

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 23, 2010

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

Reviewed and prepared with staff as follows:

- Weekly staff meeting with Directors
- Bi-weekly meeting with Police Chief
- Weekly budget meeting with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Participated in Cassen Park Clean up on 12/18
- Met separately with Mayor Kelley and Commissioner Boehm, reviewed Commission agenda
- Attended Rotary meeting
- Attended United Way presentation, award for CTLC

City Clerk's Office

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

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
 - City Commission Meeting
 - Historic Landmark Preservation Board
 - Pension Boards

Community Development

Planning

- The City's comprehensive plan amendments were packaged and received by DCA for approval pursuant to the Stipulated Compliance Agreement.
- LDC amendments to implement the mobility fee as a replacement for concurrency and the city's local road fee has been drafted and are under review by staff.
- An LDC amendment to add a Non-emergency Medical Support Transport use is being drafted for Planning Board review in January with City Commission action planned in February 2011.

Building Inspections, Permitting & Licensing

- 83 permits issued with a valuation of \$463,822.00
- 175 inspections performed.
- 4 business tax receipts issued.

Development Services

- Applications received by the SPRC for initial review include:
 - McNamara Warehouse on Andalusia Avenue; and
 - 18,000 square feet involving two medical office buildings at 1287 W. Granada

Economic Development

Ormond Crossings

- Tomoka Holdings is preparing the revised PMUD and development standard material for staff review.

Airport Business Park

- Staff met with the CEO of Pace Analytical regarding their planned 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. Staff is working with Pace to complete an application for ad valorem tax abatement, which will be presented to the Commission.
- Staff met with the management of Emergency Communication Networks (ECN), a high technology company in the Business Park, to finalize plans for constructing a conduit and fiber cable between their current facility, located at 7 Sunshine Boulevard and 1 Sunshine Boulevard, which ECN has under agreement to purchase and expand their business and create approximately 20 new high wage jobs. Staff has received plans and application for the conduit project.

Ormond Beach Chamber

- Staff met with a local bank to discuss the feasibility of formulating a business loan pool program. Further discussion with the bank and SBA is expected.
- Staff meets monthly with the Chamber's Economic Prosperity Committee to provide an update on the economic development projects.

Prospective Business Attraction/Retention/Expansion

- Staff participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Staff continues working closely with Energizer management on a number of other site and transportation matters.
- Staff continues working with Putnam State Bank and a prospective buyer of the Billy's Tap Room property regarding reopening and renovating the restaurant. The buyer is interested in renovations to the exterior and interior of the building and providing valet parking for customers of the restaurant. The buyer will be meeting with the surrounding property owners and lessees to discuss the parking issues.

Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is working with staff on a number of economic development initiatives.

Airport Operation and Development

- Staff submitted to the City Attorney this week an addendum to the current contract with Hoyle, Tanner & Associates (HTA) needed to address work on Taxiway "E," to be presented to the City Commission for approval at their meeting on January 18, 2011. Final design concepts for the construction of Taxiway "A" require minor re-alignment of Taxiway "E" in order to provide continuity of ingress and egress for Runway 26. Staff has received confirmation that both FAA and FDOT will fund this additional project aspect.
- Staff prepared and submitted this week a formal request to FDOT to provide a supplement to the current Joint Participation Agreement funding the Taxiway "A" project.

- The requested supplement will detail FDOT participation in the proposed Taxiway "E" relocation, and will be presented to the City Commission for approval in early 2011.
- Staff was previously apprised that the FAA will require an interim update of the Airport Layout Plan (ALP) in order to afford participation in the projects to relocate Taxiway "A," relocate Taxiway "E," renovate Taxiway "C," and construct a public use heliport. Preliminary updates to the ALP were delivered to the City and FAA this week.
 - Staff continued to work this week with HTA on planning and funding issues for the projects to relocate Taxiway "A," relocate Taxiway "E," renovate Taxiway "C," and construct a public use heliport. The City is in possession of Joint Participation Agreements with FDOT to provide funding for these projects, and grant applications for FAA participation will be forwarded subsequent to the bidding process.
 - Staff continued to work this week with Engineering and Leisure Services to prepare and submit a bid proposal for the installation of surveillance technology at the airport. This project is being managed in concert with a project to install similar surveillance elements at the Airport Sports Complex. Installation of security surveillance systems at the airport will be 100% funded by FDOT.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
 - Completed the FY 2010-11 Adopted Budget document and posted to the City's website.
 - Submitted the FY 2010-11 Adopted Budget to the GFOA's Distinguished Budget Presentation Award Program.
- Completed Projects - Weekly
 - Processed 29 Journal Entry Batches (#976 – 1044).
 - Approved 12 Purchase Requisitions totaling \$48,067.36.
 - Issued 15 Purchase Orders totaling \$42,497.26.
 - Advertised RFQ No. 2011-06, Development of Parking and Park Facilities – 839 S. Atlantic Avenue, in the News Journal and posted to DemandStar on 12/19/2010.
 - Mailed out four (4) Letters of Intent to Award for Bid No. 2011-04, Decorative Lighting Purchase – Pedestrian Underpass & Fishing Pier, to firms that submitted bids on 12/22/2010.
 - Prepared 140 Accounts Payable checks totaling \$870,334.61 and 32 Accounts Payable EFT payments totaling \$352,641.89.
 - Prepared 54 Payroll checks totaling \$45,386.46 and 312 Direct Deposits totaling \$364,095.66.
 - Transferred IRS 941 payment of \$138,913.35.
 - Processed 2,714 cash receipts totaling \$1,910,350.60.
 - Processed 398 utility bill payments through ACH totaling \$29,163.57.
 - Processed and issued 6,745 utility bills with billed consumption of water of 49,983k.
 - Issued 625 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Harry Wendelstedt's Umpire School (12/21)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Completed Employee Newsletter for January 2011
 - City Santa gifts delivered to Halifax Urban Ministries

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.

