

## City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: June 26, 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**

- Budget meetings continue with department heads.
- Met with citizen to discuss wetlands on Parque.
- Held debriefing meeting with staff on the No Name Storm.
- Attended area Managers meeting and discussed among other issues Flooding Mitigation Projects and F.A.I.T.H. local job preference issue.
- Speaker for the Florida City County Management Association's Grant Webinar presentation.
- Met with George Trimm regarding the Area Agency on Aging Meals on Wheels program and delivered Hot Meals to aging residents.
- On site visit with staff at Pace Center.
- Attended seminar on Finding the Green in Brownfields, identifying additional tools in the economic development arsenal.
- Met with staff on John Anderson Drive traffic study scope of work.
- Met with staff on Boundless Playground project.

### **City Clerks Office**

The City Clerk had no meetings or unusual projects other than the routine City Clerk activities during this past week. One staff member is out for surgery and another is on vacation; therefore, the remaining employees are extremely busy attempting to keep up with our normal activities.

### **Community Development**

- Planning
  - The Planning Director and a Senior Planner who is project manager for the EAR based amendments attended DCA's Legislative Conference in Orlando on the 25<sup>th</sup> and 26<sup>th</sup>. Much of the conference focused on SB 360ER.
  - We have re-drafted **City's Transportation Element** to be consistent with the approved EAR. We anticipated multi-modal prior to SB 360. Staff's understanding of this bill along with the EAR is the following: From the State (top down) to local government, all dense urban land areas (DULA's) have a Transportation Concurrency Exception Area (TCEA) over their entire city. However, this does not prevent the city (bottom up) from having more stringent policies regarding adequate public facilities. Staff intends to carve out of this broad brush TCEA local exemptions to concurrency, in that all areas outside of the downtown, A1A (beachside), US 1 (Southern CL to Wilmette) and SR 40 to I95 (non emerging Strategic Intermodal System (SIS)) will be required to mitigate using the Volusia County MPO Transportation Impact Assessment procedures for city and county roads. Our multi-modal strategy has been reviewed by Votran and FDOT, and it is based upon assessing land use amendments (consistent or not consistent) located on current or projected congested roadways in 2017 which have been identified in the EAR. For each of the four possible scenarios, a higher tiered transit provision will apply in accordance with Votran Transit Guidelines adopted in 2008. For FDOT roads, we intend to use the LOS Software (ArtPlan) as our monitoring and assessment tool. As for Ormond

Crossing, if they intend to opt out of the DRI, staff will push a strategy that Tomoka Holdings must have a Transit Oriented Design and Multi-Modal District Designation approved by FDOT and DCA to include some type of roadway mitigation for US 1 and Tymber Creek Road. Tomoka Holdings will be required to prepare and get approval of the designations.

- Building Inspections, Permitting & Licensing
  - 71 permits issued with a valuation of \$621,128.00 (4 of the permits issued totaling \$92,000 are related to the no name storm event totaling) .
  - 224 inspections performed
  - 21 business tax receipts issued
- Development Services
  - Staff has **received RaceTrac's second re-submittal regarding the canopy and landscaping**. Staff recommended RaceTrac consider a second monument sign at the far western portion of the site to offset the landscaping which RaceTrac believes curtails their visibility. In response, RaceTrac added the sign, kept the western view clear for visibility and asked for increased signage. The overall landscaping which had a credit of 88 is now at 63 which is acceptable to staff. If the two monument signs (64 square feet each) are to be permitted, staff is recommending that the western driveway entrance have enhanced landscaping since the site as provided depicts two monument signs with visibility clearances in both directions.
  - A third re-submittal by **Madison Glen** (96 unit Senior Housing Project) sufficiently meets standards to be placed on the Planning Board agenda for July, 09.

### Economic Development

- Ormond Crossings
  - City Staff continued discussions with Tomoka Holdings regarding DCA Secretary Tom Pelham's preliminary guidelines regarding the SB 360 growth management bill. Staff has recommended processing the current Amended and Restated Development Order and other mitigation agreements that have received tentative approval from the various permitting agencies.
  - The authorization of the CRA designation for Ormond Crossings required approvals by July 8, 2009 staff transmitted a formal request to the County Manager to extend that process for an additional 6 months to resolve the final pending permitting matters. The resolution is to be heard at the July 2 County Council meeting.
  - A draft of the Ormond Crossings Fiscal Impact Analysis is being reviewed by staff. The original analysis was completed in 2005 and requires review of City service cost assumptions, tax rates, property development absorption rates, etc. A new and modified Analysis will be presented the Commission along with the ARDO.

### Airport Business Park

- Staff has requested quotes for an **appraisal of the property in the Business Park** and once completed will prepare the Brokerage Commission Program for formal approval by the Commission.
- Planning a ribbon **cutting in July 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 2-3 months.
- Contacted Florida Power and Light representative to discuss improvements to the electrical infrastructure to the Park to reduce disruptions during storm events.

Ormond Beach Chamber and Business Development Partnership (BDP)

- A joint business visitation program is being arranged by the City staff, Chamber, and BDP to visit Ormond Beach retail/commercial businesses to assess their needs and to provide assistance if possible.
- 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 2 recent requests for available industrial sites.
- Staff was selected to represent the local governmental partners on the newly created Informational Technology Collaborative for researching and developing web based technology to enhance the cities marketing and information systems and to better match and process potential business prospect with local available properties.
- 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

- Worked with VCARD to arrange a Brownfield Seminar which will be held on Friday, June 26 at 9:30 a.m. at the Daytona Beach Airport in the Volusia Room. The cost is \$23.

