Safety Day at the Library including a visit and fire safety presentation from "Sparky" our costumed Dalmatian Fire Dog.

### Human Resources

- Recruitment – Personnel Issues

- Working on Human Resources Director Recruitment
- Claims Committee Meeting
- One new position recruitment
- One public records request
- Processing of one (1) employee transfer from part time position to approved vacant full time position
- Processing of one (1) employee termination
- Interviews scheduled for Maintenance Worker II, Athletic Fields Maintenance
- Processing of one (1) employee termination

- Other claims-related activities:

- Recovery (\$177.85); mva caused damage to City signs.

- Investigating citizen report: trip/fall with injuries.
- Wellness:
  - City Heart Walk Fundraiser: Bake Sale at National Night Out.
  - Committee meeting; begin designing action plans for each approved component of the comprehensive plan.
- Property and Casualty:
  - Reviewing property appraisal report for buildings >\$100,000 in value.
- Background Checks:
  - Three background checks: Human Resources Director.

### **Information Technology (IT)**

- Work Plan Projects
  - Fiber Project – Implemented, tweaking configurations for performance and reliability.
  - Hardened Data Center
  - Electrical and HVAC 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: - Fri 7/31/09 4 PM - 20 minutes downtime – Failed battery backup unit (UPS)
  - Networking System: - Fri 7/31/09 4 PM - 20 minutes downtime – Failed battery backup unit (UPS)
  - 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	75,437	Net Inbound E-Mails	55,183
Inbound Bad E-Mail	20,251	Percentage bad mail	26.8%
Virus Messages Blocked	3		

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

- Addressing Additions: 1 Changes: 78 Corrections: 0
- Map/Information Requests: 10
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None

### **Leisure Services**

- Administrative Services
  - Administrative Services highlights
    - RFQ Painting contractor selection
    - National Night Out
    - Met with Legal to discuss fee structure resolution to add 3% to fees
    - Met with septic system permitting for health department
    - Preliminary discussions for possible memorial donation
    - Recreation Manager hiring process follow up

- Met with Airport Manager to further discuss the possibilities of lightning detection system, partnering with airport tower
- Other Meetings/Projects: Leisure Services staff meeting; reviewed camp incident reports; met with Engineering regarding South Ormond softball field lighting project; Hunter's Ridge discussion; Pre-agenda meeting; City Commission meeting; Casements construction discussion with coordinator; Gymnastics 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 tryouts on Saturday, August 8<sup>th</sup>, with makeup tryouts 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, the Kiwanis baseball field, along with the Wendelstedt baseball fields 1 - 3 will continue to be closed for renovation until further notice, pending the weather.
  - The City's girl's summer basketball program finished up the summer league this week with games and awards on Thursday. This program ran every Tuesday and Thursday evening at the Nova Community Park gym from 6:15 p.m. to 7:45 p.m. This was an instructional league that taught skills for the first half of the night, and scrimmages the second half.
  - 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 7<sup>th</sup>.
  - The Ormond Beach Youth Baseball/Softball Association cancelled its monthly Board meeting last Monday night at the Performing Arts Center Building because of lack of a quorum with many being on vacation.
  - Upcoming summer programs: Volleyball Clinic, Men's Softball League and Youth Flag Football.
- South Ormond Neighborhood Center
  - Splash pad operational hours are 10:00 a.m. - 7:30 p.m.
  - Summer camp Monday - Friday 8:00 a.m. - 5:00 p.m.
  - New playground equipment delivered on Tuesday; installation beginning immediately
  - Open gym and weight room as per operational hours 5:30 p.m. - close.
- Athletic Field Maintenance
  - Mowed infields and outfields on baseball turf
  - Roto-tilled baseball fields 1-4; contractor lasered
  - Edged infields, running lanes on baseball fields 1-4
  - Inspected and repaired irrigation and installed new sewer line to soccer restrooms
  - Mowed common areas; prepared infields on softball fields
  - Mowed outfields on softball fields 1-4
  - Applied fertilizer 15-0-15 on softball fields
  - Mowed soccer fields; painted field markings on soccer field 10
  - Laid out and painted field markings for rugby
  - Installed player's benches and trash cans for rugby
  - Division: cleaned tennis and basketball courts, picked up litter; mowed outfields, prepared infields; painted field markings on football field
  - Osceola: Prepared infields, cleaned tennis, handball and basketball courts, picked up litter
  - Nova: Prepared infields for practices and games, mowed infields and outfields, edged infields and running lanes on baseball fields, picked up debris from wind storm, cleaned tennis, basketball and handball courts and cleaned skateboard park