Fire Department

Weekly Statistics

6	Fires
6	Fire Alarms
4	Hazardous
52	EMS
7	Motor Vehicle Accidents
20	Public Assists
95	TOTAL CALLS

Medical Call Type

1	Abdominal Pain	1	Ingestion/Poisoning
1	Assault	1	Pedestrian Accident
2	Blood Pressure	1	Psychiatric Problem
6	Breathing Problems	3	Sick Person
5	Chest Pain	2	Stroke
1	Choking	4	Traffic Accident
1	Diabetic	1	Traumatic Injury
1	DOA	2	Unconscious
6	Fall Victim	5	Unknown Medical

44 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies: **11 calls – Volusia County (9), Holly Hill, (2)**
- Aid received from other agencies: **4 calls – Volusia County**
- Total staff hours provided to other agencies: **24 hours**
- Total staff hours received from other agencies: **16 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **0**
- # of overlapping calls: **15**

Significant Incidents

Date: Thursday, 12/16/10

Address: 910 Flomich St.

Dispatch Time: 9:29 PM

Cleared Time: 10:55 PM

Incident Description: Responded to a structure fire of a single family residence. Fire was through the roof involving approx. 40% of the structure. Three pets were rescued from the blaze (2 cats, 1 dog). Cause is unknown at this time.

Units on Scene: Ormond Beach Quint 91. Volusia County: 3 Units. Holly Hill: 1 Unit. Daytona: 2 Units.

Date: Friday, 12/17/10

Address: US 1 and Airport Rd.

Dispatch Time: 1:27 AM

Cleared Time: 6:39 AM

Incident Description: Responded to a truck/motorcycle accident with one fatality. Ormond Beach Police closed the Northbound lane of US1 from Nova Rd. to Airport Rd. An

investigation was conducted of the area. Rescue Engine 93 remained on scene waiting to perform decon of the area and to assist the medical examiner.

Units on Scene: Ormond Beach Rescue Engine 93, Volusia County Squad 13, Ormond Beach Police, Florida Highway Patrol and EVAC.

Date: Saturday, 12/18/10

Address: 100 Old Kings Rd.

Dispatch Time: 12:31 AM

Cleared Time: 1:15 AM

Incident Description: Responded to a fire of a single story wood frame structure. Resident was using a wood burning stove to heat his home when the exterior wall caught fire. Resident was awakened by the cat to find smoke and flames in the living room. Resident extinguished the fire with a garden hose prior to the Fire Departments arrival. Firefighters checked for fire extension utilizing a thermal imager camera. An area of the ceiling was pulled down above the flue of the stove to ensure proper extinguishment and allow a visual into the attic space. Overhaul operations were performed and a smoke detector was installed. Resident was able to reoccupy the home upon completion of the overhaul operations. Damage was estimated to be \$5,000 and the value of the home around \$60,000.

Units on Scene: Ormond Beach: Quint 91, Rescue Engine 93, Quint 92 and Battalion 90. Volusia County Engine 11, FPL and EVAC.

Operations

- Attended quarterly Directors and Division Managers meeting at The Casements.
- Attended a stroke workshop at Halifax Medical Center.
- Developed a recruit orientation schedule.
- Developing a water supply training program so staff can utilize the new large (5") diameter fire hose.

Activities

- Inspected 33 hydrants and placed street reflective markers as needed.
- Updated 14 pre-fire plans.
- Conducted 6 fire inspections.

Training Hours

9	EMT Refresher Module
1	Hydraulics
26	Pump Operations
15	Safety
23	Wildland Fire
74	TOTAL STAFF HOURS

Human Resources

Staffing Update

Job Requisitions

- Fire – Office Manager
- Public Works/Fleet Operations – Mechanic III

Approved/Active Recruitment

- Police -- Community Service Officer
- Police – Victim Advocate Coordinator

Screening/Interviews Scheduled

- Leisure Services/Community Events – PT Community Events Technician-interviews scheduled for the week of January 3, 2011

- Police – Lieutenant (2) – Candidates assessed by Selection Committee on 12-16-10
Final interview completed on 12-21-10

Job Offers

- Leisure Services/Sports – PT Recreation Leader pre-employment processed on 12-16-10
- Fire – Firefighter/EMT – Conditional Offer effective 01-10-11

Terminations/Resignations/Retirements

- Police - Victim Advocate Coordinator, resignation effective 02-25-11
- Police – Police Officer, resignation effective 12-14-10
- Police – Police Sergeant, retiring effective 01-28-10

Transfers

- Temporary transfer of Evidence/Crime Scene Custodian to vacant Community Service Technician position effective 11-08-10.

HR Process/Systems Issues/Improvements

- H.R. Office is in transition. Carpet installation and painting completed this week. New layout will be more open and inviting.