Airport Operation and Development

- The third meeting of the **Noise Abatement Task Force** was held on June 25<sup>th</sup> at 6:00 PM at the Senior Center. Staff prepared and reviewed reference documentation for this meeting. Documentation included noise ordinances for Ormond Beach and the County of Volusia, FAA and FDOT regulations regarding aircraft noise and airport operations, and an updated map of airport traffic areas and their proximity to noise sensitive areas. The Air Traffic Control Tower Manager, Steven Brockett, attended this meeting to discuss air traffic procedures and responsibilities.
- The **Certificate of Occupancy for the 39 hangars at FBO Area 2 has been issued**, and staff has discussed arrangements with MAC Charter for a ribbon cutting event that is being planned for July 13 at 9 AM.
- Staff continues to move forward **with bid advertisement preparations and research regarding Resolution #2009-60, an FDOT grant application to fund airport security fencing and surveillance technology**. FDOT execution of the JPA is expected shortly.
- Staff **completed and submitted to FAA the FY2009 Airport Improvement Program grant application** pertaining to the four projects that comprise the Airfield Electrical Improvements master project. Staff received the "recommendation to award" documentation for the construction phase of the Airfield Electrical Improvements project (bid request 2009-13) last week. The low bid of \$308,236.90 was made by H.L. Pruitt Corporation.
- Staff submitted plans and a **draft lease to the City Attorney for review of a proposed new fuel farm on the airport**. The City Attorney has completed the review and this lease is tentatively scheduled for the consent agenda for the July 7<sup>th</sup> City Commission meeting.
- Staff continues to work closely with prospective businesses to lease the remainder of the SE Quad properties.

**Finance/Budget/ /Utility Billing Services:**

- On-going Projects
  - Implementation of Red Flag Rules pertaining to identity theft prevention.
  - Preparation of policies/procedures regarding collection of delinquent utility accounts.
  - Compile information for continuation of audit by IRS.
  - Preparation of Capital Improvement Plan.
  - Preparation of FY 2009-10 Proposed Budget.
- Completed Projects
  - Processed 42 Journal Entry Batches (# 3833 - 3941).
  - Approved 19 Purchase Requisitions totaling \$130,555.23.
  - Issued 12 Purchase Orders totaling \$92,881.20.
  - Held pre-bid meeting for Bid No. 2009-14, South Ormond Neighborhood Center Field Lighting Upgrade on Friday, June 26th.
  - Prepared 237 Accounts Payable checks totaling \$1,076,298.57 and 32 Accounts Payable EFT payments totaling \$297,477.70.
  - Prepared 84 Payroll checks totaling \$61,916.43 and 324 Direct Deposits totaling \$376,724.93.
  - Transferred IRS 941 payment of \$147,055.20.
  - Processed 3,230 cash receipts totaling \$789,544.32.
  - Processed 492 utility bill payments through ACH totaling \$38,181.17.
  - Processed and issued 5,274 utility bills with billed **consumption of water of 20,524K.A** monthly report of water consumption and production will be produced in the future.
- Public Information
  - Press Releases
    - Residential Fires – 264 Willow Place and 5 Choctaw Trail
    - Scheduled Water Outage and Boil Water Notice
- Grants
  - Energy Efficiency and Conservation Block Grants (ECCBG)
    - Submitted June 24, 2009.
  - Transportation Investment Generating Economic Recovery Grant (TIGER)
    - Conference call with Marlowe & Company relative to the City's eligibility for TIGER funding.
  - American Legion Members Meeting
    - Met with American Legion to discuss possible funding options for structural needs for the building.
  - PACE Center Meeting
    - Met with PACE Board Members and Staff relative to potential grant opportunities for a reroof of the buildings.

**Fire Department**

Operations

- The Fire department responded to five fire incidents; two were building fires, two grass fires and one outside equipment fire. The estimated value lost to fire was \$25,400 with an estimated property value saved of \$259,800.

- On Sunday morning June 21<sup>st</sup> we responded to a **house fire at 246 Willow Pl**. The fire was contained to the living room area with heavy smoke damage throughout the home. We were dispatched at 11:19 and the first unit was on scene 4 minutes later. There was approximately \$25,000 in damage to building and contents with an estimated property value saved of \$95,000. The Red Cross was called to assist the homeowner, and the power was cut off by FPL. The fire was electrical in nature.
- The monthly Technical Rescue (TF9) training was held at Ponce Inlet on June 23<sup>rd</sup> and 24<sup>th</sup>. Swiftwater training was conducted with multiple agencies participating. We had several participants which included: Firefighter Carrie Davis, Lieutenant Nate Quartier and Captain Matt Marteeny.
- Department Statistics For The Week:

Fire	Fire Alarms	Hazardous	EMS	Motor Vehicle Accidents	Public Assist	TOTAL Calls
5	6	2	69	11	19	<b>112</b>

- Training:

ACLS	EMS Protocols	EMT Refresher	Hose & Equipment	Fire House Reports	Review Policies	Safety	Tech Rescue	TOTAL Staff Hours
1	4	18.50	8	32	8	26.72	69.50	<b>167.72</b>

- Activities
  - Station 92 Tour – Kinder Care (25 Children)
  - Station 93 Tour – Logsdon Martial Arts School (14 Children)
  - Public Education Events – Fire Safety Talk at Care Bear Cottage (25 Children) and Oceanside Country Club (20 children)
  - Child Fundraiser Event – Fire Safety Talk to Families
  - Company Pre-Fire Plans – Updated existing plans and conducted inspections of 526 Andalusia and 30 S. Beach St. Reviewed in-progress construction of new buildings on site at Calvary Christian Academy and conducted inspection preplan.