- Senior Center
  - Staff hosted normal evening programming including, Kinetic Expressions Dance Academy, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Tai Chi and Chinmaya Church.
  - Construction on the new sprinkler system began this week.
  
- Performing Arts Center
  - The PAC spent the week preparing for the World's Largest Touring 50's and 60's era show. The 24k Gold group has selected the Ormond Beach PAC for its east coast home for their nationally renowned touring show. The producers of Rockabilly US have committed to presenting productions six times annually.
  - 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 8<sup>th</sup> ♦ 24k Gold Music Shows (rental)
    - 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
  - Community Events staff has been out on the streets distributing flyers for Caribbean Night to businesses throughout the City.
  - Staff loaded the trailer with the tents, tables, extension cords, cooler, stanchions, chairs and fans needed in preparation for National Night Out. Staff assisted with the set-up and strike of all of these items.
  - 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

- The Center was closed on Tuesday for National Night Out. The Gymnastics Center had a table at the event with videos about the programs, and we handed out several flyers and information to the public to let them know what is available for their child at the Gymnastics Center.
- The new session started this week; and it is great to see the returning faces and welcome some new children to the program.

- Nova Community Center and Special Populations

- The coaches of Camp T. Rec spent the week breaking down the camp, organizing supplies and equipment, and then transporting them to the Nova Community Center for storage. They also finished and copied the annual video and slide show of the camp and mailed them out to the campers and parents.
- Nova Summer Connection Day Camp continued with the last week of session two on Monday, Wednesday, Thursday and Friday. All campers, counselors and staff enjoyed the games, sports, field days, movies, the playground and arts and crafts. The campers also enjoyed water day with Jumpin' Beans inflatables on Thursday. The campers presented their end of the summer Talent Show on Friday.
- National Night Out was held at Nova Community Center on Tuesday. Camp operations were closed that day for set up. Hundreds of people enjoyed the annual event from 5:30 - 9:00 in the evening.
- Athletics continued the summer's basketball practice on Tuesday and Thursday in the evenings.
- Athletics met in the Nova gymnasium on Sunday for volleyball practice from 11:00 - 1:00.
- Open play took place on Monday, Wednesday and Friday 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 Week 5 (final week) at Osceola Elementary theme "Our Ocean in Motion". Stacey from Volusia County Turtle Habitat visited on Monday from 10:00 a.m. to 11:00 a.m. Bill Muller from Riverocean Kayak visited the Enviro Camp on the beach teaching water safety and the sport of kayaking; nature walk to Ormond Memorial Art Museum and Gardens to learn about the native plants and animals; various water and ocean related experiments, craft projects and much more.
- Wrap up and clean out of Bailey Riverbridge from Summer Art Camp. Move the children's chairs, shelving and additional supplies back to The Casements.
- Guild Crafters workshop at Bailey Riverbridge on Monday from 10:00 a.m. to 2:00 p.m.
- Attended construction progress meeting with Hall Construction.
- Working with Guild members on advertising options for the brick fundraiser.
- Distribution of flyers for Caribbean Night, additional advertising confirmed..
- Met with Guild members to arrange movie nights and possible movie choices for fall calendar.
- Account set up with Swank Motion Pictures, processing our in-house information to set up an accounts payable through the City.
- Movie equipment to be delivered sometime this week. Possible testing of equipment if delivered early in the week.
- Clean up Osceola Elementary on Thursday, the final day of Enviro Camp.

