

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 17, 2009

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

City Manager

- Attended Ribbon Cutting Ceremony for Mac Charter
- Attended luncheon with area Mayors and Managers sponsored by County Chair Bruno.
- Attended the Eastern Volusia Regional Water Authority Meeting in Daytona Beach.
- Attended G-400 NIMS training classes all day Wednesday and Thursday to insure NIMS compliance.
- Attended Airport Noise Abatement Task Force meeting Thursday evening.
- Conducted interviews Tuesday and all day Friday for the Human Resources Director position.

City Clerks Office

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

- Prepared and distributed packet material for the July 21, 2009, City Commission meeting.
- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
 - Supported Budget Advisory Board Meeting
- Processed 1,021 *extra* pieces of mail from Building and Finance.

Community Development

- Planning
 - The RFP for the ESBG Grant has been drafted in anticipation of the Federal Government approving the \$166,800. The City should be prepared to award the contract upon official approval thus reducing the down-time between grant award and implementation.
 - Staff intends to respond to VGMC with a Request Additional Information (RAI) regarding Consolidated Tomoka's land use plan amendment which has adverse traffic impacts on SR 40 (emerging State SIS) and other road facilities within the City. The RAI provides the City the ability to address our concerns prior to filing an appeal for a public hearing to VGMC if the resultant information does not satisfy city concerns regarding negative impacts on roadways within Ormond Beach. Participation as an affected party also preserves the city's ability to have standing on this issue.
 - City received an objection from the Volusia Soil Conversation Service regarding amendments to the floodplain policies. A letter was sent to the Volusia Soil Conversation Service requesting any and all information that they used to support the letter of objection filed with DCA. The person that signed the letter was Alan Burton, Vice Chair of the Volusia County Soil and Conservation Service.
- Building Inspections, Permitting & Licensing
 - 52 permits issued with a valuation of \$738,087.00 (one permit totaling \$7,900 was related to the no name storm event).
 - 223 inspections performed.
 - 5 business tax receipts issued.

- Development Services

- The SPRC reviewed the 1st submittal of the Wal-Mart plans. Several weeks ago the City met with Wal-Mart representatives at a pre-application conference meeting requested by them. Staff discussed concerns regarding the initial concept and the 1st submittal did not reflect staff's initial concerns and/or suggestions for improving the current situation. Staff will be submitting our concerns once again to Wal-Mart for consideration.
- The second submittal of the Ormond Beach Middle School was received and is currently under review for comments prior to an internal SPRC meeting to discuss said comments.
- The property owner of 195 West Granada submitted a concept design for Bonita Mexican Restaurant for informal review and comment by the SPRC. But for the placement of the building to the front of the lot with parking in the back, the concept is suburban in design with a driveway curb cut off of SR 40. Accordingly, this concept can be built and a grant from the Property Improvement Grant Program (PIGP) could be obtained. Current codes governing downtown and the current structure of the PIGP do not support the vision of the downtown as articulated in the 2008 Community Redevelopment Plan Update. Until staff can amend implementation tools to be consistent with plans, other more creative ways of gaining compliance will be needed. There may be opportunities to get a mix use project using the City's Land Acquisition/Redevelopment fund from the TIF that allocates \$200,000 per year to support infrastructure or redevelopment of blighted sites. Staff is investigating this option with the owner and if the owner is amenable, staff may present as a future discussion item city participation in the redevelopment of 195 W. Granada using the funding set aside and approved by the City Commission in the line item whose purpose is redevelopment of blighted sites.

Economic Development

- Ormond Crossings

- City Staff met with Tomoka Holdings regarding the amended development order, comprehensive plan amendments, and fiscal impact analysis in the context of the new SB 360 growth management law. A revised schedule is being prepared which includes submittal dates to the City Commission and various state and county agencies.
- The authorization of the CRA designation for Ormond Crossings was discussed and approved by the County Council on July 2, 2009 for an additional 6 months to resolve the final pending permitting matters.
- 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. Following completion of the appraisal staff will complete the Real Estate Brokerage Commission program material for Commission approval.
- Planning a ribbon cutting in July or 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 1-2 months.

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' program to increase sales along Main Street. A concept plan will be presented to the Chamber Prosperity Committee in August.
- Staff has worked with the Chamber on a draft brochure for an Ormond Beach hotel/motel brochure that can be distributed by staff to visitors of 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.
- Developing an inventory of available properties, with the assistance of the real estate brokerage community, to better match the prospects and appropriate sites.

Special Economic Development Projects

- The Halifax Area Business Development Partnership and the Volusia County have conducted an independent study of their delivery of economic development services and has drafted recommendations for the public and private partners to review and make comment. One of the primary changes would be to combine many of the BDP and County functions into a new private/public economic development organization to market Volusia County and assist the cities in locating business prospects.
- Staff is drafting comments to the BDP regarding the recently presented draft economic development report by KMK Consulting.