**Human Resources**

- Recruitment – Personnel Issues:
  - Negotiations on re-opener of Article 28, Wages for G.E.A. and P.B.A. Bargaining Agreements.
  - Surveying area cities/counties for information on various positions' salary range information for budget preparation.
  - Submission of revised employment application for compliance with new laws.
  - No new position recruitments
  - Human Resources Director recruitment has received ten (10) new applications for a total of forty-four (44) applications to date.
  - One (1) new part time PAL tutor processed for hire.
  - Processing of payroll information for 6/26/09 payroll.
- Wellness
  - City Heart Walk 'Breakfast/Bake Sale Day' fundraiser.
- Other claims-related activities:
  - Investigation of ownership of tree for reported vehicle damage due to it falling.

- Investigation of maintenance of sidewalks in Central Parks due to report of April 2008 trip/fall with injuries.
- SAO advises \$500 restitution ordered for damage to a Police vehicle and stolen equipment.
- Drug-free Workplace:
  - DFWP employee education sessions for City Hall employees and the Police Department.
  - Posted approved/signed Administrative Policy #59 DFWP in Public Folders.
- Background Checks:
  - Completed check for Treatment Plant Operator.
- Safety activities:
  - Received update from CAO on Statute regarding firearms in employee vehicles.
  - Received description of hostile work environment; made report.

### Information Technology (IT)

- Work Plan Projects
  - Fiber Project
  - **Full fiber go-live continues to be successful.**
  - Hardened Data Center
  - Continue to work with Engineering and Architects on design issues.
  - Server Virtualization – Benchmarking prototype server base image
  - Document Imaging – City Clerk project – Project moved to FY 09-10 implementation
- iSeries system (HTE Sungard Naviline)
  - None
- Windows Servers
  - None
- Networking System:
  - None
- Work Orders
  - 57 New work - 57 completed - 54 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
    - For the week of May 25:

Total inbound E-Mails	85,250	Net Inbound E-Mails	69,227
Inbound Bad E-Mail	15,929	Percentage bad mail	18.8%
Virus Messages Blocked	94		
  - Notable Events: Network reconfigured for Fiber implementation
- Geographical Information Systems (GIS)
  - Addressing Additions: 0 Changes: 1 Corrections: 2
  - Map/Information Requests: 20
  - 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
    - Recreation Manager Applicant Interviews
    - Meetings: Budget review meeting with City Manager, Assistant City Manager and Finance Director; met with citizen regarding request for pickleball; met with American Legion representatives regarding building repairs; met with Community Events staff; Damage Assessment meeting; Supervisory staff meeting; Public Works staff meeting; Biweekly staff meeting; met with Brittany McIntyre's parents regarding memorial bench, roadway marker; met with City Manager regarding boundless playground; Senior Center meeting; Rockefeller Gardens site visit.
  
- **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 1<sup>st</sup> for renovation.
  - This past weekend, we hosted the "Battle of the Badges" softball tournament run by the Volusia County Sheriff's Department at the softball quad on Saturday, June 20<sup>th</sup>. Thirteen teams competed.
  - The Challenger Sports Soccer Camp ran this week at the Sports Complex on soccer fields 9 and 10. They have a morning session from 9 until noon, and an evening session from 5 until 8 p.m. The camp had 125 players attend for the week.
  - Upcoming summer programs include: Girl's Basketball League, Baseball Fundamentals Clinic, Baseball/Softball Hitting Clinic, Golf Clinic, Volleyball Clinic, and Softball Fundamentals Clinic.
  
- **South Ormond Neighborhood Center**
  - Splash pad operational hours are 10:00 a.m. until 7:30 p.m.
  - 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**
  - Prepared infields and painted foul lines for men's softball weekend tournament
  - Mowed softball outfields, common areas for softball, baseball, tee-ball
  - Sprayed football fence lines, parking lots, poles, soccer fence lines with non-selective herbicide
  - Put outs goals on soccer fields 1 & 2 for Challenger soccer camp
  - Aerated soccer fields 1-4
  - Backlapped Tri-King mower at Nova
  - Nova: mowed infields and outfields, prepared infields, added clay to bull pens, and running lane; cleaned dugouts and picked up litter
  - Nova: Cleaned tennis, basketball, handball courts, skateboard park
  - Division: Mowed outfield, prepared infield, cleaned tennis, basketball courts, picked up litter, sprayed non-selective herbicide along fence lines
  - Osceola: prepared infields, cleaned tennis, basketball courts, sprayed non-selective herbicide on clay infield, picked up litter

- Picked-up and dropped-off equipment at Fleet
  
- Senior Center
  - Staff hosted normal evening programming including, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Judo and Tai Chi.
  
