

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 28, 2011

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 meetings with City Attorney and City Clerk
- Biweekly meetings with Police Chief
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Attended the VCOG Joint Luncheon Meeting of Mayors and Managers
- Attended meeting regarding the use of the Old Memorial Hospital property
- Attended United Way Board of Directors Meeting
- Attended United Way Kickoff Luncheon for the City's Campaign
- Attended County Managers Meeting
- Attended Budget Advisory Board Meeting (cancelled for lack of quorum)
- Attended DARE Graduation at Pathways Elementary School
- Attended Meeting with CDM regarding the Influent Pump Station
- Conference Call with Today in America

City Clerk's Office

In addition to routine City Clerk activities such as agenda preparation for meetings and workshops, updating insurance information for City contracts, updating website, document imaging, proclamations, legal advertisements, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway:

- Meeting packet preparation for the November 1, 2011, City Commission & CRA Meeting.
- Made meeting arrangements for the November 1, 2011, Ideas Workshop.
- Transcribed meeting minutes for the October 18, 2011, City Commission Meeting and Strategic Economic Development Plan workshop.
- Attended the weekly City Manager Staff meeting on Tuesday, October 25, 2011.
- Weekly Meeting with the City Manager on Tuesday October 25, 2011.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Attended the Budget Advisory Board meeting on Wednesday, October 26, 2011.
- Reviewed employment applications for the Office Assistant III position in the Support Services Department, and sent my recommendations to Human Resources to schedule testing and interviews.
- Prepared interview questions, grammar test and transcribing test for applicants.

Status of Ongoing Projects

- Paperless Agenda Automation System:

- Finished initial testing of NovusAgenda, and sent requested changes needed to Novusolutions.
- Digital Records Management System:
 - Prepared requirements for Questys CMx upgrade.
- Commission Chambers Audio/Visual Upgrade:
 - Coordinating installation of projectors and screens for Commission Chambers.
 - Xerox Audio Visual Solutions installed the new screens and projectors in the Commission Chambers on Thursday, October 27, 2011.
 - Installed new Document Camera for visual aids at meetings.
 - Installed new timer software for use at public meetings.
 - Ordered equipment needed to add monitors to the dais for the City Commission and Advisory Board to view visual aids.
 - Researched alternative audio streaming solutions for public meetings, in order to eliminate the need to have an on-premise audio streaming server and encoding computer.

Community Development

- Planning
 - The second public workshop for the US 1/Airport/City Business Park/Ormond Crossing Brownfield designation occurred on 10/27/11 @ City Hall in the Training Room.
 - The ED and Planning Director met with Kittelson, the consultant on the US 1 Corridor Study, at the TPO offices. Discussions ensued as to expected improvements on US 1 Corridor and the City plans for US 1.
 - Internal meeting among staff was held to discuss the long awaited Ormond Crossing Design Guidelines which will govern the development of the residential, commercial and industrial land uses. The ED Director was also in attendance. Staff will continue to hone the issues until we get to policy issues only before we present the staff report and Planned Mixed Use Development Zoning to the Planning Board and City Commission for approval. Comments will be due from all reviewers by November 11 for submittal to Tomoka Holding no later than November 15.
 - Staff met with the dock permit expeditors and dock contractors to discuss further refinements to the dock regulations. Amendments will be forthcoming.
 - Staff attended the semi-annual Interlocal Planning Meeting regarding the following issues:
 - Student Enrollment & Population Projections
 - Growth, New Development, Infill and Redevelopment Plans
 - School District Report & Capacity Changes
 - Amendments to CSAs, LOS and/or School Attendance Boundaries
 - Infrastructure Needs of New Schools
 - Updates to CIE of Comprehensive Plans
 - Staff has been notified by Volusia County that the CRA presentations have been scheduled for November 3, 2011 @ 9:30.
- Building Inspections, Permitting & Licensing
 - 78 permits issued with a valuation of \$1,604,311.00
 - 163 inspections performed.
 - 10 business tax receipts issued.
- Development Services
 - Based upon inquiries of the HOA in Deer Creek, there were several light poles missing when installation occurred. Staff reviewed the lighting plan, determined that four street lights were missing and contacted KB Homes. The locations of these street lights have

- been physically flagged and installation by Florida Power is expected no later than next week.
- The following Development Orders were issued this week:
 - #11-101 – Dodson Creek Office Center - modification
 - The Department has received the following developments for SPRC internal review:
 - Maria Bonita – Fire Line
 - 1002 Old Tomoka Road – sewer lift station & line

Economic Development

- Economic Development
Ormond Crossings

- Tomoka Holdings submitted the draft PMUD and design standards documents and staff met to review the material. The comments and suggested revisions will be transmitted to Tomoka Holdings for a joint meeting. The documents will be sent to the Planning Board and City Commission upon resolution of any potential issues.
- Staff met to discuss the feasibility of locating a sports stadium at the Ormond Crossings property. Following preliminary site evaluation, staff will arrange a meeting with Tomoka Holdings to discuss the stadium concept.

Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in November.
- Staff is marketing the vacant lots along West Tower Circle Extension to potential business prospects.
- Staff is working with an existing business on a possible plant expansion project.
- Staff met with the new CEO of Emergency Communications Management to discuss their sale to the Riverside Company. Staff is evaluating the Code Red emergency notification services offered by ECN.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff is preparing marketing material to be reviewed with the local banks to discuss lending options for business development.

Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.

Special Economic Development Projects

- The Commissioners suggestions and comments will be included in the draft plan and submitted for Commission endorsement in December.
- Proposals in response to the RFP for the development of the SW Quadrant were due Monday, September 26. One proposal was submitted and the Selection Committee met on October 7 to evaluate the proposal. A follow up meeting to invite the proposal applicant to provide additional detail is being scheduled for early November. Staff is reviewing the proposer's request as part of a follow up meeting. Once the evaluation process is completed, staff will transmit the findings to the City Commission.
- Staff met to discuss the Opportunity Zone Designation (Brownfield's Program) for portions of the City's business districts. In addition to the primary job creation and capital investment incentives offered by the State of Florida to businesses, the Brownfield's

- program is a bonus program used in many communities in Florida and around the country to provide additional corporate tax credits and other tax exemptions to businesses that create jobs and invest their capital.
- Staff prepared an RFP for the federal lobbying services contract, which will be submitted to the Commission on November 15.
 - Staff is working with a prospective tenant with a purchase option for the reuse of Memorial Hospital. More detail on the feasibility of the proposal is expected next week.

Airport Operation and Development

- Staff conducted site visits at the airport this week in order to finalize acquisition of quotes regarding obstacle clearing near the runways and taxiways. Trees near the approach end of Runway 26 and adjacent to Taxiway "E" have been identified by FDOT as potentially hazardous to air navigation.
- Staff has been apprised by Hoyle, Tanner and Associates (HTA) that based upon discussions with the FAA Airports District Office in Orlando, full FAA funding for the Taxiway Alpha Relocation and General Airfield Improvements Project may be made available in mid-December of this year. It had previously been held that funding would likely be made available in January or February of 2012. A bid opening for this project (Bid 2011-25) has been conducted, and after bid tabulation it was determined that Halifax Paving of Ormond Beach was the successful bidder for this project. Staff will continue to work with HTA to plan the commencement of construction activity for this project.
- Staff continues to work with HTA and Biological Consulting Services, Inc. (BCS) to address wetland mitigation permitting requirements for the Taxiway Alpha Relocation and General Airfield Improvements Project. BCS has determined that the project will require the purchase of 0.12 mitigation bank credits in order to meet permitting requirements, for which funds have already been programmed and budgeted within the project. The cost of mitigation bank credits is refundable under the grant(s) for this project.
- Staff received the Nationwide Permit from the U.S. Army Corps of Engineers for the Taxiway Alpha Relocation and General Airfield Improvements Project this week.
- Staff continued to work with FDOT and HTA to prepare amended Joint Participation Agreements for the group of projects that collectively comprise the Taxiway Alpha Relocation and General Airfield Improvements Project. FAA funding for this project will reduce the maximum project share for FDOT from 80% to 2.5% of the overall project cost. This may result in the availability of additional FDOT funds for security projects at the airport.
- Staff recently composed and submitted to the City Attorney documentation to place a Resolution on the November 15, 2011, City Commission agenda on behalf of BETNR Industrial Development Corporation. BETNR has requested an extension of the completion of improvements deadline specified in the current lease agreement for Parcel 3 in the southeast quadrant of the airport. Staff has since received a similar request from Sunrise Aviation regarding an extension of the completion of improvements deadline specified in their lease agreement for Parcel 2 in the southeast quadrant. Staff has begun work to submit an extension Resolution on behalf of Sunrise Aviation.
- Staff attended a meeting of the Volusia County Airport Advisory Council (VCAAC) this week. The VCAAC has distributed to the membership a draft marketing brochure featuring the five primary airports in Volusia County. Staff will prepare and submit comments on the draft for discussion at the next meeting.
- Staff continues to address additional requests for airport gate access cards in response to the new policy to discontinue access to the airport via input of an alpha-numeric code. All alpha-numeric access codes for the main access gates (gates 9 and 13) were cancelled as of September 26, 2011.
- Staff continued work to configure and optimize the new airport security surveillance system, and to setup the web-based monitoring features of the system. It is expected that all web-based features will be online in October.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 52 Journal Entry Batches (# 5171 – 5204 and # 185 - 275).
 - Approved 30 Purchase Requisitions totaling \$145,763.00.
 - Issued 29 Purchase Orders totaling \$159,869.33.
 - Issued Addendum #1 for Bid No. 2011-27, Tomoka State Park Multiuse Trail from Beach Street to Inglesa Avenue, and posted to DemandStar on 10/21/2011.
 - Issued Addendum #2 for Bid No. 2011-05, SR40 Multiuse Trail Phase 3 from Old Tomoka Road to Airport Road Extension, and posted to DemandStar on 10/21/2011.
 - Held opening for RFQ No. 2011-29, Construction Management at Risk Services, on 10/25/2011. Eleven (11) statements of qualifications were received.
 - Prepared 146 Accounts Payable checks totaling \$286,370.14 and 30 Accounts Payable EFT payments totaling \$103,462.24.
 - Processed 3,627 cash receipts totaling \$738,586.00.
 - Processed 558 utility bill payments through ACH totaling \$44,278.50.
 - Processed and issued 6,472 utility bills with billed consumption of water of 49,751k.
 - Issued 428 past due notices on utility accounts.
- Public Information
 - Press Releases
 - FP&L Tree Trimming
 - Veterans Day Celebration (11/13; 5:30 p.m., dinner/entertainment)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Completed November Employee Newsletter
 - Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Participated in State JAG training webinar