Airport Operation and Development

- The Aviation Advisory Board met in the City Commission chambers on Monday, July 13th, at 6:30 PM. Finance Director Kelly McGuire presented an overview of airport finances. Staff presented a briefing on open grants and projects at the airport, and the progress of the Aircraft Noise Abatement Task Force.
- The Aircraft Noise Abatement Task Force conducted a workshop at the airport on July 14th at 5:00 PM. Embry-Riddle Aeronautical University brought two aircraft to the airport for the purpose of testing proposed changes to the airport traffic patterns, in an effort to address noise concerns for local residents. Two members of the task force, Vince Kinsler and Kim Nichols, were aboard the ERAU aircraft during the test flights. Other members of the task force dispersed to locations on the ground to observe the relative effectiveness of the patterns flown. Data from the workshop was collected for discussion at the next meeting of the task force.
- The fourth meeting of the Noise Abatement Task Force was held on July 16th at 6:00 PM at the Senior Center. Staff prepared and reviewed reference documentation for this meeting. Documentation presented included an updated map of the airport traffic area, a map depicting the current airport layout plan, and a map depicting the infrastructure improvements planned for the airport. Data from the workshop conducted on July 14th was presented for discussion.
- A ribbon cutting event for the new complex of 39 hangars at FBO Area 2 was held on July 13th at 9:00 AM. The event was hosted by MAC Charter and the Chamber of Commerce. Senator Evelyn Lynn, Mayor Fred Costello, City Manager Joyce Shanahan, and Assistant City Manager Ted Macleod were in attendance.
- 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. Staff continues to move forward with bid advertisement preparations and research in order to implement these needed security upgrades at the airport.

- Staff attended the weekly airport safety meeting at Daytona Beach International Airport on Thursday, July 16th.
- Staff prepared and submitted the monthly FDOT Active Aviation Grants Status Report.
- 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 now working 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.
- Preparation of Budget Workshop Presentation.
- Compliance with TRIM notice requirements.

Completed Projects - Weekly

- Processed 38 Journal Entry Batches (# 4129 - 4222).
- Approved 24 Purchase Requisitions totaling \$52,711.50.
- Issued 21 Purchase Orders totaling \$83,275.20.
- Prepared 190 Accounts Payable checks totaling \$445,676.33 and 19 Accounts Payable EFT payments totaling \$104,599.70.
- Processed 4,426 cash receipts totaling \$737,238.97.
- Processed 943 utility bill payments through ACH totaling \$55,386.03.
- Processed and issued 5,713 utility bills with billed consumption of water of 27,195K.
- Issued 767 past due notices on utility accounts.
- Held bid openings for RFP No. 2009-02, Debt Collection Services, RFP No. 2009-06, Utility Billing Services, and Bid No. 2009-14, South Ormond Neighborhood Center Field Lighting Upgrade.
- Completed and submitted Proposed Budget for FY 2009-2010 to the City Commission.

Completed Projects - Monthly

- Total billed consumption of water for June 2009 was 126,061K.
- Completed 319 Initial Reads for June 2009.
- Completed 129 Re-Reads for June 2009.
- Completed 405 Final Reads for June 2009.
- Completed 497 Delinquent Notices for June 2009.
- Completed 380 Restore of Services for June 2009.

- Grants

- Public Information

- Press Releases

- Fire at 575 N. Yonge Street
- Leisure Services Activities – Volleyball, Coed Softball, Flag Football

- Grants

- JAG ARRA

- Received approval notification of \$44,811 in JAG Recovery Act funding for the purchase of patrol vehicle printers and replacement of 7 in car video cameras. Staff

is in the process of completing acceptance documents and once completed, will begin the acquisition process.

Fire Department

Operations

- The Fire department responded to four fire incidents; one building fire, two vehicle fires and one outside trash fire. The estimated value lost to fire was \$85,600 with an estimated property value saved of \$128,400.
- On Thursday July 9th at 6:13 PM., the Ormond Beach Fire Department was dispatched to a residential fire at 575 N. Yonge Street. The first units arrived at 6:17 PM. Smoke was rolling from the entire structure with flames from the northeast side of the house. Access was difficult since responders were initially only able to get to the northeast and west sides of the house. The occupant escaped the home and was assisted by firefighters. She told the firefighters she was the only one inside the home but had left behind several animals. The initial fire fighting crew attacked the fire while the next group of firefighters rescued several birds and a dog. One bird did not survive likely due to smoke inhalation. The occupant was transported to Memorial Hospital, the birds were turned over to a neighbor who runs a bird sanctuary and the dog was turned over to the Ormond Beach Police Department (OBPD). Ormond Beach Fire was assisted by OBPD, Volusia County Fire Services, Holly Hill Fire and EVAC.

Damage to the home and contents was estimated at \$60,000. Memorial Hospital staff contacted social service agencies to assist the woman since her home sustained significant damage and is not habitable. The cause of the fire is undetermined based on the investigation by the State Fire Marshall's Office.