- Performing Arts Center
  - The **Campus Outreach** volunteers completed the following projects: **painted various areas at the Sports Complex, performed landscaping improvements at the PAC, cleaned the stone-lined outfield at the Sports Complex, handed out Independence Day Celebration flyers and organized storage at the Senior Center.**
  - The PAC hosted the **Dance Art Theatre** recital to a packed house. This was the third straight year Dance Art Theatre has utilized the PAC for their performances. Dance Art has already booked their show for next June.
  - The PAC hosted the **first annual Children's Musical Theatre Workshop Dance Academy Summer Camp** Monday - Thursday. Twenty plus children ages 8 to 18 spent the week learning new dance techniques and routines in preparation for the closing show held on Thursday at 7:00 p.m.
  - The PAC spent the week preparing for the **Volusia Academy of Ballet** scheduled for Saturday the 27<sup>th</sup>. This is the first time Volusia Academy of Ballet has utilized the PAC for their programs.
  - 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:

June 22 <sup>nd</sup> -25 <sup>th</sup>	◆	CMT Dance Recital (rental)
June 26-27 <sup>th</sup>	◆	Volusia Academy of Ballet (rental)
June 30 <sup>th</sup>	◆	Wyotech Graduation (rental)
  
- Community Events
  - Staff is preparing for the annual **Independence Day Celebration**. Staff has been securing entertainment and food vendors as well as inflatables for the children's patriotic area at Fortunato Park as well as City Hall/Cassen Park and Rockefeller Gardens. The décor plan for the event is in place and ready to be executed. Staff is removing items from storage for the event and prepping and cleaning items.
  - Staff has been reorganizing the storage areas and making better use of the space and coordinating by events. Staff is also working on inventory.
  
- Gymnastics
  - This week was the start of the first of five summer clinics. The focus of this week's clinic was "Cartwheel, Hand Stand, Backbend and Round Off".
  
- Nova Community Center and Special Populations
  - Camp T-Rec. a tri-city partnership with the cities of Daytona Beach, Port Orange and Ormond Beach, began Monday. The counselors and special needs campers enjoyed the

- first week of games, sports, the playground, movies, arts and crafts, the YMCA pool, the South Ormond Neighborhood Center splash pad and a very special basketball game with Police Officers from Ormond Beach and Port Orange.
- Nova Summer Connection Day Camp is now in its second week. All campers, counselors and staff enjoyed the games, sports, field days, movies, the playground and arts and crafts. Diamond Jim made his very entertaining presentation on Friday that included a magic show packed with humor.
  - Athletics began the summer 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.
  - Nova conducted regular classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
  - The Casements
    - Summer Art Camp Week #2 at Bailey Riverbridge - Assist with set up; covering floors and tables, moving supplies into main meeting area.
    - Finalizing sorting and organizing permanent storage items
    - Preparing counselor training for Enviro Camp
    - Purchasing final items for Enviro Camp including first aid items
    - Gathering items needed for Rockefeller Gardens Preview
    - Preparing Rockefeller Gardens Preview Program
    - Tai Chi class continues at The Senior Center
    - Held Casement staff meeting
    - Continued planning Caribbean Night
    - Met with Guild appointed board for Brick Fundraiser
    - **Met with Andrew Hall to discuss construction progress and timeline**
  - Facilities Maintenance
    - Installed electrical service to new A/C unit in utilities
    - Replaced light on runway at Ormond Municipal Airport
    - Completed fire inspections at Ormond Memorial Art Gallery
    - Supervised roof replacement at PAC; installed new lighting on PAC roof
    - Repaired exhaust fan in firing range; repaired urinal leak in wall at P.D.
    - Repaired light in atrium at City Hall
    - Repaired A/C unit at Public Works training room
    - Repaired sink at Ormond Memorial Art Gallery
    - Repaired lights in utilities bay at Public Works
  - Parks and Irrigation
    - Installed four new trash receptacles at Magic Forest
    - Trimmed low hanging limbs at Riverbend Park
    - Replaced pump for fountain at Riviera Park
    - Replaced two trash receptacles at Sanchez Park
    - Inspected and replaced irrigation systems on soccer fields, baseball fields and umphouse
    - Worked on new and old irrigation systems at baseball field

### Police Department

- Administrative Services
  - Conducted After Action Review of response to Flooding event with other City staff members.
  - Reviewed recently enacted legislation and its impact on operations.
- Community Outreach
  - Summer Art partnership with SONC, 25 youths created 3-D circus drawings

- Summer Tutoring partnership with SONC, 25 youths worked with tutor on reading and math skills.
- OBPAL Summer Computer Lab, 14 youths worked in educational computer lab to increase math skills.
- OBPAL Summer Teen Camp, Summer Program Partnership with SONC.
- 14 youths worked with coaches to refine their communication skills through team sports. Officer Greg Stokes presented information to encourage positive behavior choices.
- State PAL Annual Field Day, 8 youths participated in the State of Florida PAL annual Field Day program.
- State PAL Youth Advisory Committee Meeting, 2 youths nominated by State PAL participated in leadership training and the development of the annual Youth Directors Conference.
  