- Facilities Maintenance
  - Repaired A/C thermostat at Nova Gymnastics Center
  - Assist contractor with new door installation at Senior Center
  - Repair R.E.N.A.L. light at Ormond Beach Municipal Airport
  - Repaired clog in main sewer line at Nova Rec.
  - Repaired and adjusted diffuser on light at Ridgewood and Central Avenue
  - Replaced deadbolts in restroom doors at Osceola Elementary School
  - Repaired exterior siding at Nova Rec.
  - Repaired condensate line on AHU at Public Works
  - Replaced bad ballasts in green room at PAC
- Parks and Irrigation
  - Repaired men's room toilet at Cassen Park
  - Installed bronze plaque at Bailey Riverbridge Gardens
  - Repaired light at Sanchez Park
  - Removed graffiti from playground equipment at Central Park I
  - Installed memorial bench at Riviera Park
  - Replaced struts supporting electrical panel at Riviera Park

## **Police Department**

- Administrative Services
  - Planning for upcoming changes due to personnel reduction.
  - Multiple planning meetings in preparation for Rossmeyer funeral.
  - Review of Pandemic Planning material from Department of Justice.
  - Several disciplinary issue reviews.
- Operations
  - 07/30/09 – Burglary Carbreak – Queen Ann Court – window smashed out GPS taken; however, the suspect left a wallet and an MP3 player from another theft!
  - 07/30/09 – Assault – Nova Rec - juvenile was beaten up by several other juveniles; victim went home and obtained firearm returned to Rec Center where he pulled the gun and told over juveniles to try to beat him again; gun recovered, charges filed.
  - 07/30/09 – Auto Theft – Greenwood Ave – vehicle loaned and not returned; vehicle located by South Daytona PD being driven by a female who stated the vehicle was provided for services rendered.
  - 07/30/09 – Burglary Residence – Hammock Lane – suspect entered garage and took bicycle; another bicycle left at scene.
  - 07/30/09 – Burglary Residence – Oak Avenue – rear door smashed out; electronics taken by recovered in rear yard of residence.
  - 07/31/09 – Burglary Home Invasion – County Area N. Peninsula – assisted Sheriff's Office with reported home invasion; suspects located in 400 block of John Anderson; suspects taken into custody and turned over to Sheriff's Office.
  - 07/31/09 – Burglary Carbreak – Deerlake Circle – unlocked vehicle entered, suspects attempted to remove dash.
  - 07/31/09 – Burglary Residence Attempt – Scottsdale Drive – acquaintance of homeowner attempted to enter residence using a pocket knife, homeowner cut while holding the door shut; home owner did not wish to press charges.
  - 08/01/09 – Burglary Carbreak – Misner's Trail – stereo equipment/speakers taken; victim waited at least 24 hours prior to reporting.
  - 08/01/09 – Crash Sharon Terrace – suspected DUI, urine taken and submitted for testing.
  - 08/02/09 – Sex Offense – Bosarvey Drive – male suspect in stolen vehicle exposed himself to female; suspect apprehended.

- 08/03/09 – Burglary Business – East Granada Blvd – rear door pried open; estimated \$5,000 cash and merchandise taken.
- 08/03/09 – Burglary Carbreak – Parrulli Drive – window broken out GPS taken.
- 08/03/09 – Burglary Carbreak – S. Atlantic Avenue
- 08/04/09 – Funeral Detail – number of department personnel involved in funeral escort for Bruce Rossmeyer.
- 08/05/09 – Burglary Carbreak – Pine Shadows Trail – resident awakened by car alarm; rear window smashed out, stereo equipment taken; blood evidence found within vehicle.
- Traffic Division
  - City Property Damage Orchard Street (in front of Public Works):
  - Vehicle took out a pedestrian crossing sign, and then left the scene. Ofc. Sanders investigated and located the at-fault vehicle. Its operator was cited for careless driving and leaving the scene of a crash.
  - 07/30/2009 1245 Crash w/Injuries Beach Street / Tomoka Avenue:  
Eastbound passenger car pulled out in front of a southbound motor scooter. Scooter operator had incapacitating injuries and was transported to a hospital. Car operator cited and found at fault.
  - 07/30/2009 1245 Crash w/Injuries Main Trail / Lake Walden Trail:  
12-year-old on a skateboard turned left in front of a westbound car. He bounced off the front bumper and onto the pavement. Luckily, he only skinned his knee and was turned over to a parent with an explanation that he was at fault.
  - FHP Report - Crash w/Injuries N. Halifax Drive / Royal Palm Drive:  
Six motor officers in a funeral escort involving about 40 motor officers from eleven different agencies had a chain-reaction crash. Ofc. Borzner was the only Ormond officer involved, and he was not at fault. In addition, he managed to escape injury and prevent damage to his motorcycle. Two Daytona officers sustained minor injuries. One of them is believed to be at-fault, but this is not confirmed.
  - 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.
  - Traffic Citations 93
    - Parking Citations 1
  - Crash - No Injury 7
  - Crash - Injury 3
  - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Total Citations Issued on S.T.E.P.: 61
    - Self-Initiated Enforcement Locations:
      - 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)