Risk Management Projects

- Designing a centralized insurance review process for all purchases. Working with Finance to use shared folder to store all certificates of insurance. The folder will be accessible to department personnel responsible for purchasing. Finance to communicate new process in January 2011.
- Arranging substance abuse training for employees/supervisors with the Vince Carter Foundation/Sanctuary through Stewart-Marchman. Working on March 2011 training dates.

Information Technology (IT)

Information Systems (IS)

- Work Plan Projects
 - Document Imaging – City Clerk project – Preparation for RFP
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - None
 - Work Orders: - 56 New work - 49 completed - 47 in progress (+5 from previous week)
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	32,226	Inbound E-Mails Blocked	22,708
Delivered Inbound E-Mails	9,276	Quarantined Messages	242
Percentage Good Email	28.8%	Virus E-Mails Blocked	0

- Notable Events: Wed 12/15 3pm - Critical network issues related to a failing Domain Controller that administers all aspects of the networking credentialing and security. The backup Domain Controller nearly also became corrupt, but staff isolated it to prevent further corruption of the security database known as Active Directory (AD). Staff worked through the night with Microsoft Technical support and was able to restore networking services by 4 am Thursday. Backup systems worked well as staff was able to restore selective information as directed by Microsoft Technical support for reintegration and synchronization of the two Domain Controllers.

Geographical Information Systems (GIS)

- Addressing Additions: 3 Changes: 5 Corrections: 2
- Map/Information Requests: 21
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

- Administration
 - Attended LS Administrative Staff meeting
 - Hosted Programming Staff meeting
 - Attended Public Works meeting
 - Attended City Manager meeting
 - Attended City Commission meeting
 - Field Usage discussion
 - Park visits/inspections
 - Attended Project ROMP Design Day Planning
- Athletics
 - City's Girls' Basketball Program, as well as the OBYBA Boys' program, had practices this week on Monday through Wednesday night, 6 to 9pm, Nova Gym.
 - The OBSC hosted their 1st annual Winter Soccer Clinic on Monday through Thursday, 9am to 12 noon daily at the Sports Complex, soccer fields #1 and #2.
 - The City's Men's Winter Softball League looking currently at eight (8) teams competing; will start their season January 3rd at the softball quad.
- Athletic Field Maintenance
 - Mowed South Ormond outfield, prepped infield.
 - Cleaned South Ormond Rec tennis, basketball and handball courts.
 - Mowed infields and outfields at Nova Park.
 - Cleaned Skateboard Park.
 - Cleaned Nova tennis and handball courts.
 - Picked-up and dropped off equipment to Fleet on daily basis.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of Maintenance Building.
 - Cleaned up after daily use of the soccer fields 5-8.
 - Repainted a full size soccer field on field #7. Put out nets and flags for Seabreeze girls' J.V. and varsity, Seabreeze boys' J.V. and varsity, CCA boys' varsity and Riverbend boys' and girls' varsity games throughout the week.
 - Mowed the baseball fields 3 times a week now that the rye grass is coming up.
 - Drove the truck towing the float for the Christmas parade.
 - Cleaned up and moved the bleachers back after the parade.
 - Began to work on all clay areas of Nova park ball fields.
 - Finished all spraying for the rye grass seed on all fields at all parks.
 - Put rye seed down on 5 soccer fields and 2 softball fields.
 - Fertilized and re-seeded all of baseball to combat the cold and frost.
 - Began removing railroad ties that have rotted out over the years, replaced with cement "Jersey Walls" and began to paint them.
 - Laid out and painted 3 soccer fields in the common area for practice.
- Senior Center
 - Granada Squares Dance, Tuesday
 - Tomoka Duplicate Bridge, Tuesday, Saturday
 - Daytona Community Church, Thursday

- Big Band America, Thursday
- Square Dance, Friday
- Chinmaya Church, Sunday

- Performing Arts Center
 - Staff prepared for rehearsals of Theater Workshop “Guys and Dolls” (Tuesday).
 - 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 Skits, CMT
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap,
 - Wednesday - Show Club Skits, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
 - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
 - The Performing Arts Center is preparing to host the following events:
 - Legends of Doo Wop – tickets \$30-\$50 January 7, 7:30 pm

- South Ormond Neighborhood Center
 - Splash pad closed until Spring
 - Open weight room during Center hours
 - Neighborhood Park opens sunrise until 11:00 pm
 - Open Play 11:00 am until 8:00 pm
 - Police Athletic League Christmas party Monday 12/20

- Community Events
 - Weekly administrative tasks and office work
 - Scheduled interviews for part time Community Events technician
 - Cleaned out area for storage of new sound equipment
 - Finished answering letters to Santa, pulled mailboxes
 - Notified Parade winners
 - Cleaned upstairs storage area
 - Mail duty December 20th & December 23rd

- Gymnastics
 - Gymnastics center closed for the holidays, classes will resume in January
 - New carpet installed in the office
 - New sinks installed in the restrooms

- Nova Community Center and Special Populations
 - Nova conducted regular adult classes in Jazzercise and “take off pounds sensibly” (TOPS).
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
 - Nova Community Center continued fall programs including the Activity Class and Miss Debby’s Dance Classes.
 - Girls’ basketball was on Monday, Tuesday and Wednesday evening in the Nova Community Center gymnasium through the Athletics Division.
 - Day camp for the Winter Holiday season was on Monday, Tuesday, Wednesday and Thursday for both Nova Community Center and Special Populations. The school age