- Community Services & Animal Control
  - 58 Stray Animal Calls
  - 4 Bite Report
  - 11 Animals to Flagler Humane Society
  - 2 Animals reclaimed by owners
  
- Records
  - Walk Ins - 217 / Phone Calls – 331 / Faxes-Mail-other 102
  - Arrest's/NTA's – 21
  - Entered Reports - 201 Entered Citations – 233
  - Citations Issued – 195
  - Reports Generated - 155
  
- Criminal Investigations
  - Cases Assigned: 13
  - Cases Cleared by Arrest/Complaint Affidavit: 7
  - Cases Exceptionally Cleared: 3
  - Fraud: 1
  - Burglary Business: 0
  - Burglary Residential: 2
  - Larceny Car break: 2
  - Grand Theft: 4
  - Auto Theft: 1
  - Sex Offense/Rape: 1
  - Suspicious Incident: 1
  
- Operations
  - 06/18/09 – Narcotics – S. Ridgewood Ave. – citizen reported possible activity; two subjects contacted and arrested with marijuana and pills.
  - 06/19/09 – Theft of Mail – Sandcastle Drive – second report of gift card stolen from mail; possibly same suspect as previous incident (Mail Carrier).
  - 06/20/09 – Fugitive Arrest – resulting from traffic stop.
  - 06/20/09 – Burglary Carbreak – S. Yonge St. – vehicle entered electronics stolen; suspect identified, item returned; victim would not prosecute.
  - 06/20/09 – Fleeing & Eluding – Harvard/Peninsula – Sheriff's Office pursued stolen vehicle (OBPD not involved in pursuit); vehicle crashed, two individuals arrested.
  - 06/21/09 – Auto Theft – Flamingo Drive – Gas powered scooter taken from front porch.
  - 06/21/09 – Sex Offense – S. Ridgewood Ave. – resident of ALF believes she may have been sexually assaulted; investigation continuing.

- 06/22/09 – Burglary Residence – Byron Ellinor Drive – entry via unlocked front door; cash and electronic games taken.
- 06/23/09 – Baker Act – S. Clyde Morris – individual threatened to kill members of subdivision management and police officers if they attempted to serve him with eviction notice; subject released next day.
- 06/24/09 – Assist Other Agency – assisted Port Orange Police with search of area along Hand Avenue where bank robbery suspect reported he disposed of fake bomb used in robbery in Port Orange; nothing located
- 09-06-0350 Crash w/ Injuries - City Property Damage 100 Block Main Trail - Teenage driver was using a cellular phone, ran off the roadway into a median and struck a tree. A water pipe was also destroyed. Driver was hospitalized, but expected to be OK. Appropriate personnel from the Water Department notified.
- 09-06-0400 Crash, Hit and Run - w/ Injuries
- Stolen Vehicle 904 Peninsula Drive
- Two suspects stole a Honda Ridgeline pickup truck from the beach and were spotted by the victim who gave chase in another vehicle. The stolen vehicle crashed into a tree in front of the address above. The suspects fled from the vehicle, but were soon captured.
- Traffic Division
  - Traffic Citations 104
  - Parking Citations 2
  - Crash - No Injury 9 Crashes were down this week.
  - Crash - Injury 4 Crashes (INJ) were up this week.
  - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Total Citations Issued on S.T.E.P.: 62
    - Self-Initiated Enforcement Locations:
      - 500 Block Hand Ave.
      - 100 Block N. Orchard Street
      - 500 Block Clyde Morris Blvd.
      - 200 Block John Anderson Dr.
      - 300 Block N. Ridgewood Ave.
      - 200 Block Main Trail
      - 300 Block Lincoln Ave.
      - N. St. Andrews Dr. / Tomoka Oaks Blvd.
      - River Chase Way / Tomoka Ridge Way
      - SR A1A
    - Enforced Complaints:
      - 100 Block Clyde Morris Blvd. (Crossings)
      - 300 Block John Anderson Dr. (Detour)
    - Unfounded Complaints (Parking):
      - Riverwood Drive
- Neighborhood Improvement
  - Weekly inspection statistics by Commissioner Zones
  - Zone 1: 9 Cases Initiated
  - Zone 2: 8 Cases initiated
  - Zone 3: 2 Cases initiated
  - Zone 4: 3 Cases initiated In order to meet the reporting deadline the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)

- Administrative staff assisted with three (3) walk-in citizen and fifty-nine (59) telephonic requests during this week.