- Community Outreach  
PAL-The Ormond Beach Police Athletic League, Tutors R Us program, has been recommended to receive Justice Administration Grant for \$15,075. This grant will be used to replace the computers, hardware and software used by the tutoring program. This portion of the program was started several years ago with equipment donated by the State Attorneys office. Since the inception, several computers were damaged beyond repair when the roof leaked at the South Ormond Neighborhood Center. This new equipment will allow those students that may not have home computers the ability stay current with their school work.
  
- Community Services & Animal Control  
55 Animals calls  
10 Animals Reports  
13 Animals to FHS  
3 Animal Citations
  
- Criminal Investigations
  - Cases Assigned: 26
  - Cases Cleared by Arrest/Complaint Affidavit: 4
  - Cases Exceptionally Cleared: 16
  - Inactive: 26
  - Fraud: 3
  - Burglary Business: 1
  - Burglary Residential: 3
  - Larceny Car break: 10
  - Grand Theft: 3
  - Auto Theft: 2
  - Missing Persons: 1
  - Recovered Missing Persons: 1
  - Assaults: 2
  
- Narcotics:
  - Two search warrants (855 S. Nova Road search warrant yielded approximately 60 grams of cannabis. The resident was also charged with two warrants served by the narcotics task force for sale / trafficking in schedule 11 narcotics and an additional sale and delivery charge.
  - Six buy walks

Comments: 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 there 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.

Crime Trends: Unit continues to focus on car breaks

- Records
  - Walk Ins / Windows - 200
  - Phone Calls - 255
  - Arrests / NTA's - 47
  - Citations Issued - 213

- Citations Entered - 54
- Reports Generated - 135
- Reports Entered - 54
- Mail / Faxes / Records Requests - 105
- Neighborhood Improvement
  - Weekly inspection statistics by Commissioner Zones
  - Zone 1: 4 Cases Initiated
  - Zone 2: 2 Cases initiated
  - Zone 3: 3 Cases initiated
  - Zone 4: 2 Cases initiated
- (In order to meet the reporting deadline, the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)
- Administrative staff assisted with two (2) walk-in citizen and sixty-seven (67) telephonic requests during this week.

## **Public Works**

### **Engineering**

- Construction Projects:
  - Casements Architectural Improvements – Contractor completed demolition work and proceeding with foundation construction, structural framing and basement dewatering.
  - WTP Secondary Power Feed – FPL Completed construction of the secondary power feed switchover device.
  - Division Avenue Roadway Construction- Construction is approximately 70% complete. Prepared water main clearance permit application.
  - Wells 7A & 18 A, Division Ave- Construction is 90% complete.
  - Business Park Drive Phase I- Project is complete.
  - 47 construction projects were inspected.
  - US1 Forcemain Extension Phase II- Repairs begun on the embankment north of the Tomoka Bridge. Watermain Bridge attachment design has been submitted to FDOT. Permits are being processed.
  - 2009 Roadway Resurfacing- 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..
  - Bramblewood Ln stormdrain repairs- Project is complete.
  - Thompson Creek- Processing closeout documents
  - Kiwanis Field Lighting- Requested C2C survey
  - Hardened Data Center- Completed demo/construction of center
  - Milton Pepper Park – The new playground equipment was installed and inspected.
  - I-95 & SR40 Bridge Landscaping – A pre-construction meeting was held. The contractor plans to begin construction on August 3<sup>rd</sup>.
- Design Projects:
  - Hand Avenue Road Upgrade – Consultant completed the bridge and lake interconnect feasibility study. Consultant is finalizing their response to the First RAI received from the SJRWMD for the ERP permit submitted.
  - WWTP Expansion/Rehab Phase 2 – Staff met to discuss project completion and will prepare a presentation to the City Commission at an upcoming workshop to update the City Commission on the project status prior to moving forward with the bidding and construction phases.
  - Airport Rd Forcemain Extension- Design is 40% complete.