- children played sports and games, worked on arts and crafts, watched a movie, played in the game room and played outside on the playground.
- The Therapeutic Recreation Aide assisted with Santa's Breakfast on Saturday at The Casements.
- The Casements
 - Tours continued this week from 10:00am to 4:00pm daily.
 - Santa's Breakfast clean up on Monday
 - Zumba Classes continued this week on Tuesday from 6:00pm to 7:00pm.
 - Pilates Classes continue every Tuesday and Thursday from 3:30pm to 4:30pm and Wednesday and Friday from 8:30am to 9:30am.
 - Staff assisted with the weekly Farmers' Market on Thursday afternoon.
 - Staff organized the carriage house to make room for the holiday decorations to be stored.
 - Staff worked this week to finalize plans for the upcoming Starry, Starry, Night program with Ormond Memorial Art Museum and Ormond Beach Historical Society including preparing mailing labels for invitation and confirming entertainment for the evening.
 - Ormond Memorial Art Museum Wedding, Tuesday 28th from 11:00 am to noon.
- Parks and Irrigation
 - Installed snail trap at Rockefeller Gardens. Installed all PVC pipe, backfilled hole, let dry, tested.
 - Replaced one 12" spray head at Police Station. Installed nozzle and filter.
 - Checked battery on timer on median on A1A. Valve was stuck. Scheduled for replacement.
 - Measured backflow preventers for blankets.
 - Painted backflow hunter green at Riviera Park.
 - Located lost valve #15 at Central Park II. Re-spliced zone wires.
 - Installed new valve and solenoid on median at South A1A.
 - Turned on water city wide.
 - Repaired line break and replaced spray head at American Legion hall.
- Building Maintenance
 - Repaired timer for MainStreet tree at City Hall
 - Repaired keypad damaged by contractor at the Police Dept.
 - Continued A/C services citywide
 - Installed "BE AWARE OF PEDESTRIAN" signs at Central Park III
 - Replaced the star on the Main Street tree at City Hall
 - Installed six new bunkroom doors at fire station # 93
 - Repaired lighting in reception area at City Hall
 - Repaired leak in men's room at the Ames House
 - Repaired water cooler at Sanchez Park
 - Repaired men's room toilet at fire station # 94
 - Painted sign for Ormond Beach's new Beachfront Park
 - Installed ceiling fan in the joint permits section at City Hall
 - Repaired loose deck boards at Fortunato Park
 - Relocated thermostat in the joint permits section at City Hall
 - Repaired thermostat on the first floor of the Casements

Police Department

- Administrative Services
 - Audit and Inventory of the Property and Evidence room nearly completed.
 - Conducted Police Lieutenant Selection assessment. Sergeant Kenny Hayes selected for promotion effective Sunday, January 2, 2011.

- Meeting with Breakaway Trails residents regarding open house parties, underage drinking and illegal fires.
- Attended the PAL Christmas Party at the South Ormond Neighborhood Center
- Attended weekly staff meeting
- Held swearing in ceremony for three (3) new police officers

- Community Outreach
 - Over 100 youths received gifts during the annual PAL Holiday Party held at the South Ormond Neighborhood Center on December 20th. The following organizations supported the program through gifts and donations: Anchor Certified Planners Group Inc., The Margarita Society of Volusia County, Ormond Beach Dollar General, Ormond each Chamber of Commerce, The National Active and Retired Federal Employees, and Seniors-R-Us.

- Community Services & Animal Control
 - Animal calls responded to 50
 - Animal Bites 2
 - Animals to FHS 5
 - Sick Wildlife 2
 - Written Warnings 1
 - Animal Reports 10
 - Animal Traps 3
 - Worked various Crashes
 - Many Courier Duties Handled

- Criminal Investigations
 - Cases Assigned: 12
 - Cases Cleared by Arrest/Complaint Affidavit: 4
 - Cases Exceptionally Cleared: 7
 - Inactive: 12
 - Fraud: 3
 - Burglary Business: 0
 - Burglary Residential: 4
 - Larceny Car break: 4
 - Grand Theft: 0
 - Auto Theft: 1
 - Offense Against Family/DCF Reports: 0
 - Missing Persons: 1
 - Recovered Missing Persons: 1
 - Sex Offense/Rape: 0
 - Robbery: 0
 - Assaults: 0

Comments:

- Investigators have obtained several photos of suspects using stolen credit cards from numerous smash and grab car burglaries. The subjects are believed to be a group hitting all around the Central Florida area.