- Interim Fire Chief Skip Irby met with Fire Chiefs from Daytona Beach, Holly Hill and Volusia County to evaluate the numbers and types of emergency calls into the county area surrounding fire station 11.
- Contract negotiations were held between IAFF Local 3499 and the City of Ormond Beach.
- Department Statistics For The Week:

Fire	Fire Alarms	Hazardous	EMS	Motor Vehicle Accidents	Public Assist	TOTAL Calls
4	6	4	88	5	28	135

- Training:

Technical Rescue	EMT Refresher	Drug Free workplace	Policies & Procedures	Fire Service Building Construction	TOTAL Staff Hours
47.68	40.50	2	6.25	19	115.43

- Activities

- 15 Pre-Fire Plan Updates
- 8 Smoke Detector Checks
- 10 Fire Inspections conducted with 11 fire safety hazards discovered
- Provided CPR/First Aid class to 18 Public Works employees
- Monthly CPR Health Care Provider class conducted at Station 92 (11 students)
- Crews toured new Florida Memorial Hospital and emergency room to become familiar with facility layout.

- Weekly Fire Explorers meeting at Station 93
- Station Tour of 91 – Osceola Summer Camp (10 children)
- Station Tour of 92 – Kinder Care (13 children)

Human Resources

Recruitment – Personnel Issues

- IAFF Negotiations
 - Surveying area cities/counties for information for Budget Workshop.
 - Working on Cities/County Agencies web site.
 - One new in-house position recruitment.
 - Human Resources Director recruitment has received five (5) new applications for a total of fifty-five (55) applications to date.
 - Processing of one (1) full time and three (3) part time employee terminations.
 - Interviews started for Human Resources Director and continuing for Recreation Manager.

Other claims-related activities:

- Report only: City vehicle ransacked.
- Report only: property damage; plaster chipped from corner of building under construction.
- Arranged repayment of 2007 subrogation claim for damage to City vehicle.
- Subrogation demand: mva involving City vehicle (\$4,147.15)

Drug-free Workplace:

- DFWP employee education sessions for Police Department and Fire Department employees.
- Completed Random Drug Testing for CDL and Police Personnel unable to attend on-site collections. (total tested = 14 drug and 4 alcohol)

Wellness:

- City Heart Walk Fundraiser lunch – Public Works. Meeting with American Heart Association representatives.

Safety Committee:

- Met with Fire Department Safety Committee.

Information Technology (IT)

- Work Plan Projects
 - Fiber Project - Implemented.
 - Hardened Data Center
 - Concrete work done – fill in unneeded openings with solid concrete
 - Painting has begun.
 - Electrical design work has been finalized
 - 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: - 51 New work - 45 completed - 58 in progress
- Virus Protection – Email

- E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	77,397	Net Inbound E-Mails	55,238
Inbound Bad E-Mail	22,149	Percentage bad mail	28.6%
Virus Messages Blocked	10		
- Notable Events: Reinitialized all 56 PD Notebook computers and 20 PD Desktop computers to install software required to implement use of the County Records Management System.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 0 Changes: 0 Corrections: 6
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 6
 - CIP Related Projects (pavement management, project tracking map): 1
 - Notable Events: None.

Leisure Services

- **Administrative Services**
 - Administrative Services highlights
 - Recreation Manager Applicant Interviews continued
 - Requisitions for septic system prepared;
 - Lightning detection system
 - CIP item proposal pre-preparation – School Board funds
 - Other Meetings/Projects: Leisure Services Supervisory staff meeting; Public Works staff meeting; Noise Abatement Meeting; City Manager staff meeting; Rockefeller Gardens Follow-up; OBSC Playground; Labyrinth
- **Athletics**
 - Luis Camacho continues to run an adult men's soccer league, 11 vs. 11 and 6-a-side on Sunday afternoons and Monday evenings.
 - The Lady Renegades softball teams continue practicing for their upcoming tournaments. Their next home tournament is in October.
 - Soccer fields 1-8, the Kiwanis baseball field, along with the Wendelstedt baseball fields 1-3 will be closed through August 1st for renovation.
 - The City's girl's summer basketball program continued with 15 nine-twelve year olds signed up. This program will run every Tuesday and Thursday evening at the Nova Community Park Gym from 6:15 p.m. to 7:45 p.m.
 - The City's Hitting Clinic had 10 participants this past week held Monday through Thursday, 9 a.m. to 12 noon.
 - Upcoming summer programs: Golf Clinic, Volleyball Clinic, Coed Softball League (August), Men's Softball League (August), & Youth Flag Football (August)
- **South Ormond Neighborhood Center**
 - Splash pad operational hours are 10:00 a.m. until 7:30 p.m.
 - Special Pops Camp T Rec 8:30 a.m. until 2:30 p.m.
 - Summer camp Monday - Friday 8:00 a.m. until 5:00 p.m.
 - Youth basketball camp Monday - Thursday from 9:00 a.m. until 1:00 p.m.
 - Open gym and weight room as per operational hours 5:30 p.m. until close.
- **Athletic Field Maintenance – Week of June 27 – July 3**
 - Removed goals off soccer fields 1-2 and 9-10 for soccer camp
 - Mowed soccer fields 1-10
 - Laid out sod on soccer fields 7-8 in bad spots

- Applied herbicide for weeds on soccer fields
- Mowed baseball infield and outfields
- Picked up sod for baseball fields and laid between fields and around bleachers
- Worked on bullpens and baseball field 4
- Mowed common area around baseball fields, mowed softball fields
- Mowed common area around quads, prepared infields on softball fields
- Dropped off Toro and John Deere carts for 4th of July Celebration
- Division: cleaned tennis, basketball court and picked up litter, painted football field, mowed grass, prepared infield
- Osceola: prepared infields, cleaned tennis, handball and basketball courts
- Nova: mowed infields and outfields, prepared infields, cleaned tennis, handball, basketball courts and skateboard park, picked up litter

- Senior Center
 - Staff hosted normal evening programming including, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Judo and Tai Chi.