## **Public Works**

### **Engineering**

- Construction Projects:
  - Division Avenue Roadway Construction- Roadway reconstruction from S. Beach St. to US1 is progressing on schedule. **Ridgewood Ave. is open to through traffic.** Staff is investigating grout sealing the storm drain pipe joints since excavation of the roadway has revealed a potential pipe leaking problem.
  - Wells 7A & 18 A, Division Ave - Pump house buildings have been constructed.
  - Business Park Drive Phase I - Project is 95% complete.
  - 46 construction projects were inspected.
  - US1 Forcemain Extension Phase II- Staff met with APEC for CAS presentation on three dimensional underground utility locations.
  - 2009 Roadway Resurfacing- Prepared Commission memo for change order work to repair roadways damaged by the May 09 storm event.
  - Bramblewood Ln stormdrain repairs- Repairs to the stormdrain system and right-of-way restoration due to damage from the May 09 storm event has been coordinated to be constructed by Hazen Construction starting the week of 6/22/09.
  - Rockefeller Gardens – Contractor working on completing the project before July 4<sup>th</sup> celebration.
  - Casements Architectural Improvements – Contractor completed demolition work and proceeding with foundation construction and basement dewatering.
  - WTP Secondary Power Feed – FPL installed directional bore across the railroad and will replace the transformers after the July 4<sup>th</sup> holiday. Project is expected to be completed by mid-July.
  - CDBG Palm Planting and Irrigation – The irrigation system was installed on Arlington Way. The palms are scheduled for installation on Tuesday.
  - OBSC Field Renovations – The baseball field are scheduled to be sodded starting Monday. The soccer field will be laser top dressed starting next week, concluding the project.
  - Fiber Optic Network - As-built survey
  - Thompson Creek - Work is completed – P. MacDonald to put up bus sign
  - Kiwanis Field Lighting - Burn in and pad for switch equipment completed
  - Fiber Optic Network Infrastructure- Review of test results
  - Hardened Data Center - Met with Contractor Demo work begun in room
- Design Projects:
  - Hand Avenue Road Upgrade – **Consultant was authorized to fast-track the final design and permitting to have the project construction ready in 90 days. Permits were submitted to SJRWMD for the FEMA grant funded portion** of the road corridor, the remaining section of the roadway will be submitted separately to avoid potential permit issues from impacting and delaying construction on the grant funded portion of the road project.
  - WWTP Expansion/Rehab Phase 2 – Engineer submitted 90% plans for staff review and comment.
  - South Ormond Rec. Center Lighting - Field review of final plans, prepared AD and announcement.
  - Hardened Data Center - Requested the finals for electrical and mechanical drawings
  - Senior Center – Sprinkler system - The project is under design – WA issued

- Tomoka State Park - Contacted FDOT for acceleration of project
- Granada Beach Approach - Resolve design issues to complete permitting
  
- Administration:
  - Coordinated proposals for stormwater investigation and FEMA application assistance with the City's stormwater consultant.
  - Processed project invoices/pay requests totaling \$526,310
  - Prepared Work Authorization's totaling \$102,350
  - Entered Requisitions/PO's totaling \$37,170
  - CM/GC contract prepared totaling \$110,975
  - Review all AutoCAD drawings completed by Mark Carrick for errors and accuracy (Tomoka State Park Sidewalk & WTP Utility Composite Sketch)
  - Administer Mold Sampling locations with consultant, coordinate citizen calls
  
- Development Review:
  - Madison Glen – Reviewed and prepared written comments.
  - Courtyards – Reviewed for final approval.
  - Ormond Beach Middle School – Customary review for school district to identify issues.
  - Marshside Subdivision – Reviewed application to reduce lot sizes.
  
- Capital Projects:
  - City Wide Map of CMP Replacement
  
- Meetings:
  - Met to discuss grant applications for TIGER transportation grant funds.
  - Reviewed Engineering's budget with City Manager
  - 142 Mound Stormwater Pipe
  - Attended FDOT Construction Compliance for LAP Projects
  - Attended Meeting related to 142 Mount Avenue
  
- Customer Service:
  - Continued investigating flooding complaints that were received following the May storm event.
  - Corporate Limits Map for Attorney request
  - 142 Mound Storm Pipe Easement Research
  - 1449 Oak Forest Dr R/W Information
  - 213 Standish – flooding problem
  - 420 S riverside revetment wall inspection
  - 180 Seminole grade and fill inspection
  - 87 Riverside – mold problem
  - Responded to Gary Legget (Fleming) wet pond flooding
  
- Other:
  - Slab Elevation Shot @ Flooded Homes (City Wide)
  - FS 94 As-builts For Fire Admin
  - R/W Location @ 770 Espanola for Fire Hydrant Relocation for Water Dept.
  - Retaining Wall Stakeout @ 142 Magnolia for N.I.D.
  - Located IT FO cable at WTP and app4roach for FPL new directional bore
  - Research 142 Mount Avenue utilities in area with conflicts
  - Investigated NFPA 820 at it relates to Hardened Data Center
  - Responded to Mr. Gegner Ormond Lakes HOA on existing twin 19x30

## **Environmental Systems**

### **Street Maintenance**

- Asphalt / Concrete
  - Asphalt patch on Triton Road
  - Asphalt patch on Willis Drive
  - Asphalt patch at PAC
  - Asphalt patch at Wastewater Plant
  - Asphalt patch on Alcazar Ave.
  - JAD repaired and reopened
  - Gutter on Triton Road (assisted Wastewater Collections)
  - Repaired sidewalk on Live Oak Avenue
  - Repaired sidewalk on S Washington Street
- Tree Crew
  - Removed fallen tree at 1420 Oak Forest Drive
  - Trimmed for overhead clearance on Hand Avenue
  - Removed fallen tree at CPI near water fall
  - Removed dead tree at CPII next to pavilion
  - Trimmed for overhead clearance on Windward Cir.
  - Removed dead tree
  - Various trimming throughout the City
- Maintenance Crew
  - Trimming at various streets, ROWs, and tree on Pineland Trail.
  - Levelled large playfield at Airport Sports complex.
  - Filled in potholes throughout the City
  - Walked-through and cleaned the Granada Bridge
  - Trimmed (lift-up) overhanging limbs in The Crossing originating from a request from Waste Management
- Sign Shop
  - Replaced 14 signs as part of routine maintenance
  - Checked John Anderson Road Closure signs on a daily basis
  - Repaired/Replaced (2) signs due to vandalism or damage from vehicle
  - Installed (2) "WAV" signs at Nova Recreation and Airport Sports Complex
  - Constructed (6) signs for the DOT roads upgrade
  - Constructed (6) new street name signs

### **Stormwater Maintenance**

- Ditch Inspections
  - SR40
  - Industrial Park
- Mowing
  - North US1
- Menzi Muck
  - Mound Ave
  - Industrial park
- Maintenance Crew
  - Inspected (5) sinkholes
  - Repaired (4) sinkholes (pipe repairs)
  - Inspected Pumps Stations
  - Inspected Carp Gates
  - Removed Carp Gate at Hammock Ln.