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 4
- Hazardous: 3
- EMS: 66
- Motor Vehicle Accidents: 11
- Public Assists: 33

TOTAL CALLS: 120

- Aid provided to other agencies: 16 calls – Volusia County (12), Daytona Beach (4)
- Aid received from other agencies: 4 calls – Volusia County (3), Daytona Beach (1)
- Total staff hours provided to other agencies: 15 hours
- Total staff hours received from other agencies: 3 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2

- # of overlapping calls: 28
- Total EMS patients treated: 56

Training Hours

- Building Construction: 10
- EMS Protocols: 4
- Ladders: 3
- Leadership: 5
- PEPP Renewal: 25
- Policy Review: 4
- Terrorism: 7
- Ventilation: 14

TOTAL TRAINING HOURS: 72

Station Activities

- Updated 8 pre-fire plans.
- Inspected 108 hydrants.
- Visited Bridgeview Nursing Home to show residents the fire engine and answer questions.
- Provided public education to the following schools for fire prevention month:

Children in Attendance

Daytona College	20
Pathways Elementary	35

Operations

- Attended Volusia County Emergency Management staging exercise at the Ocean Center in Daytona Beach.
- Attended bargaining session with IAFF Local 3499.
- Met with Flagler County Fire Chief.

Human Resources

Staffing Update

- Job Requisitions
- Public Works Department/Engineering – Engineering Inspector
- Information Technology – Information Systems Specialist
- Approved/Active Recruitment
- Public Works/Utilities - Environmental Regulatory Compliance Coordinator advertised on the City web site, in-house, the APWA web site, FWPCOA web site, FRWA web site and on FWRJ web site to close on 10-28-11.
- Leisure Services Department – Recreation Center Coordinator position was advertised in-house, on the City web site, the Florida Recreation and Parks Association (FRPA) web site, the National Recreation & Parks Association (NRPA) and the Therapeutic Recreation Association web site. Department requested to re-advertise position to create a larger pool of qualified applicants. Position closes on 11-11-11.
- Public Works Department/Streets – Maintenance Worker II advertised on the City web site and in-house with a closing date of 11-11-11.
- Screening/Interviews Scheduled
- Public Works Department/Wastewater Plant – Treatment Plant Operator position, department requested to re-advertise position as open until filled. Removed from website 10-19-11. Interviews will be completed by 10-21-11.
- Support Services Department – Office Assistant III position was advertised in-house and on the City Website with a closing date of 09-23-11. Forty-eight (48) applications have

- been received and are in the process of being reviewed. Department Director has narrowed the applications and HR will administer typing tests and schedule interviews.
- Public Works Department/Fleet Operations – Mechanic II position closed on 09-09-11. Sixteen (16) applications have been received and forwarded to the department for review. Fleet Operations will complete interview process on 10-18-11.
 - Police Department/Neighborhood Improvement-Office Assistant III position was advertised in-house and on the City Website 09-26-11 to close on 10-07-11. Fifty-one (51) applications received. Interviews and typing tests will be completed by 10-28-11.
 - Finance/Utility Billing – Part Time Account Clerk II advertised in-house and on the City Website 10-06-11 and closed 10-21-11.
 - Leisure Services/Maintenance Foreman (Foreman) advertised in-house and on the City website and closed 10-21-11.
 - Leisure Services/Administration – Recreation Program Specialist advertised in-house and on the City website and closed 10-21-11.
 - Background/Reference Checks
 - Police Department-Police Officer candidate background started. Candidate selected from eligibility list created from interviews conducted June 15th & 16th, 2011.
 - Job Offers
 - Police Department – Police Officer candidate selected from eligibility list and has started process for pre-employment requirements.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 09-30-11: 5.21% (excluding retirements)
 - I.T. – Information Systems Specialist resigned effective 11-03-11.
 - Promotions
 - Demotion
 - Transfers
 - Public Records Requests
 - Request from the City of Holly Hill to review personnel file for former Firefighter/Paramedic.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program September, 2011 monthly report reflects savings of \$54,232 for City residents during the fifteen months that the program has been in effect in Ormond Beach. Over 1,222 residents have utilized the program during that time. Public Information news release sent out on 08-26-11 to re-notify citizens about this benefit.
- Wellness Cove – Health Risk Assessment appointments are being scheduled for 11-02-11 at the Nova Community Center.