- Performing Arts Center
 - The PAC finalized the ordering of the emergency supplies this week. U.S. Food Service spent the greater part of the week assisting with inventory rotation and menu preparation for the 2009/2010 emergency season.
 - The PAC spent the week with the over 30 summer campers that have registered for the 2nd annual Theatre Summer Camp. This year the presentation will be the Broadway smash *The King & I*. The Show is scheduled for July 30th at 7:00 p.m.; tickets will be \$5.00.
 - The PAC hosted the second of its summer children's shows on Thursday. Renowned juggler, Brian Pollock entertained more than 100 summer campers. The next show is scheduled for July 30th and will be the Children's Musical Theatre Workshop's presentation of *The King and I*.
 - 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
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet
 - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children's Musical Theatre
 - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz
 - Friday –Greene Dance, Children's Musical Theatre
 - The Performing Arts Center is preparing to host the following events:

July 18 th	◆	Recovery Comedy Show – 8 p.m. (rental)
July 25 th	◆	KEDA Dance Open Auditions (rental)
July 30 th	◆	<i>The King & I</i> Summer Camp Show (rental)

- Community Events
 - Staff is preparing to assist with several upcoming events. National Night Out on August 4th from 5:30 p.m. - 9:00 p.m. is a crime awareness and crime prevention event where you can learn how not to become a victim of crime. In the process participants enjoy some hamburgers and hot dogs, chips and a drink. On August 22nd 4:00 p.m. - 9:00 p.m. Staff will assist with the Caribbean Night event featuring lots of good Caribbean music, incredible island food and an island market. Staff will be handing out flyers to the local City businesses for these events.

- Staff has been cleaning a former office space, (removing old office equipment and misc. supplies) to make way for a ground floor storage area for easier access to store their heavy equipment and supplies on site.
- Independence Day Celebration sponsor packets are being prepared and will be delivered soon. We can not thank our sponsors enough for making this 4th of July such a success. Please remember to patronize these local businesses and show them how much you appreciated their generosity.
- Gymnastics
 - Classes continued as usual this week.
 - The gymnastics team will be kicking off their season starting in September. The rest of the students are working hard on skills.
- Nova Community Center and Special Populations
 - Camp T Rec, a tri-city partnership with the Cities of Daytona Beach, Port Orange and Ormond Beach, continued with the first week of the 2nd session on Monday - Friday. This week's theme was "Space Week". The counselors and campers with special needs enjoyed games, sports, the playground, movies, arts and crafts, the splash pad and the YMCA pool. NASA visited the camp and gave a very interesting presentation that the campers thoroughly enjoyed.
 - Nova Summer Connection Day Camp continued with the first week of session two on Monday - Friday. All campers, counselors and staff enjoyed the games, sports, field days, movies, the playground and arts and crafts. Campers enjoyed the magic tricks of Diamond Jim on Friday.
 - Athletics met in the Nova Gym on Sunday for volleyball from 11:00 -1:00.
 - Open play took place on Monday, Wednesday, 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 2 at Osceola Elementary with guest speaker Jeremy Smith with Ormond Beach PD and K-9 Companion, Dawnie; visit to Firestation 91 for lunch, playground time and tour of the firehouse; guest speaker Kevin Gray with City of Ormond Beach, Environmental Specialist discussing recycling; guest visit from Rae Rae the Red Panda and Enviropals, skit including songs and dances teaching the benefits of recycling. Community beautification project for Osceola Elementary in conjunction with UF Educational Department, replacing flowers in front entrance planters. Guest visit from Jill with UF Educational Department discussing the colors of your garden and how it relates to better healthy living. Various recycling projects including milk carton birdfeeders, twig frames and more. Field trip to Ormond Memorial Art Museum and Gardens learning about the native plants and animals.
 - Tai Chi class continues at The Senior Center
 - Continued Planning Caribbean Night
 - Assisted contractor in finishing choices for renovations
 - Assisted contractor in moving items for fire alarm installation.
 - Met with 4 brides for upcoming rentals in Rockefeller Gardens and Casements.
- Facilities Maintenance
 - Replaced refrigerator in Engineering Department and ran line for new ice maker
 - Repaired gutter down spout at SONC
 - Repaired grill at Magic Forest playground
 - Repaired ladies room sink at City Hall
 - Repaired Mylar window shade at Airport Tower