- Records
 - Walk - Ins / Window 141
 - Phone Calls 219
 - Arrest / NTA'S 18
 - Citations Issued 45

- Citations Entered 30
- Reports Generated 103
- Reports Entered 99
- Mail / Faxes / Request 79

- Operations
 - 12/16/10 - Car Break - Nightingale Dr. Unlocked vehicle, laptop computer stolen.
 - 12/16/10 - DUI arrest of adult female.
 - 12/16/10 - Retail Theft/Narcotics. One adult male arrested for retail theft and another adult male arrested for possession of narcotics.
 - 12/16/10 -Vandalism - Lakebridge Dr. Mailbox kicked over.
 - 12/16/10 - Larceny- Petty – WalMart. Adult female arrested for shoplifting.
 - 12/16/10 – Burglary – Residence. Lakebridge Drive. Front door forced open and two televisions, a Playstation and camera taken while homeowner was out.
 - 12/17/10 - DUI arrest at SR40/US1 stemming from a motorcycle crash. Driver/arrestee sustained very minor injuries.
 - 12/17/10 - Trespass arrest after warning - Northside Dr. Neighbor vs. neighbor. One neighbor had been trespassed from the other's property and went back on the property later to return gifts from Christmas 2009.
 - 12/17/10 - Domestic Violence – Shadow Lakes Blvd. And adult female was arrested and transported to the hospital due to claim of having a severe headache from the domestic violence incident. She slipped her cuff in the hospital room and ran out the door but was detained again by Officer. Subject charged with escape
 - 12/17/10 - Inter agency assist – Stolen vehicle recovery with an adult male arrested .
 - 12/18/10 - Burglary-Residence, Northside Dr. Vacant house was entered and extensive vandalism done to the home.
 - 12/18/10 - Car Break - Thompson Creek Rd. Window smashed out and the car's battery was stolen.
 - 12/18/10 - Burglary-Residence, N Halifax Dr. Suspect entered residence and stole a vehicle, a 2002 Toyota Sienna van, tan in color, that was parked in the garage.
 - 12/18/10 - Dealing in Stolen Property – Wendy's, Ormond Town Square. Adult female stole property from the victim a few days earlier in Daytona Beach and made arrangements to sell it back for \$400. Suspect was arrested.
 - 12/18/10 - Felony Battery - Byron Ellinor. Suspect hit his neighbor with a walking cane inflicting lacerations to his head and hand. Subject arrested for aggravated battery.
 - 12/18/10 - Myer's Act at the Travel Inn - South A1A.
 - 12/19/10 - Larceny – Retail Theft, Wal-Mart. An adult male was arrested for attempting to steal a 40" TV.
 - 12/19/10 – Missing/Endangered Person – Silver Alert bulletin put out. 83 year old male when he failed to return home from a doctor's appointment. The subject returned home safely the next morning.
 - 12/20/10 - Car Break - N Yonge St.
 - 12/20/10 - Car Break – W. River Oak Dr. Wallet taken from unlocked vehicle over the past two (2) weeks. There have been several attempts to use the victim's credit card at Wal-Mart and Walgreens.
 - 12/20/10 – Assault and Battery – Domestic Violence. Officers responded to a request for a well being check on adult female. While talking with the female subject her adult male boyfriend pushed the investigating officer and the victim and then slammed the door on them injuring their hands. Subject was arrested for battery on a law enforcement officer and battery on his girlfriend.
 - 12/20/10 – Disturbance. Two subjects became involved in a physical altercation over a money issue. Neither party wanted to press charges.

- 12/21/10 – Breaking and Entering - Byron Ellinor Drive. Laptop computer, coins and alcohol taken from residence.
- 12/21/10 - Grand Theft at Game Stop, W Granada Blvd. Employee stole approximately \$2,000 in merchandise over the past two months; subject also traded many of the stolen items back in for cash or gaming systems. Subject was arrested and charged with theft and dealing in stolen property.
- Traffic Unit
 - 10-12-00272: DUI, Nova Road/Tomoka Oaks. Driver returning from a holiday party at work was observed striking curbs and cutting drivers off. She was spotted by Sgt. Smith and Ofc. Piccola. After field sobriety exercises, the driver was arrested.
 - 10-12-00283: Fatal Crash, 900 BLK N. US 1 NB: Northbound motorcyclist was spotted lying in the roadway by a passing motorist. The motorist swerved to avoid the motorcyclist and stopped to assist him. He was apparently unresponsive and the motorist called 911 while attempting to wave traffic around the scene in very dark conditions. Two vehicles came around the curve. One struck the motorcycle and the other struck the motorcyclist, causing a fatal head injury. The cause of the initial motorcycle crash cannot be determined. The investigation is continuing.
 - Traffic Unit is actively enforcing illegal parking in shopping areas during the holiday season. So far, several parking citations have been issued and several disabled parking permits have been seized from people using them illegally.
 - Traffic Citations 33
 - Parking Citations 10
 - Crash - No Inj. 13
 - Crash - Injury 2
 - Crash - Fatal 1
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 13
 - Self-Initiated Enforcement Locations:
 - 1500 BLK N. Beach Street
 - US 1 / SR 40
 - Airport Road
 - N. US 1
 - SR A1A
 - PARKING VIOLATIONS – SHOPPING AREAS
 - Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - Ormond Lakes
- Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

 - Zone 1: 2 Cases Initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 3 Cases initiated
 - Zone 4: 2 Cases initiated
 - 4 tree removal permit requests
 - 70 signs either removed or sign cases created.
 - Administrative staff assisted with thirty-nine (39) telephonic and four walk-in inquiries.