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20th and November 9, 2011. **Last training sessions will be held on 11-09-11.** To date, **90%** of full time employees have completed the Customer Service training.

Pay & Classification Plan

- An amendment to the Pay and Classification plan revising the title and pay grade of the Maintenance Foreman positions, the title of the Utilities Engineering Manager and adding the title of Environmental Regulatory Compliance Coordinator was approved by the City Commission on October 18, 2011.

Risk Management Projects

- Volunteered at the United Way fundraiser lunch.

- Attended Claims Committee meeting.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Email system upgrade (cloud based) – researching options
 - City Clerk – Agenda Preparation application – IT involvement
 - City Clerk – Document Management and Retention – IT involvement
 - Finance/Community Development – CRM system replacement – IT involvement
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - None
 - Work Orders: - 66 New work - 60 completed - 67 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,247	Inbound E-Mails Blocked	17,585
Delivered Inbound E-Mails	10,480	Quarantined Messages	182
Percentage Good Email	37.1%	Virus E-Mails Blocked	13

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Ormond Garage Meeting
 - Public Works Meeting
 - City Manager Staff Meeting
 - LDI Conference
 - Park Site Visits
 - Attend NRPA Congress next week
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Fridays at the Sports Complex. Play is at 1pm daily.
 - The OBYBSA Lady Renegades continued their fall practices this week, Monday through Friday nights.
 - The City's Youth Flag Football Program continued their games this week at the Sports Complex, nightly at 5:45 and 6:45pm.
 - The City's Coed Softball League continued their 2nd half season, with 13 teams competing weekly, Monday through Thursday with games at 6:20, 7:30, and 8:40. Teams are divided into 2 divisions for better and safer play.

- The City's Youth Volleyball Program finished this week on Tuesday, Wednesday, and Thursday night. This was an 8-week program designed around skills work and scrimmage games.
- The Pop Warner Football Program had their Playoff Game at the Championship Football Field on Tuesday night at 7pm.
- The City's Men's Softball League continued their game season this week. Currently, 7 teams are competing. Games were held on Monday, Tuesday, Thursday, and Friday night this week.
- The OBYBSA Boy's Baseball and Girl's Softball continue their fall Game Season this week at both the Nova Fields and the Softball Quad at the Sports Complex. Season will run through the end of October.
- The SHS Soccer Teams, Boy's and Girl's, have started practicing for their upcoming season at the Sports Complex. Practices are held on fields #6 and #8, with games on Championship Field #7.
- CCA hosted their 6th home game at the Sports Complex on Friday night at 7pm at the Championship Field #7. They have 1 game remaining, which is next week.
- The Ormond Beach Pride Football Program hosted their 4th Saturday home games at the Championship Field #7. Games are held at 9, 11, and 1pm.

- Athletic Field Maintenance
 - Mowed South Ormond outfield, prepped infield.
 - Went to South Ormond Rec. to clean tennis and basketball courts.
 - Went to Osceola School to tend to the infields, tennis and handball courts.
 - Nova Park - mowed infields and outfields.
 - Cleaned Skateboard Park.
 - Cleaned 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.
 - We are mowing the baseball fields 3 times per week.
 - Continue mowing of the soccer fields.
 - Continue mowing of the softball fields.
 - Daily clean up of Limitless Playground by the softball Quads.
 - Repainted 3 full size fields for competitive soccer, prepared for games over the weekend.
 - Repainted 15 soccer fields to host the Rec. League.
 - Prepped soccer field to host the Challenger Sports league.
 - Cleaned up after soccer and football games.
 - Prepared fields for the Coed softball league.
 - Prepared field for men's slow-pitch softball league.
 - Prepared fields for Rec. and Lady Renegades softball practices.
 - Prepare baseball fields for Golden Spikes league daily.
 - Continue to fix irrigation problems on many fields at all locations.
 - Moved portable bleachers to/off football field.
 - Repainted football field to host the Pride football league Saturday and the Seabreeze JV football games on Thursday. Put out trash cans, carpets, benches and prepped for the fans.
 - Worked baseball fields for weekend Golden Spikes tourney.
 - Began fall fertilization on all fields.
 - Cleared brush and tree limbs from Gateway Sign on US 1.
 - High school soccer has begun their season at the Ormond Beach Sports Complex.