- Finished trim on window in City Hall chambers
- Removed streetscape light pole, damaged in auto accident on SR 40
- Reversed key cylinder on front door at Nova tennis building
- Parks and Irrigation
 - Installed new baby swing and youth swing at Fortunato Park
 - Trimmed low hanging palm fronds at Fortunato Park
 - Repaired fountain at Hospital Park
 - Cleaned off restroom and pavilion roof at Sanchez Park
 - Removed broken wraparound tree seat at Magic Forest playground
 - Repaired men's room toilet at Central Park I
 - Drained, cleaned and replaced pump in fountain at Riviera Park

Police Department

- Administrative Services
 - Police Department personnel are finishing the Record Management Services (RMS) computer training classes with the Sheriff's Office in preparation of connecting with the county-wide system tentatively scheduled for September 1, 2009.
 - Memorial Hospital moved to its new facility on Williamson Blvd. – patients were moved via ambulances – received a large amount of media coverage.
- Operations
 - 07/08/09 – DUI/Felony Narcotics Arrest – Xanax and marijuana recovered. Suspect's vehicle seized for forfeiture proceedings.
 - 07/08/09 – Fugitive Arrest – OBPD officers stopped vehicle wanted out of Daytona for an aggravated battery with a firearm. Victim was arrested on an outstanding warrant for possession of an undersized snook (fish).
 - 07/08/09 - Strong Armed Robbery (mugging) – SR-40 at Old Tomoka Rd. – victim was knocked down and purse stolen. Suspect and suspect vehicle description obtained.
 - 07/10/09 - Burglary – Residence – motor scooter stolen from garage.
 - 07/10/09 – Grand Theft – Powerhouse Marine – 2 Jet Skis with trailers stolen.
 - 07/11/09 – Fugitive Arrest out of West Palm Beach.
 - 07/11/09 – Disorderly Conduct – disturbance/fight in street at Granada and JAD. One suspect arrested.
 - 07/11/09 – Carbreaks – Riverside Dr. and Fernway Dr. – GPS, IPOD and cell phone stolen
 - 07/14/09 – Traffic Crash with fatality – Fairview and S. Beach – motorcycle/single occupant – died of internal injuries at hospital.
 - 07/15/09 – Carbreak – SR-40 and Clyde Morris – purse stolen from vehicle while victim was pumping gas.
 - 07/15/09 – Auto Theft – vehicle stolen from driveway of victim's residence. Keys possibly left in vehicle.
 - 07/15/09 – Larceny Grand – AT&T N. US-1 - \$10,000 worth of copper wire stolen. 8 to 10 vehicles also broken into and numerous tools taken.
 - 07/15/09 – Occupied Carbreak – Fleming Ave. – Suspect entered occupied vehicle and stole victim's purse. Suspect left area in a stolen vehicle out of Flagler County. Vehicle recovered in DB and purse was found on Golf Ave.
 - 07/15/09 - Residential Burglary – St. Georges Rd. Closets and refrigerator ransacked. Nothing reported missing.
 - B07/15/09 – Black Bear in area for several days. Last seen in Wendy's parking lot on Williamson. Crowd gathered and bear retreated to top of tree. FWC responded from Deland and assisted with moving bear into wooded area.

- Traffic Unit
 - Ofc. Rudloff provided escort for the ribbon cutting ceremony at OB Airport on Monday (2 hrs. – regular time).
 - Sgt. Smith, Ofc. Pavelka, and Ofc. Borzner provided escort for a 5K run / Save the Loop Foundation (3 hrs. – OT paid by vendor).
 - Power outages of traffic signals from thunderstorm on Friday afternoon required Motor Officers to direct traffic for about 90 minutes (regular time).
 - Ofc. Pavelka successfully implemented a right-turn only traffic pattern from westbound Sterthaus Drive to northbound Nova Road, to prevent serious crashes that have occurred there.
 - We are in process of implementing a 4-way stop at the intersection of Hand Avenue and Center Street to prevent serious crashes there as well.
 - Ofc. Pavelka is in the process of working with the Street Department to post “No Parking” signs on Standish Drive to alleviate several complaints from residents about the illegal parking of beachgoers.

 - Traffic Citations 145
 - Parking Citations 3
 - Crash - No Injury 8 Crashes were down this week.
 - Crash - Injury 3 Crashes (INJ) were down this week.
 - Crash - Fatal 1

 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 117

 - Self-Initiated Enforcement Locations:
 - 500 Block Hand Ave.
 - 500 Block Division Ave.
 - 200 Block S. Kings Rd.
 - 300 and 2000 Block SR 40
 - 500 Block Clyde Morris Blvd.
 - 500 Block Main Trail
 - 100 Block John Anderson Dr.
 - 900 Block Arroyo Parkway
 - SR A1A
 - Granada Bridge
 - Enforced Complaints:
 - 100 Block Clyde Morris Blvd. (Crossings)
 - Autumn wood Subdivision (Parking)
 - Unfounded Complaints: None.
- Community Outreach
 - 25 Students attended the PAL summer art program Summer program partnership with SONC youth created 3-D circus drawings
 - OBPAL Summer Computer Lab- 35 Youth worked in educational computer lab to increase math skills and a reading tutoring program.
 - 14 Youth worked with Coaches to refine their communication skills through team sports. Officer Greg Stokes presented information to encourage positive behavior choices.
 - Continued planning for the National Night Out Event.
- Community Services & Animal Control
 - 49 Stray Animal Calls
 - 1 Bite Report
 - 16 Animals to Flagler Humane Society