- Cleaned (2) outfalls
- Locates – citywide
- Removed tree from ditch on Cherrywood Dr.
- Removed 6-inch pump on Mound Ave.
- Removed 3-inch pump on Central Ave.

#### **Solid Waste**

- Waste Management continues to collect storm related debris Citywide and additional collections in previously flooded areas. To date, 248 stops equaling 1,078 cubic yards of storm related debris has been collected.
- Staff continues to negotiate with WMI on contract renewal.

#### **Street Sweeping**

- The street sweeper is back on normal schedule within the City.
- The Street Sweeper has swept 131.6 curb miles, collecting 38 cubic yards of debris equaling 15.2 tons of material.

#### **Fleet Operations**

- A site visit to fleet operations was conducted by city manager Joyce Shanahan, a Friday letter article was submitted for review.
- Fleet Operations flood damage report is about finalized and ready when needed for emergency management staff.
- Fleet Operations has been working as time permitted on the mobilization of a surplus 350kw stationary generator which was removed from the Waste water plant several years ago. This unit has been test run for the first time this week.
- A complete report on this project will follow when all the systems are functioning as planned.
- Preliminary checks have indicated a major failure to the emergency power generator at station #91, beachside. In depth investigation into the failure should be completed shortly. A temporary unit has been put in place in case of power outage.
- All PM services are on schedule with no delays.

#### **Utilities Division**

- Staff continues to assist preparation of Consumptive Use Permit (CUP) Compliance Report (5 Year) with Barnes Ferland and Associates, consultant. Staff reviewing draft copy of report and providing additional information and comments. Aquifer drawdown modeling under review.
- Cross Connection Control Program Management Services with Hydro Designs, Inc. (HDI) Hazard survey for cross connection control devices began at City owned sites on 5/14/09. HDI is working with staff on the site visits. Draft CCC Plan and Ordinance provided by consultant to staff for review.
- Wilmette Ave. Forcemain Replacement – Bid Tabulation was prepared for analyzing bids for award recommendation. Replacing the sewer using the open cut method is more economical than alternative pipe bursting method. A City Commission memo is being prepared for moving this project forward.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Attended the monthly construction progress meeting. Work is continuing in the influent pump station wet well and

top floor slab 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 additional SCADA related change order. The contractor requested City consideration for additional time to complete the project. Documentation was requested so the request could be evaluated.

- Ormond Beach Wastewater Treatment Plant Expansion – Interdepartmental plan review meeting was attended to review the 90% design drawings. A set of drawings was given SPRC for review of fire and building code requirements.
- Water Treatment Plant High Service Pump Station VFD Conversion – Executed contracts were received from Masci Construction. A preconstruction meeting is scheduled at the end of this week.
- Site Plan Review Committee – Water clearance received for Calvary Christian Church. Met with SPRC to discuss the construction plans for Building #4 at Ormond Beach Middle School, Madison Glen and the proposed farmer's market to be established at Rockefeller Gardens.
- Pump Station Repair and Replacement – Processed Pay Application #2 for construction and engineering services. Installed wetwell liner, valve vault floor and drain at the Shadow Crossings Pump Station. Selected colors for Lift Station 6M and sent comments to the engineer. Waiting for survey information needed for the Lift Station OM (Publix @ Ormond Mall) easement from Century Companies.
- 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.
- Leak Detection Equipment – Purchase Requisition prepared for purchase of equipment.
- Sanitary Sewer System Root Control Services – A draft technical specification was prepared for review and eventual advertisement.
- Water main service outage performed successfully along Northbrook Lane in vicinity of OBMS (approximately 100 customers). Necessary water main modifications were accomplished as required by current construction improvements to school. The proposed outage, scheduled for Wednesday June 24 from 9 am until 6 pm was completed at approximately 7:00 pm the same evening. Staff prepared and distributed boil water notices to affected customers. The water main was lowered on June 24 as scheduled with the contractor and water service restored to the customers. The area is presently under a boil water notification until bacteriological testing results are received which is anticipated for Friday June 26.
- WAV Water Conservation signs were installed by Public Works Utilities Reuse Crew and Sign Crew at both the Airport Sports Complex entrance road and Nova Recreation Sports Complex near Main Trail entrance.