- Senior Center
 - Yoshukai Karate met on Monday and Wednesday from 6:30pm to 8:30pm
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.

- Big Band America met on Thursday from 7pm to 9pm.
- Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
- Chinmaya Church met on Sunday from 9:30am to 1:30pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club Specialty Dance, Webb Jazz and Tap, Devito Dance, Kopy Kats, CMT K & 1st grade. CMT Teens, CMT Teen/Adult Ballet, CMT Jazz, CMT Tap.
 - Tuesday: Theatre Workshop, Theatre Workshop Dance, Show Club Specialty Dance, Horan Judo, CMT Ballet, CMT Contemporary Dance, and CMT Jazz Dance.
 - Wednesday: Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT Kindergarten/1st Grade, CMT Teens, CMT Teen/Adult Ballet, CMT Jazz Dance, and CMT Tape Dance.
 - Thursday: Devito Dance, Show Club Chorus, Show Club Skits, Theatre Workshop, Kopy Kats, CMT Pre-Primary Ballet, CMT Jazz, CMT Ballet, CMT Pointe, and CMT Contemporary Dance.
 - Friday: Theatre Workshop, Green Dance, and CMT 2nd and 3rd Grade, and CMT 4th and 5th Grade.
 - The Performing Arts Center is preparing to host the following event:
 - INBF FL State Naturals Bodybuilding Competition, October 29th, 4:30pm to 6pm.

- South Ormond Neighborhood Center
 - The splash pad was open daily from 10am until dusk.
 - The weight room was available during Center hours.
 - The Neighborhood Park was open daily from sunrise until 11pm.
 - Open play basketball was held from 1pm to 9pm.
 - No pavilion rentals this weekend
 - Adult Basketball Monday and Thursday 6 pm - 9 pm
 - Jazzercise Monday and Wednesday 5:45pm - 6:45pm

- Community Events
 - Weekly administrative tasks and office work
 - Attended staff meeting
 - Attended events meeting
 - Attended Veteran's Day meeting
 - Attended HoHo Parade meeting
 - Holiday event(s) planning and organization
 - Assisted and attended Senior Games events and venues
 - Began selling Veterans' Dinner tickets
 - Began mail out of sponsorship for HoHo Parade

- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday, 1:30pm to 2:30pm.
 - Pre-School: Monday/Wednesday and Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Tuesday/Thursday, 4:30pm to 5:30pm.
 - Level 2 girls: Tuesday/Thursday, 5:30pm to 6:30pm.
 - Level 3 girls: Tuesday/Thursday, 6:30pm to 7:30pm.
 - Level 4 girls: Monday/Wednesday, 5:30pm to 7:30pm.
 - Level 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
 - Boys 1: Friday, 3:30pm to 4:30pm and Monday, 4:30pm to 5:30pm.

- Boys 2: Friday, 4:30pm to 5:30pm.
- Friday Rec. Gymnastics: Friday, 3:30pm to 5pm.
- Teen Gymnastics girls: Friday, 4:30pm to 6pm.
- Power Tumbling: Monday, 7pm to 8pm.
- Cheer Class: Wednesday/Friday, 6pm to 8pm.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
 - 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.
 - Miss Debby's Dance Classes continued on Monday, Tuesday, Thursday and Friday afternoons for the fall season.
 - Miss Brenda's Activity Class for children ages 2 ½ to 4 years old met on Tuesday and Thursday mornings.
 - Phonics was held on Tuesday and Thursday evenings.
 - Special Pops Halloween Party took place on Friday, October 28th at 6PM in the Nova Gym

- The Casements
 - Tours continued from 10am to 4pm, Monday through Friday, and Saturday from 10am to 11:30am.
 - Yoga classes were held on Tuesday morning from 10:30am to 11:30am, and Thursday evening from 6:30pm to 8pm.
 - Teeny Tiny Yoga class was held in Room 205 on Tuesday from 3pm to 4pm.
 - Zumba class was held on Monday and Wednesday evenings from 6pm to 7pm.
 - Tai Chi class was held on Wednesday evening from 7pm to 9pm.
 - Pilates classes resumed this week on Tuesday and Thursday afternoons from 3:30pm to 4:30pm, and on Wednesday morning from 8:30am to 9:30am.
 - Pat Spano's Art classes continued on Wednesday evening from 5:30pm to 9pm.
 - The Casements Guild held their monthly meeting at the Casements on Wednesday with a pot luck lunch from 10am until 12 noon.
 - The Beachside Oasis Church meeting was held at Fortunato Park from 6:30pm to 7:30pm on Wednesday.
 - The Guild crafters met on Thursday from 12:30pm to 3:30pm.
 - Staff assisted with the set up and strike of the weekly Farmers' Market on Thursday from 8am to 1pm.
 - The Ormond Beach Art Guild 2011 Fall Art Show is featured in the Gallery through October 27th.
 - Staff is working on coordination of all holiday preparations with The Guild for the annual Christmas Gala. Tickets are now on sale; \$5.00 for adults and \$1.00 for children 5-12.
 - The Camera Club met at Bailey Riverbridge for their monthly meeting on October 25th from 7:00pm to 9:00pm.
 - A wedding rehearsal was held on Ormond Memorial Gardens on October 28th from 5:30pm to 6:30pm.
 - The Echo Ranger Program was held at The Casements from 10:00am to 11:30pm on October 29th
 - A wedding was held in Ormond Memorial Gardens on October 29th from 1:00pm to 2:00pm