- Rima Ridge Wells 54, 55 & 56- Design is substantially complete, Staff performed 95% complete design review.
- South Ormond Rec. Center Lighting- Rejected bids
- Hardened Data Center- Processing electrical and A/C plans
- Senior Center Sprinkler System- Permit for construction was turned in
- Mast Arm Rehab- Bid package being prepared
- Granada Beach Approach- Submitted for Stormwater DEP permit
- CDBG Pavers and Landscaping – Hall Construction Company is revising the project construction contract to reflect changes made to the proposed design.

### **Department Activities**

- Administration:
  - Processed project invoices/pay requests totaling \$197,158
  - Prepared project requisitions/PO's totaling \$87,130
  - Letter to FDOT on Nova signals
- Development Review:
  - Field meeting with HOA president of Ormond Lakes. Inspected impact of rain shower
  - Answered repeated email and calls from Russ White
  - Imperial Foam – Reviewed initial project submittal and prepared written comments.
  - Ormond Rental Building – Performed a final landscape and irrigation inspection.
  - Deer Creek Amenities Center – Performed a final landscape and irrigation inspection.
- Capital Projects:
  - Cassen Park- Parking Lot Layout
  - Granada Plant Replacement- Plot drawing pertaining to median planting
  - John Anderson- Take Photos, Mark-up drawings for pooling of water
  - CDBG Beachside- Make changes to Pavers plan
- Meetings:
  - Met with ECHO representative to discuss funding opportunities for the Hand Avenue bridge and lake interconnect and also the John Anderson Drive Corridor Improvement project.
  - Investigated Stratford place retention pond maintenance issue, wrote response letter to concerned resident and staff talked to homeowner who agreed to removing blockage within the retention pond.
  - Meeting with Dunkin Donuts and FDOT
  - Meeting with FDOT and Main Street Board
- Customer Service:
  - 31 Aaron Circle permit issue investigated
- Other:
  - Surface Water Management Plans for:
    - 23 Levee Ln
    - 58 Levee Ln
    - 62 Levee Ln
    - 63 Levee Ln
    - 80 Levee Ln
    - 137 Creek Forest
  - Surveying at 70 Lindenwood
  - Verified Elev. of Lake Park Outlet Structure

### **Environmental Systems**

- Asphalt / Concrete
  - Repair sidewalk at Airport Sports Soccer Fields
  - Repair sidewalk/gutter at Seminole & Oleeta
  - Repair sidewalk on A1A, north of Granada
  - Water utility cut at Smugglers Cove in Ormond-by-the-Sea
  - Repair potholes Citywide and Airport Sports Complex
  
- Tree Crew
  - Daily trimming at Corbin School Parking Lot, City Hall & City Yard
  - Trim trees and remove palm at 77 Spring Meadows, Fleet Maintenance & Riverbluff
  - Tree trimming at Central Park III, 36 Mayfield Terrace, S. Ridgewood & Capri Drive
  - Remove tree Landmark Circle
  - ROW trimming at various locations
  
- Maintenance Crew
  - Fill in washout @ seawall at Riviera Park
  - 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.
  - Assist concrete crew on A1A, north of Granada
  - Move machinery from Misners Pump House to Wastewater Treatment Plant for Thom Mignardi
  - FDOT weed control on Nova Road & other various locations
  - Trim for stop sign views at S. Halifax & Riverbeach and Rockefeller Dr. & S. Halifax
  