- 2 Animals reclaimed by owners
- False alarm citation

- Records
 - Walk-Ins / Windows - 289
 - Phone Calls - 372
 - Arrest's/NTA's – 13
 - Citations Issued – 235
 - Reports Generated - 146
 - Reports Entered into the computer system - 152
 - Mail/Faxes/Records Requests - 108

- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 5 Cases Initiated
 - Zone 2: 6 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 11 Cases initiated
 - (In order to meet the reporting deadline, the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)
 - Administrative staff assisted with four (4) walk-in citizen and sixty-seven (67) telephonic requests during this week.

Public Works

Engineering

Construction Projects:

- Division Avenue Roadway Construction- Construction is approximately 65% complete. Prepared water main clearance permit application.
- Wells 7A & 18 A, Division Ave- Pump house buildings have been constructed. Electrical equipment is being installed.
- Business Park Drive Phase I- Road section was paved. Project is 98% complete. Additional mulch material was unearthed and will need to be removed from the site, which will require approximately one more month to complete.
- 42 construction projects were inspected.
- US1 Forcemain Extension Phase II- Watermain bridge attachment plans are 90% complete. Will be reviewed and submitted to FDOT for approval.
- 2009 Roadway Resurfacing- Project is expected to start the week of July 13, 09.
- Bramblewood Ln stormdrain repairs- Repairs to the stormdrain system are complete. Driveway and curb and gutter being completed.
- Thompson Creek- Remedial work on sidewalk – P. MacDonald to put up bus sign –
- Kiwanis Field Lighting- completed
- Fiber Optic Network Infrastructure- completed
- Hardened Data Center- Concrete work completed

Design Projects:

- Airport Rd Forcemain Extension- Completed first design review meeting.
- Rima Ridge Wells 54, 55 & 56- Design is complete and under final review.
- South Ormond Rec. Center Lighting- Bids due in July 14, send addendum No.1
- Hardened Data Center- Requested electrical and HVAC plans
- Senior Center – Sprinkler system- The project is under design – WA issued
- Vining Court- Meeting with consultant on Man-hour estimate

- Tomoka State Park- Worked on cross sections for path
- Mast Arm Rehab- Preparing Bid Documents
- Granada Beach Approach- Preparing submittal for storm water and maintenance document for Volusia County

Department Activities

Administration:

- Processed project invoices/pay requests totaling \$5,446
- Process Thompson Creek close out permit with FDOT
- Summarized Air Quality reports
- Process ATT permits Fleming and Ridgewood
- 1525 Oak Forest Dock Extension
- Residential SWMP Permits review and filing (on going)
- Process SWMP applications
 - 139 Valencia
 - 505 Shady Oaks
 - 207 Rosewood

Grant Administration:

- ECHO – The Casements/Rockefeller Gardens Restoration
- Prepared 2nd quarter status report and a reimbursement request totaling \$39,760

Development Review:

- Inspected Ormond lakes/Grande, reviewed shop drawings
- Hand Ave. Collector Rd Upgrade Comments review

Capital Projects:

- Hand / Coolige Drainage Project R/W Discrepancies

Meetings:

- Attended Volusia County Roadway program meeting.
- Met with product sales regarding micro-surfacing as a supplemental resurfacing method for roadway resurfacing. Volusia County is currently using this, but this system has not been entirely successful as previously used in the City several years ago.

Customer Service:

- 18 Winding Trails revetment wall (erosion control)
- 327 Beach St Drainage Issue
- Central Park Ph 1&4 Drawings for Zev Cohen
- 192 Riverside R/W Info For Surveyor

Other:

- Finish Slab Elevation Shots @ Flooded Homes map & spread sheet
- Airport Sports Complex Soccer Field Pavilion Utilities map (Utilities Div)
- Stratford Place Plat Drng. Easement Research (NID)
- Flood Damage Report
 - Gather data from building department for table
 - Calculate interior flood water elevations
- Gather drawings for consultant
 - Plot central park phase 1
 - Plot central park phase 4
 - Plot central park multi-use trails

- Plot central park boardwalk
- GIS sewer laterals project
 - Breakaway trails:
 - Copy lateral data into working sewer laterals shop file
 - Populate attribute table

Environmental Systems

STREET MAINTENANCE

Asphalt / Concrete

- Utility cut for Wastewater at Sunshine Blvd.
- Build base for asphalt at Wilmette Circle

Tree Crew

- Trim low hanging tree branches over sidewalk at Wye & Bosarvey & McIntosh @ Melrose
- Trim for view of stop/street sign at Fleming & Laurel Oaks
- Trim for view of S. Halifax at Willis and S. Halifax
- Trim low hanging branches over sidewalk at 900 block of N. Halifax
- Trim low hanging branches over ROW at Hidden Hills & Timberlake
- Trim low hanging branches over road at 729 & 769 E. River Oak
- Remove tree limbs/branches over road at Dormont & John Anderson Drive
- Grind stump at 10 Parkview Lane
- Trim tree hanging over parking lot at Central Park II