Public Works

Engineering

- US1 Forcemain Extension Phase II- Contractor is establishing the schedule for the Tomoka Bridge watermain attachment, but has mobilized for erecting workstations at the

- ends of the bridge. Staff met with the consultant QLH to discuss structural review and inspections of the work.
- Water Treatment Plant Dist. System Phase II- The sidewalk along Division Avenue which was removed for construction of the new watermain was reconstructed. The watermain segment from US1 to Railroad St. was pressure tested and cleaned.
 - Main Trail Bridge- Installed sidewalk around new guardrail terminus.
 - Hull Road & US1- Prepared for pre-construction meeting, FDOT's EEO, DBE and video for meeting.
 - 2010 Roadway Resurfacing- Contractor performed miscellaneous asphalt and concrete work to complete resurfacing of the scheduled local roads. The Rima Ridge Entrance and MacDonald House parking lot are complete. Project overall is 95% complete.
 - Rima Ridge Wells 54, 55 & 56- Staff met with Contractor and Consultant for a progress meeting. The project is approximately 35% complete and is on schedule.
 - SR40 Sidewalk / Trail Phase II- Requested information from contractor for close out
 - South Ormond Neighborhood and Gymnastics Centers Improvements- Project is substantially completion with minor puchlist items. Gym is now in service for recreation.
 - Nova Passive Parks- The contractor is scheduled to begin work on 1/8.
 - City Hall Parking Lot Repairs- The contractor is scheduled the begin work on 1/10.
 - Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has constructed gravity wall for new road and has begun work on sodium hypochlorite building.

Design Projects:

- Alcazar-Buena Vista Area Drainage Improvements- All permits for the project have been obtained except for an RAI from the County which has been responded to. Final plans and permitting are expected by the end of January 2011.
- Airport Road Forcemain Extension- Phase 1 of the project from Nova Road up US1 and down Airport Rd to the River Bend golf course design plans are 90% complete. The Phase 2 design plans are being further reviewed and revised by staff and the consultant.
- Tymber Creek Widening- Staff met with County Engineering to discuss their newly revised plans for the widening and necessary modifications to existing city utilities.
- OBSC Boundless Playground- The bid award is scheduled for the 12/21 City Commission agenda.
- Ormond Scenic Loop- Responded to consultant's questions and concerns over contract language.
- SRA1A to Nova Interconnect- Discussed work plan with consultant will arrange field meeting. Submitted to FDOT bridge attachment proposal
- SR40 Sidewalk / Trail Phase III- Preparing DEP and US Army corp. permits.
- CCTV Surveillance- Airport, Nova Field & Sports Complex- The existing Brevard County contract cannot be used according to Legal. Will prepare specs, plans and bid doc for bid.
- Ormond Crossing IJ/LAP- Requested time extension.
- Ridgewood Ave. Sidewalk- Prepared for Pre-construction meeting.
- FDOT Mast Arm Replacement on SR40- Forwarded LFA for FDOT's execution.
- Vining Court Parking Improvements- The project was advertised for competitive bids on 12/5.
- Downtown Wayfinding Signage- The bid award is scheduled for the 1/18 City Commission agenda.
- Tarpon Sculpture Installation- Staff is seeking different installation methods as the proposals are over budget.
- Wooden Pedestrian Walkway Lighting Replacement - The material purchase bid award is scheduled for the 1/4 City Commission agenda.
- John Anderson Drive – Met with engineer to review 30% plans.

- Coolidge Avenue Roadway and Drainage Improvements- Bid was approved by the City Commission. Contracts are being executed by the contractor. Anticipate construction starting in January.
- Hand Avenue- Received approval from FEMA for the BCA of the expanded grant request on Hand Avenue. Coordinating final plan approval of the modifications for the final revised agreement. Consultant submitted the permit modification to SJRWMD to add the pond interconnect channel and bridge on Hand Avenue.

Administration:

- Provided information on requirements of wooden bridge maintenance for Economic Development.
- Responded to VTPO on items concerning Ormond Beach projects.
- Investigated and submitted to EVCTSC on Calle Grande sidewalk.
- Responded to FDOT inquiries for permit in the City's median sponsorship.
- Created updated gas monitoring maps for sample locations / pond elevation / and gas piping as-built for Nova Landfill.
- 1203 and 1205 Oak Forest Dr Seawall permits.
- Prepared project invoices/pay requests totaling \$884,793
- Prepared work authorizations totaling \$1,575

Meetings:

- Meeting with Highlander Corp. on SR40 medians.
- FDOT Pre-Construction on SR40 and US1 intersection and SR40 from A1A to Beach St resurfacing
- FDOT meeting for ROW certification SR40 interconnect, FLA for mast arm and Ormond Crossing IJR.

Customer Service:

- Addressed 3 customer questions and concerns regarding current and future roadway resurfacing.
- Investigated 2 drainage complaints.
- Responded to FDOT inquiries for permit in the City's median sponsorship.
- 91 Orchard Lane storm piping easement research for design consultant.
- Researched DEP Permit regulations and provided answers for Dock contractor.

Other:

- 29 projects were inspected
- Staked out the right-of-way for the Division Ave./S. Beach St intersection.
- Staked out the rear city property line @ 1104 Northside Dr. for tree damage verification.
- Provided location map of city right-of-way for Division/Beach St intersection overgrowth complaint.
- Created utilities map for the Orchard Ln. / Hotel St. areas.