- A dress rehearsal was held on Monday for Rockefeller Revisited. Staff has been busy all week making the final preparations. Rockefeller Revisited was held at The Casements on October 29th from 6:00pm to 9:00pm.
- Parks and Irrigation
 - Mark irrigation heads at Fortunato Park for sign shop new sign install
 - Replace 2 spray heads and nozzles at Riviera Park
 - Replace damaged 12" pop up spray head at Ormond Beach Sports Complex.
 - Measure medians and figure all supplies; order parts for irrigation for install at Santa Lucia median.
 - Replace 2 broken timers and solenoids on west Granada medians #13 - #16.
 - Mark curb for heads on install at Santa Lucia medians and layout mainlines and zone lines.
 - Locate lost valve on ballfield at Ormond Beach Sports Complex. Install new solenoid and wire connectors.
 - Reset all timers at City Hall and adjust run times and days.
 - Check both timers at airport – front and rear.
 - Install new rain sensor, install 3 new riser tubes and shrub sprays, install 2 new spray heads, relocate 1 head. Test system.
- Building Maintenance
 - Repaired protective corner pads for basketball backboards at Nova Rec.
 - Replaced vandalized restroom sink and faucet at Central Park II
 - Repaired leaking men's room toilet at City Hall
 - Mounted two new televisions at S.O.N.C.
 - Repaired broken water line at Nova Rec. maintenance bldg.
 - Replaced timbers and shell mix for step down to lake at Central Park II
 - Installed new signage at Sanchez Park
 - Quarterly PM on air conditioner units City-wide
 - Moved thermostat from closet to office, City Hall
 - Installed two hand sanitizer units in N.I.D.
 - Repaired seven decorative streetlamps city-wide
 - Fabricated stand for plaque to be installed at Memorial Art Museum gallery
 - Repaired hanging speaker at the gymnastics center
 - Repaired ladies restroom sink at Fire Station # 93
 - Repaired leaking break room sink at City Hall
 - Weekly inspections of the Ormond Beach municipal airport
 - Call out at lift station not functioning at Central Park II

Police Department

- Administrative Services
 - Meeting with new FDLE Resident Agent in Charge of Daytona Beach Field Office
 - Lt. Hayes attended G-400 Advanced Incident Command System training.
 - Attended weekly PD and Department Head staff meetings
 - Attended United Way Campaign meetings and luncheon
- Community Outreach
 - Twelve youth participated in the Science on Patrol program held at Ormond Beach Elementary School on Tuesday, October 11th. This week youth processed evidence from their mock crime scene.
 - Tutors R Us continued. Currently 20 youth are enrolled in the program.
 - Preparations are continuing for the Golfing for Youth fundraiser to be held at River Bend Golf Club October 29th.

- Members of the YDC met Saturday to stuff cups with candy to donate to Ormond Beach Elementary School's Trunk or Treat to be held October 29th.
- PAL Basketball volunteer coaches were contacted to set the schedule for the Winter Basketball program.

- Community Services & Animal Control
 - Animal Calls responded to : 55
 - Animal Reports: 8
 - Animal Bites: 0
 - Wildlife: 0
 - Animal transported to FHS: 11
 - 9 Cats
 - 2 Dogs
 - Animal Traps provided to citizens: 4
 - Dog from 799 E Victoria Cir - sufficient grounds to classify dog as being dangerous/a threat to community.
 - No bear sightings reported this week

- Criminal Investigations
 - Cases Assigned: 16
 - Cases Cleared by Arrest/Complaint Affidavit: 3
 - Cases Exceptionally Cleared: 7
 - Inactive: 3
 - Fraud: 2
 - Burglary Business: 1
 - Burglary Residential: 2
 - Larceny Car break: 3
 - Grand Theft: 5
 - Auto Theft: 3
 - Sex Offense/Rape: 0
 - Robbery: 0
 - Assaults: 0

Comments

- Investigators received a CODIS hit on evidence submitted back in 2009 regarding a double robbery rape investigation. The suspect has been arrested in Louisiana for armed robbery and is in custody. Investigators have obtained a search warrant for the subjects DNA for confirmation. Details are being worked out to serve the search warrant and interview the suspect.
- Suspect identified in a residential burglary on Montana Terr. charging affidavits are being submitted.