Maintenance Crew

- Trimming at various streets all over the City (Fred Gamble Way, N. Orchard, Central Park II, & Dormont)
- Rotated Special Event signs
- Grind down sidewalk at S. Halifax

Sign Shop

- Continue fabricating & installing new HIP street names along S. Atlantic Ave. Installed signs at (10) intersections
- Fabricate & install YMCA directional sign at Sterthaus Dr. & N. Yonge St.
- Replace (2) stop signs on River Palm Way. (1) at Northside Dr. & (1) at Overbrook Dr. Both signs were covered with graffiti.
- Get price quotes for (100) new sign posts & (50) anchor posts & get purchase order
- Replace missing "Right Turn Only" sign at Bovard Ave. & E. Granada Blvd.
- Continued inspection of intersections Beachside, south of E. Granada Blvd. for repair or replacement of traffic signs (25 intersections)

STORMWATER MAINTENANCE

Pipe Installation and Removal

- 142 Mound Ave.
- Installed 6-inch well point pump on Mound Ave.

STREET SWEEPING

- The Street Sweeper has swept 126.1 curb miles, collecting 32.5 cubic yards of debris equaling 13 tons of material.

Fleet Operations

- Fleet Operations activities and workload for the past week has been "business as usual". No out of the ordinary incidents or mishaps have occurred for this time period. Fleets personnel are working on the preventive maintenance services which are due for both vehicles and equipment. As of this report all services are within the performance measurement of 2 weeks to completion.

- A new vehicle has been ordered for the replacement of police patrol vehicle #125. This unit should be in service within the next 90 days. Total cost of the accident will be communicated to the Risk Manager for reimbursement.
- The Storm Water Department sewer cleaner is out of service and being repaired by the manufacturer. The high pressure water pump has been diagnosed with check valve difficulties and electrolysis. Parts have been ordered and Fleet anticipates return of the unit with 7-10 days. The utility division sewer cleaner is up and running and can be shared between departments if necessary.
- The emergency power generator at station # 91 (beachside) will be disassembled Wednesday July 22, 2009. The cause of failure will be determined and appropriate repairs made. In the mean time a portable unit is wired to the station if emergency power is needed.

Utilities Division
Projects Summary

- Staff review and responded to outstanding information lacking and additional analysis items identified during review of 1st 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 is scheduled on the 7/21/09 City Commission Meeting agenda.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Installed two of the three 20-inch suction side Plug Valves (PV) in the drywell. Completed 36-inch PV installation on riser at influent structure. Began to demolish the CMU partition between the main room and the existing electrical room. Removed the door and frame. Completed first and second coats of paint on the interior surfaces of the influent pump station drywell. Installed two Teacup grit removal units. Work is continuing in the influent pump station wet well and top floor slab modification areas. The floor slab design was modified to add strength due to discrepancies in the record drawings. Additional forming and re-bar will be required and could result in increased costs. Discussed the contractor's request for 60 additional days to complete the project. Documentation was requested so the request could be evaluated. Reviewed Grit System O&M Manuals and Wires and Cables shop drawings. Processed pay request for CDM Engineering Services. Obtained approved shop drawings for Rebar couplers.
- Ormond Beach Wastewater Treatment Plant Expansion – A set of drawings was given SPRC for review of fire requirements. Reviewed construction sequence to maintain plant operation during Phase 2 plant expansion. Met with consultant to review staff comments.
- Water Treatment Plant High Service Pump Station VFD Conversion – The preconstruction meeting was held for the project and an inspector was assigned. The notice to proceed date is tentatively scheduled for 8/3/09. Reviewed shop drawings for the altitude control valve, structure and schedule and returned comments to the engineer.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) – Reviewed design plans.
- Site Plan Review Committee – Reviewed plans and sent water and sewer permit applications to Planning Department for processing. Replied to a concurrency request from Volusia County for Sunrise Cove subdivision. Reviewed plans for Walmart Building Facade upgrade.

- Pump Station Repair and Replacement – Reviewed pump curves for Lift Stations SC and SL. 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.
- Airport Road Utility Relocates – Prepared a construction sequence of operations plan for water and force main relocation for review by water and sewer system managers. Bids received, Engineering reviewing bid tabulations from Volusia County. Bid tabs received from the county. Additional funding will be required for utility relocations. A City Commission memo was prepared for the July 21, 2009 agenda.
- Leak Detection Equipment – Equipment was received by water distribution.
- Sanitary Sewer System Root Control Services – A draft technical specification was prepared for review and eventual advertisement.
- Chemical Bids – Specifications were prepared for staff review prior to sending them to Daytona Beach for inclusion in the joint bidding documents