Environmental Management Division

• **Street Maintenance**

Asphalt / Concrete

- Asphalt Stormwater utility cut (3 tons) at Thackery and Fernway
- Repair asphalt on US1 at River Grille
- Replace concrete for Water Department in driveway at 682 S. Ridgewood Ave.
- Repair asphalt at Country Club and A1A

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimming at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Trimmed back trees on Domicilio for Stormwater
- Trimming citywide
- Cleaned trucks
- Removed stumps at citywide locations
- Trimming/removal at Airport and 222 Deer Lake Circle

Maintenance Crew

- Rotated Special Event bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Took outgoing daily mail to City Hall and brought back mail for various sections at Public Works
- ROW trimming citywide
- Redid post anchors for bridge signs on Granada Bridge

Sign Shop

- Continued fabricating HIP (High Intensity Prismatic) street names for intersections along S. Ridgewood Avenue
- Installed (3) new crosswalks on S. Ridgewood Avenue and on Tomoka Avenue at Ormond Elementary School
- Tomoka Oaks Blvd. at the median, changed a yield sign to a stop sign and added a stop bar
- Repaired or replaced signs at the following locations:
 - Corbin Ave. & S. Ridgewood Ave., installed HIP street names
 - Tomoka Ave. & S. Ridgewood Ave., installed HIP street names
 - Central Ave. & S. Ridgewood Ave., installed HIP street names
 - Mound Ave. & S. Ridgewood Ave., installed HIP street names
 - Division Ave. & S. Ridgewood Ave., installed HIP street names

- **Stormwater Maintenance**

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Reachout Mowing – All FDOT ponds on SR40, west of I-95
- Mowed ditch on SR40 in front of Chick-Fil-A
- Installed 404 feet of 18-inch A-2000 pipe on Domicilio Ave. to Northbrook Dr.
- Seeded Domicilio Ave. after pipe replacement
- Inspection – sinkhole at Sauls Street
- Cleaned vehicles inside and out
- Manhole sinking – China Moon and Clyde Morris

Streetsweeper - Streetsweeping

- 94.3 miles of road cleaned
- 20.0 cubic yards of debris removed

• **Fleet Operations**

Mileage Traveled by all City Departments for the week
37,612

PM Services completed for the week:
Emergency—Vehicles and Equipment
24

Non-Emergency Vehicles and Equipment
49

Road Calls for the week:
5

Accidents for the week:
0

Quick Fleet Facts:

- All city vehicles used 3,349.05 gallons of gas and 1,226.40 gallons of diesel over the past week.
- Fleet did a total of 119 work orders over the past week.

• **Utilities Division**

- Received SJRWMD request for additional information (RAI #2) upon review of the City's Consumptive Use Permit (CUP) Compliance Report initial RAI response submittal. Preparing feedback to District.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department.
- Cross Connection Control (CCC) Program Management Services: Awaiting feedback for submittal to VCHD requested survey of demographic information concerning City's CCC program. Responding to recent information request concerning program from Department of Health and performing repairs and upgrades per inspection report outstanding items.
- Airport Road Force Main Extension – Met with Finance and Economic Development Directors for discussing estimated cost proposal prepared by project design consultant for Riverbend GC irrigation system future considerations.
- Chemical Bids FY 2010-2011 –Due to the higher costs to the City using the second low bidder, the City is considering filing a breach of contract suit against the low bidder, Innovative Formulations, as they were deemed non-responsive.
- Fire Hydrant Replacement Program – Contractor will resume installation activities after holiday period.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 upon successful demonstration that ragging at the influent pump station (IPS) is eliminated or reduced to a reasonable frequency. Pumps continue to show intermittent clogging due to rags and lack of final disposition delays issuance of substantial completion for this remaining project item The IPS wet well was examined to determine if rags are floating inside and not being pumped into the plant. A significant number of rags were found. Quotes were received from interested and qualified contractors for bypass pumping and cleaning. Purchase requisition prepared to Chaz Equipments for cleaning services scheduled for performance immediately after holidays.
- Ormond Beach Wastewater Treatment Plant Expansion – Corrective measures identified in contract to eliminate partial clogging in the influent pipe to clarifiers is being discussed as for placing into contractors work effort sooner than originally intended. The contractor requested additional information for clarification of the project scope. Staff successfully