- Records
 - Walk - Ins / Window 137
 - Phone Calls 177
 - Arrest / NTA'S 29
 - Citations Issued 147
 - Citations Entered 142
 - Reports Generated 126
 - Reports Entered 119
 - Mail / Faxes / Request 79

- Patrol
 - Total Calls 1,449
 - Total Traffic Stops 183

- Operations
 - **10/19/11** Warrant arrest, W Granada; local transient.
 - **10/19/11** Shoplifting, Walmart; adult female arrested for retail theft.
 - **10/19/11** Burglary/Residence, Cedar Street; firearm and other miscellaneous items reported taken from residence.
 - **10/20/11** Grand Theft, Lake Walden Trail; silver tableware setting taken from home.
 - **10/20/11** Shoplifting, Lowes; adult female arrested for attempting to steal \$600 worth of copper wire.
 - **10/20/11** Stolen Vehicle, N Halifax; son with drug problem stole mother's car.
 - **10/20/11** DUI Arrest/Crash, SR40/I95; adult female arrested for DUI after crashing into a semi tractor trailer.
 - **10/20/11** Narcotics Arrest. Beach Street/SR40; adult male arrested for possession of marijuana. K9 Dawny alerted to presence of narcotics during search of subject prior to arrest.
 - **10/20/11** Battery/Dating Violence and battery on a law enforcement officer; adult male arrested for shoving girlfriend. Subject kicked officer while being arrested and had to be subdued with OC spray.
 - **10/20/11** Robbery, Knollwood Estates (suspicious incident); victim claims she is missing her purse and cell phone, identified a possible suspect and then refused to pursue charges.
 - **10/21/11** DUI, N US HWY 1/Hernandez; adult female arrested for DUI.
 - **10/21/11** Battery/Domestic Violence, S Yonge Street/Simply Storage; male subject arrested for shoving his girlfriend into some bushes during an argument.
 - **10/21/11** Vehicle Crash, S Yonge Street/Hand Avenue – car vs telephone pole; driver fled scene on foot following crash. The vehicle owner returned to crash site with their grandson who was identified as the driver of the vehicle. Citations issued.
 - **10/22/11** Warrant arrest, N Yonge Street; adult male arrested on outstanding arrest warrant for narcotics violations.
 - **10/22/11** Vandalism, Ridge Field Place; unknown suspect cut boat lift wires on victim's boat dock.
 - **10/22/11** Grand theft, Trails / Radio Shack; approximately \$1000 worth of electronics and merchandise stolen from business.
 - **10/22/11** Baker Act, Mainsail Circle; female subject found bed ridden with broken hip and her male counterpart immobilized with leg injury. Both subjects also noted to have been drinking heavily. Caretaker daughter was unable to be reached. DCF notified.
 - **10/22/11** Driving with no license issued, SR 40/Tymber Creek Rd; illegal alien Hispanic male arrested driving with no driver license and for using fraudulent Alien registration card number (as verified by Immigration officials).
 - **10/23/11** Undetermined death, Casa Del Mar; apparent natural death but victim was visiting from out of area. No foul play suspected.
 - **10/23/11** Narcotic arrest and noise complaint; officers responded to a noise complaint and found subject with marijuana, a bong and glass pipe in plain view.
 - **10/23/11** Shoplifting – Bealls; adult male arrested for retail theft.
 - **10/23/11** Shoplifting – Walmart; adult male arrested for retail theft.
 - **10/23/11** Disturbance, S Ridgewood; current girlfriend and ex-girlfriend had verbal argument over discipline of a child. Child was present at the time of altercation. DCF notified.
 - **10/23/11** Harassing text messages; female victim posted an ad on Craig's list for a roommate. A male subject responded several times with very sexually explicit messages.