- Sign Shop
  - Completed installation of HIP street names along E. Granada Blvd.
  - Set up lane closure at Lohman Funeral Home, Monday, August 3rd
  - Set up lane closure on W. Granada for Rossmeyer funeral, August 4th
  - Repair or replace signage at intersections beachside S/of Granada Blvd. (10 intersections)
  - Continue fabrication of HIP street names on W. Granada Blvd. between Beach St. & US1
  - Fabricate "15 Minute Parking Only" signs for the rear of City Hall
  - Get price quotes for 30 Type II plastic barricades & barricade lights
  - Research proper wording & size for No Rollerblading, etc. signs for the new Rockefeller Park
  
- STORMWATER MAINTENANCE
- Maintenance Crew
  - TV on Division Avenue
  - Locates - citywide
  - Pump Station inspections
  - Carp Barriers inspected and cleaned
  - Picked up 3 yards of rock from Rinker for french drains
  - Dig up 960 N. Halifax Ave. – cut sidewalk – repaired basin
  - Sinkhole repair at Park Place
  - Cleaned at Transfer Station with Vacon
  - Reachout Mower at Arroyo Parkway, DOT Pond, Santa Fe, Tennessee Ave., Fleming Ave.

- Chemical Aquatic Spraying at The Casements, Willis Dr., ABC Pond, Sanchez Ave., Jeannette Dr., Division Ave. & Tomoka Ave.
- 3-inch pump at 45 Nightingale – flooding
- Slope Mower – 6 DOT ponds mowed, Nova Rec., Hand Ave., Calle Grande to Division on RR, Fleming Ave., 4 ponds at Ormond Airport
- Sinkhole repairs at Perrott & Granada
- STREET SWEEPING
- Streetsweeper
  - Cleaned 135.5 miles of roads
  - 21 yards of debris removed

### **Fleet Operations**

- The following 7 generators have received their quarterly inspections in preparation for hurricane season: City Hall, P.D., 3 at Waste Water, and 2 at the Water dept.
- Emergency—Vehicles and Equipment: 22
- Non-Emergency Vehicles and Equipment: 22
- Road Calls for the week: 2
- Accidents for the week: 0
- Fuel on hand (central fueling station at fleet operations):

Diesel	Gas
• 2,940 gallons	9,206 gallons
- Comments:
  - Fire Apparatus #055 is at Hal-Mark fire for warranty work regarding blistering paint on the body. Anticipated return date is Friday the 14<sup>th</sup>.
  - Fleet will be receiving 7500 gallons of diesel fuel Friday morning August 7.

### **Utilities Division**

- 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 notice of award letter was sent to the contractor. Contract documents are being prepared.
- 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 walls 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.
- Ormond Beach Wastewater Treatment Plant Expansion –. Waiting for the design engineer's response to the City's comments. Received draft operating permit renewal for plant to include interim 6 MGD until 8 MGD capacity components are constructed. Staff reviewing draft permit and offering comments to FDEP by early next week.

- Water Treatment Plant High Service Pump Station VFD Conversion –The notice to proceed date is tentatively scheduled for 8/3/09. 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 engineering department.
- 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 – A draft technical specification was prepared for review and eventual advertisement. The review needs to be completed before the project is advertised.
- Chemical Bids – Chemicals are advertised for bids.
- Water Distribution
  - Repaired or replaced 34 residential and 3 commercial water meters
  - Installed 3 new water meters, replaced 10 water services, replaced 4 water meter boxes
  - repaired 8 water service leaks, responded to 4 low pressure calls, flushed 5 cloudy water complaints
  - tested 11, repaired 1, installed 3 backflow preventers
  - Inspected/maintained 13 fire hydrants during continued maint. activity on the south peninsula
  - Started valve maintenance activity from SR40 north between US1 and N. Beach St.
  - Activated and flushed new 12" water main on Division Ave between US1 and S. Ridgewood Ave, also attached all potable services to the new water main.
  - Performed flushing at the following locations: Calle Grande (2x), Anchor Dr, Flushed Hernandez Dr during valve maint. activity, also activated all permanent flushing devices to help facilitate the burn.
  - Installed a 1" permanent flushing device on Creek View Way due to recurring yellow water complaints.
- Water Treatment
  - Delivered to the City 34.65 million gallons for the week ending August 2, 2009
  - Backwashed filters 22 times for a total of 1,020,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Completed EN50 report for St. Johns Water Management Dist.
  - Well 17D out of service for meter repairs.
  - Well 21SR out of service, failed Bac-T and well seal bad. Repairs on hold until well vault improvements can be completed.
  - Completed draft water quality sampling program to provide additional information system-wide that will include corrosion and nitrification test parameters for VCHD consideration.