- bypassed clarifier number 3 during late night low flow period. Equalization piping between splitter box and C3 was pumped out and televised. Debris found in piping near upflow piping under center of clarifier. Video log information shared with contractor personnel for assessing appropriate debris removal methodologies.
- Gravity Sewer Pipeline Repair – No work was performed this week due to scheduled shut down of contractor activities during holiday period.
 - Water Treatment Plant High Service Pump Station VFD Conversion - Record drawings were received from the contractor in order to close out the project. These drawings are being reviewed.
 - Lift Station Repair and Replacement Project. The doors remain to be installed at lift station 6M. Contractor is waiting for doors to be delivered. Dewatering system well points are set at the Lift Station OM site. Teleconference was held with contractor's attorney with City legal and utilities management staff to discuss correspondence concerning contractor default, surety considerations and contractor attorney rebuttal. Pay request #14 was received from the contractor. The request was reviewed and sent back to the contractor for revision.
 - Root Control Services –The contractor indicated he will be starting in mid January. A purchase order is being prepared. A draft web notice to customers regarding the project is being prepared.
 - SJRWMD – The 2010 Annual Water Supply Plan was prepared for submittal to the water management district.
 - Tiffany Circle Water Main Replacement – Received a set of plans for submittal to Volusia County for a Right-of-Way Use Permit.
 - Town Square and Lift Station 4M1 Rehabilitation –. A field visit to the lift stations was performed to assist design understanding. Information was given to the Engineering Department to begin drafting the plans.
 - Tymber Creek Road Phase 1 – A new set of 100% design plans was received from Volusia County. A meeting was held with the County to discuss the revisions to the plans. The disposition of the existing utilities underneath the road was discussed.
 - Water Plant Aerator Rehabilitation – McKim and Creed provided a proposal to prepare plans and specifications to bid the project. This proposal is being reviewed.
 - Water Plant SCADA – A proposal was received from McKim and Creed Engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations. This proposal is being reviewed.
 - SPRC - Olive Grove is ordering a meter for water service. The developer could save money by combining the fire and potable water lines. This information was passed on the design engineer. The engineer requested information on the type of meter that will be required. A meeting was held to discuss the lot split of the Olive Grove site into two parcels. One parcel will contain the apartments; the other parcel will contain the bank. Plans for Eagles Lodge, Stor-It, Sunrise Cove Plat, Brown Thompson Commercial Site and McNamara Warehouse were received for review and comment.
 - Coordinating alternative contract arrangement for biosolids transportation, treatment and disposal services and collective bid for these services with City of Daytona Beach. Specifications and draft contract agreement documents incorporated into Daytona Beach advertisement for bids to be received on December 30, 2010.
 - Responded to Lakebridge POA concerning excessive sewer billing charges and potential metering solution for consideration awaiting customer feedback.
 - Two large activities this week with 6 inch raw water main repair at the water plant on Monday morning and successfully taking clarifier number 3 offline on Tuesday night late at wastewater plant for pumping down and televising piping for determining location and nature of flow obstruction.
- Water Distribution
 - Replaced 4 residential - 0 commercial meter.

- Responded to 11 leaks and repaired accordingly.
- Flushed 6 cloudy water complaints
- Replaced/repared 3 water services, and 3 meter boxes.
- Tested and repaired several city owned backflow preventers - tested good.
- Fire hydrants: R&M Services off next two weeks for holiday. All pertinent PBW Notices rescinded.
- Rescinded all boil water alerts for all scheduled and unscheduled shut downs this week.
- Replaced water service at 59 Arroyo Parkway.
- Repaired a 6" raw water main break at Water Treatment Plant.

- Water Treatment
 - Delivered City 37.771 million gallons (5.396 MGD) for week Dec. 19.
 - Backwashed 11 filters for a total of 389,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated south plant generators under full load in cooperation with FPL load control program.
 - Sampled and cleared for rescinding three Precautionary Boil Water notices. One due to a 6" main break and two from the fire hydrant replacement project.

- Waste Water Collection - Reuse
 - Forty-seven manholes have been rehabilitated by Chaz Equipment Inc. Contract ongoing – off for holiday.
 - Crews set up equipment and televised #3 clarifiers 24" line from splitter box to clarifier #3 at the Wastewater plant Tuesday morning. Found blockage at ¼ bend near center of clarifier. Video record provided to contractor performing Phase 2 Rehab/Expansion Project at WWTP.
 - Delivered small sewer cleaner after repair from Harben in Clearwater.
 - Cleaned all trouble spots around town with vector.
 - Turned reuse back on Nova RD. and US 1 after temperatures warmed.
 - Assisted Water Dept. with 6" water break at water plant with Vector.
 - Five sewer laterals televised, eight root controlled.
 - PEP System Maintenance Activities for period:
 - Inspected Pep tank at 10 Spanish Pine Way.
 - Installed 4" female adaptor - brass clean out cap at 2 Spanish Pine Way.
 - Replaced back lid at 7 Spanish Pine Way.
 - Checked irrigation system at Breakaway and Hunter's Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 23.11 Million Gallons
 - Produced 15.97 Million Gallons of Reuse
 - Produced 10.20 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 3.30 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 68 (14%-18% Solids).
 - Annual Flow Meter calibration was completed on 12/17/10.
 - Reuse Annual Report completed and forwarded to FDEP.
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Checked and Tested High Service pump #6 for operations, all OK.
 - Repaired broken water line at Base of Water Tower.
 - Assisted operations cleaning lime build up out of Claricone.
 - Repaired High Service Pump #7 Check valve.

- Tried to locate buried J box in Hunter's Ridge Huntington Townhomes area, no success yet.
- Repaired resistor line on Lime Slaker.
- Rebuilt air Actuator for High Service pump.
- Moved #4 actuator to #6 Actuator slot to continue with rebuild of all High Service pump actuators.
- Ran LPRO and Lime softening back up generators, tested ok inspected system after run.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime softening plant equipment.
- Performed Booster Station PM's.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.
- Attended Weekly staff meeting.

Wastewater Plant – Lift Stations – Reuse System

- Repaired bad float at Dewatering Station, also pulled all pumps to ensure proper operation for upcoming contractor bypass activities to Influent PS.
- Installed 2nd VFD to San Marco liftstation to reduce water hammer to line and reduce energy use.
- Repaired 4-20 milliamp line for Chlorine meter and flow chart affected during contractor activities.
- Checked and tested 11M liftstation SCADA radio, all OK.
- Tested Blower at Influent Bldg. all OK
- Performed PM service to Reuse HSP equipment
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers, deragging influent pumps (twice), RAS/WAS and recycle pumps.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 26 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 7 Liftstations. Pulled pumps check/replace impellers.
- Utilities Division completed 86 work orders as reported in MP2 computerized maintenance management system, of which 65 were PM work requests and 21 were repair work orders.