#### **Departmental Activities**

- Water Distribution
  - Performed routine water service O&M activities and customer service requests.
  - Installed 3 new residential meters, exchanged 14 broken residential meters, performed a 6" (Lakebridge Plaza) and 8" (Ormond Heritage) meter accuracy tests.
  - Repaired 9 water service leaks, replaced 11 water meter services, responded to 1 low pressure call, 1 dirty water complaint, moved 1 service away from tree
  - replaced 6 water meter boxes, and disconnected 1 water service due to a demolition
  - performed maintenance and repair on 4 city owned fire hydrants and 6 county fire hydrants
  - Performed valve maintenance on Lincoln/ New Britain/ SR 40/ Perrot/ Northbrook area/ Espanola/ Seville streets.
  - performed flushing in the following areas: Calle Grande, Silver Fox sub, Fernery Trail, S. Nova Rd( n. of Division), The Village, Old Kings Rd, Reflections Village, Castlegate sub, Kingsbridge Crossing sub, Arroyo Parkway Annex, Northbrook, Forrest Hills sub, Ormond Shores Dr

- Notified customers and performed water main shutdown for OBMS water main deflection.
- Assist Ormond Heritage with scheduling a shutdown for the repair of the backflow preventer, and found that a city owned 8" valve is in need of repair
  
- Water Treatment
  - Treated 39.48 million gallons of raw water.
  - Backwashed filters 18 times for a total of 810,000 gallons backwash water.
  - Produced and hauled 96 wet tons of dewatered sludge.
  - Complete boring under plant road for 6" conduit for new FPL secondary feed.
  - Prepared for submittal the Lead and Copper results for the monitoring period Jan.-Jun. 2009. Results are in compliance with the Lead and Copper Rule.
  - Held conference call with CUP Consultant BFA for responding to requests for additional information and providing comments on current draft of compliance report.
  
- Waste Water Collection - Reuse
  - Responded to five low pressure trouble calls. Replaced one PEPSystem tanks lid, Installed one PEPSystem tanks at 2 Fox brow Look. Replaced two PEPSystem tank pumps
  - Following up on low pressure calls from the weeks before. Replaced electric wire, J-box and pump at 46 Hunt master Court.
  - 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 one sewer services and 589' of sewer mains.
  - Responded to two trouble calls in town. Disconnected 4" sewer lateral from storm drain line at Northbrook Dr. and Domicilio Ave.
  - Assisting maintenance at wastewater plant to disconnect old sludge line from new computer room. No problem. Also help storm water clean transfer station drain lines with vactor due to there truck is out of service.
  - Picked up two pallets of sod to start replacing sod at all repairs that was made in town and out west area.
  
- Waste Water Treatment
  - Storm related flows and process solids backup still an issue.
  - Estimated Domestic and Industrial Wastewater flow 46.94 Million Gallons
  - Produced 12.53 Million Gallons of Reuse
  - Produced 34.41 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 6.71 MGD, plant designed for 6 MGD
  - Produced and Hauled 0 Wet of Tons of Dewatered Sludge (13%-15% Solids). *Unable to haul sludge due to insurance issues with contractor.*
  - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
  
- Utilities Maintenance Division  
Water Plant – Well Fields – Booster Stations
  - Installed float system and auto controller on South pit submersible pumping system to cycle pump off when water level is low.
  - Cleaned electrical connectors for filter #1 backwash valve.
  - Submitted paperwork for purchase of new air supply valve for filter #2. Old one was found with water inside and the electrical connections were corroded and the motor was shorted.
  - Cleaned and performed PM's to Division and Rima Ridge wellfields.

- Assisted operations with correct valve arrangement for operation of 2 claricones.
- Ordered new lime slaker grit dumpsters for operations crew.
- PM's to Lime softening and LPRO plant equipment.
- Assisted chief operator with evaluation of Riverview Community D station for service.

#### Wastewater Plant – Lift Stations – Reuse System

- Replaced broken discharge nipple on Irrigation pump at OBSC pump #1. Also primed pump #2 and repaired check valve for a redundant system.
- Replaced pressure switch on Irrigation controller at OBSC.
- Repaired motor leads on Post Anoxic mixer.
- Completed receptacle run to new Davit cranes at Submersible aerators. This will allow maintenance staff to safely hoist aerators (25HP) for cleaning and deragging.
- Worked with Scada Technician on Mainland reuse system. Got one pump on new system, 2<sup>nd</sup> pump was not hooked up will complete and call Tech back for completion this upcoming week.
- Tested and replaced alternator for 3M lift station.
- Replaced Electronic trip module at Shadow Lakes LS.
- Assisted Collections Division with installation of E1 install at 92 Sounders Trail and 77 Carriage Creek way.
- Installed deodorant block on 6P Lift Station (Neptune / John Anderson). Staff still finding the vent covered and taped with a garbage bag from nearby resident. Blocked vents cause gas to get into control cabinet and corrode the terminals and controls. Discuss fence enclosure for facility for security.
- Attended LS start up at Ashton Look @ Hunter's Ridge Flagler Co. as requested by Utilities manager for future service by city. Generated list of upgrades needed to city standards if we acceptance station maintenance.
- Installed new 3102 Flygt pump and mix flush valve at Scum well #2. This has enabled us to remove the obsolete mixer from the system and allows us to run more efficiently with a pump that is interchangeable with a LS pump.
- Performed annual PM's to 7 lift stations. This involves pulling the pumps and new wear ring installation and impeller replacement if necessary.
- Cleaned and deodorized 34 lift stations and performed monthly inspections.
- Attended Drug Free workplace training
- Assisted IT division with control box fabrication for new set up at WWTP.