- 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.
- Waste Water Collection - Reuse
  - Responded to eleven low pressure trouble calls and three 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.
  - Completed installation of 1500 gallon pep tank system at soccer field concessions bldgs.
  - Assisting storm water televising 1500' of 24" and 30" Storm Line on Division Ave..
  - Repaired reuse lateral at 591 N. Halifax Dr.
  - Root control two sewer laterals and tved two sewer laterals
  - Cleaned buildings and fueled all equipment for weekend.
- Waste Water Treatment
  - Estimated Domestic and Industrial Wastewater flow 46.82 Million Gallons
  - Produced 14.11 Million Gallons of Reuse
  - Produced 32.71 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 6.69 MGD, plant designed for 6 MGD
  - Produced and Hauled 121.85 Wet of Tons of Dewatered Sludge (13%-15% Solids). Additional contractor insurance has been approved seeking contract alternative for hauling and treating 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
  - Checked and Reset Leeway Trails elevated tank fill valve.
  - Replaced Breaker to LPRO #2 AHU in Electrical room.
  - Pulled Auma Valve at Holly Hill interconnect. Found water intrusion Contacted manufacturers representative and they came out to evaluate problems we are having with valves. HH valve was submerged due to recent storm events. Parts are on order and factory training is being set up at no cost to City on proper operation and maintenance of valves.
  - Performed PM's to LPRO and Lime softening plant equipment.
  - Replaced Air release valve at Well 36R.
  - Provided second new slaker grit dumpster to operations.
  - Performed PM's to Rima and SR 40 well field, found well 21SR lid caved in from piece of contractor equipment, allowing mud and rain to infiltrate well. Operations has taken well out of service until contractor performs improvements to structure.
  - Fabricated a slurry flushing device for operations to help in Claricone lime feed line cleaning.
  - Met with Falcon Industries to fabricate a connector for the automatic valve at HSP #5.
  - Pulled and adjusted meter at well 32H and reinstalled. Turned back over to operations.
  - Performed Reuse repair activities, see below
  - Checked all wells for Elapsed time meters, found 50% do not have them.  
WASTEWATER PLANT – LIFT STATIONS – REUSE SYSTEM
  - Pulled 50 HP pump from Shadow Crossings reuse pumping station and sent for repair, installed temporary 25 HP pump, tested flow, all good.
  - Reset High level alarm 5M Liftstation.

- Checked 8M Liftstation for possible false high level alarm, found bad spot on probe.
- Replaced 3 bad motors on Fermentation train due to FPL power loss.
- Replaced junction box cover at #1 Lake Vista in Breakaway trails pep system.
- Located float controls for weir alarm and replaced float.
- Replaced power pack at Shadow crossings Reuse/Liftstation RTU, This is the 3<sup>rd</sup> time we have had to replace this power pack. We are installing a line conditioner to see if that helps.
- Repaired reuse tank level meter, wire was pulled out.
- Replaced bad breaker at Wal-Mart liftstation pump #2.
- Installed new wash down line post anoxic tank.
- Retorque mounting hardware on post anoxic mixers.
- Performed PM's to all Plant equipment.
- Deragged all 4 submersible aerators.
- Repaired broken wash down line RAS room.
- Repaired broken line at RAS room secondary blower line.
- Pulled all Surumi mix pumps from final tank and clean and put in storage.
- Monthly PM Service to 21 liftstations(clean and deodorize).
- Annual PM service to 5 liftstations