Public Works – Utilities Division

- Water Distribution
 - Repaired or replaced 7 residential and 3 commercial water meters
 - Installed 3 water meters, replaced 7 water services, replaced 9 water meter boxes
 - repaired 13 water service leaks, responded to 6 low pressure calls, flushed 3 cloudy water complaints
 - tested 3 backflow preventers, installed 3 backflow water meters
 - repaired 5 fire hydrants
 - replace 1 fire hydrant and added 1 isolation valve and 1 in-line valve
 - completed valve maintenance in the New Britain, W. Granada, Perrot areas
 - recycled 3000 lbs of water meters
 - repaired the flushing devices at 222 N. Nova Rd and Santa Fe Ave
 - Removed large pine tree, replaced water service and sod - 261 Oak Dr
 - Performed flushing at the following locations: Calle Grande(3x), Coquina Key, Standish Dr, N. Center St, Wilmette Ave, Lake bridge Dr, Arborview Dr, Memorial Cir, Lincoln Ave, N. Orchard St, Thompsons Creek, Ocean Shore Blvd(Roberta rd to coquina key sub)
 - All water and Wastewater employees were certified in CPR/First Aid
- Water Treatment
 - Treated 39.48 million gallons of raw water.
 - Backwashed filters 19 times for a total of 850,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Completed and submitted Monthly Operating Report as required.
 - Completed all work and replaced auto transfer switch for new FPL secondary feed.
 - Submitted the Lead and Copper results for the monitoring period Jan.-Jun. 2009 to the Volusia County Health Department. Results in compliance with Lead and Copper Rule. Attached a request for reduced monitoring per EPA 40CFR 141.86.
 - Initiated revised water quality sampling program to provide additional information system-wide that will include corrosion and nitrification test parameters.
- Waste Water Collection - Reuse
 - Responded to two low pressure sewer system trouble calls. Replaced PEPS system components – 1 pumps 2 tank lid, replace all sod
 - Follow-up on low pressure system calls from the weeks before - complete.
 - 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.

- Televised six sewer services.
 - Responded to five trouble calls in town.
 - Preparations and preorder made to assist Leisure Services with replacement of failed septic system at Airport Field Concession (old soccer fields) with pumping station.
 - Performed major manhole top patch at Airport Business Park at receiving manhole at lift station
- Waste Water Treatment
 - Estimated Domestic and Industrial Wastewater flow 36.18 Million Gallons
 - Produced 14.15 Million Gallons of Reuse
 - Produced 22.03 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 5.17 MGD, plant designed for 6 MGD
 - Produced and Hauled 114.01 Wet of Tons of Dewatered Sludge (13%-15% Solids). Unable to haul sludge due to insurance issues with contractor. Seeking other sources 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
 - Tested and installed new battery at Nova Booster pumping station. Operations was receiving alarm.
 - Replaced High service pump #5 -10" plug valve. Old valve was leaking from stem and was beyond repair.
 - Removed Old AC unit from Maintenance bathroom exterior and interior and Building maintenance installed window unit. Also removed power and drain lines and patched holes in exterior wall.
 - Pulled and cleaned LPRO Scrubber pump #4 and reinstalled.
 - Assisted operations with plant switchover to Generator power to support FPL redundant feed tie in. Transfer switch was tested and found to be bad. FPL replaced the unit and tested good.
 - Performed PM's to LPRO and Lime softening water plant equipment.
 - Changed hose in Lime slurry pump #2. We have no more tubes in stock, new tubes should be here on Aug 15th. We have made provisions to install the back up electric pump should it become necessary.
 - Performed PM's to Granada, State Park and Riverview Booster station equipment.
 - Performed PM's to Leeway elevated tank equipment.
 - Performed Reuse repairs and maintenance.
 - Built water injection pipe and nozzle as per operations request, to assist with south pit mixing of lime sludge.
 - PM's to Rima Ridge wellfield equipment.

WASTEWATER PLANT – LIFT STATIONS – REUSE SYSTEM

- Installed Reuse pump #3 motor at BAT Reuse station.
- Pulled Melrose reuse meter and sent out for repair.
- Installed new sump pump in Melrose meter pit.
- Replaced interiors of disconnect switches at 4M liftstation pump #1 and 2.
- Outboard aerator pump #1 motor starter and disconnect shorted in MCC room. MCC panel is obsolete. Quoted price from GE for a replacement was \$6000.00. This panel board is scheduled to be removed in phase 2 expansion project. We were able to find an available panelboard mount that was not in service and install our own electrical components to put the aerator back on line and save some money.

- Fermentation mixer #1 was wobbling badly, reversed rotation and cleaned off rags as best we could and put back on line. All good
- Pulled recycle pump #3 due to bad leaking and brought to ABS pumps in Sanford for evaluation and repair. ABS pumps is the authorized repair center for Lawrence Pump and Engine.
- Relocated old centrifuge to behind maintenance building and assisted fleet with removal of auction material from area.
- Performed PM's to all plant equipment
- Repaired plumbing at reaeration tank.
- Assisted operations with cleaning of Storm water divisions storage building.
- Cleaned and deodorized 29 liftstations
- Performed annual maintenance to 6 liftstations (pull pumps, etc.)