- **10/23/11** Aggravated battery, N US Hwy 1/Econo Lodge; Wyotech student was assaulted by two males over a female, sustaining injuries to his face. Suspects are known. Investigation continuing.
- **10/23/11** Stolen vehicle, Magnolia Ave; unknown suspects took 2002 Mitsubishi from residence driveway between 11:00 p.m. and 3:30 a.m.
- **10/24/11** Battery, Live Oak Avenue; Intoxicated suspect arrived at victims residence and accused victim of sexually battering his (suspects) wife three weeks prior in Daytona Beach. Suspect physically attacked victim and then fled on foot. Charges filed against suspect for battery. Daytona PD notified about possible sexual assault in their jurisdiction.
- **10/24/11** Stolen vehicle, Hand Avenue; vehicle stolen during the night from residence driveway.
- **10/24/11** Baker Act, Ormond Towne Square/Bank of America; elderly female suffering from dementia and Alzheimer's refusing to leave the bank with her son. The elderly female's attending physician was contacted and recommended that she be Baker Acted and transported to Halifax.
- **10/24/11** Carbreak, W Granada Blvd; five day time lapse. Laptop and firearm missing from trunk.
- **10/24/11** Attempted prescription fraud, E Granada Blvd/CVS; suspect posing as a doctor called in a prescription for pain medication. Later a subject came into the pharmacy to claim the prescription. Pharmacist could not be certain that the suspect customer was same individual that called in the prescription order. The subject was issued a trespass warning from pharmacy.
- **10/24/11** Burglary, S Atlantic Avenue/Mainsail Motel; entry through pried bathroom window and \$200 cash stolen. Suspect employee identified.
- **10/24/11** Baker Act, Wild Olive Street; subjects roommate called to report subject was wielding a large knife and was schizophrenic; making threats to harm themselves. Suspect left prior to officer's arrival but was located a short time later and Baker Acted.
- **10/25/11** Fraud, Vanderbilt Drive; on line fraudulent use of credit card reported.
- **10/25/11** Felony Battery, Ormond Beach Middle School; student returning to school after serving a suspension threw a pencil, striking their teacher. Subject was charged and transported to Division of Juvenile Justice
- **10/25/11** Domestic Violence, Greenwood Avenue; juvenile arrested for battery on parent.
- **10/25/11** Car break, New Forest Look; victim's brother identified as suspect. Victim refused to press charges.
- **10/25/11** Grand Larceny, N Yonge Street; victims juvenile grandson is suspect. Investigation continuing.
- **10/26/11** Recovery, Thackery Road; reported stolen license tag from Holly Hill recovered from the garage at an empty, foreclosed house.
- Traffic Unit
 - 11-10-00326, Crash w/Injuries, 548 N. Nova Road: A 50-foot water oak tree from Volusia Memorial cemetery fell across both southbound lanes of Nova Road. It struck a vehicle in transit, destroying the vehicle, but leaving the driver uninjured. Nova Road southbound was shut down and diverted for about two hours as the Street Department cleared the lanes.
 - 11-10-00349, DUI Crash, I-95 / SR 40: SUV rear-ended a semi truck / trailer waiting for the traffic light at the on-ramp. Apparently, the truck driver was unaware his trailer was hit, and continued northbound on I-95. The SUV, however, was disabled with its driver found to be under the influence of alcohol behind the wheel. She was arrested for DUI, BAC 0.225.
 - 11-10-00357, Crash, 200 BLK Ocean Shore Blvd.: Motorist was distracted by looking for her ringing cell phone somewhere in her vehicle. She crossed both lanes of traffic and struck an FPL pole. It knocked out power to most of SR A1A, including traffic lights at SR

- 40 and Neptune Avenue. The traffic light at US 1 and Nova Road was also out. Street Department was dispatched to provide generator power to traffic lights out and barricades and cones for traffic diversion. One lane of SR A1A was shut down and diverted in each direction to facilitate FPL making repairs for approximately four hours.
- 11-10-00373, DUI, 1000 BLK Ocean Shore Blvd.: Officer Pearson observed a vehicle speeding and swerving along A1A. A traffic stop was conducted and the driver was found to be under the influence of alcohol. Breath test refused, but he was hospitalized due to his level of impairment.
 - 11-10-00409, Crash w/ Fatality, Hand Avenue near Clyde Morris Blvd.: Eastbound vehicle crossed into the westbound lane and hit a westbound vehicle head-on. The eastbound driver was found dead on arrival with no seat belt or safety devices in use. The westbound driver had a seat belt and air bag deployed. He was transported to the hospital with non-life-threatening injuries. A Traffic Homicide Investigation has been initiated. No charges are expected as the at-fault driver is deceased.
 - Traffic Citations 87
 - Parking Citations 6
 - Crash - No Inj. 15
 - Crash - Injury 3
 - Crash - Fatal 1
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 600 BLK Division Avenue
 - 600 BLK Hand Avenue
 - 1100 BLK N. US 1
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - Riverside Drive
 - Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases Initiated
 - Zone 2: 8 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 3 Case initiated
 - 21 tree removal permit requests
 - 21 signs either removed or sign cases created.
 - Administrative staff assisted with six walk-in and sixty (60) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been brought to my attention requested through the City Manager's office. Case # 1 is a new case.

Zone 1

- Case #1 - 166 Pine Cone Trail – Received a written complaint that there was a fire at this address. The roof was covered by a tarp but nothing has occurred since the fire to rectify the damage. The fire damage occurred in August 2011. NID staff conducted an inspection, took photos of the site, and conducted research only to learn that the property is under the jurisdiction of RBC Bank due to foreclosure. The representative from RBC Bank will ensure the tarp has been replaced. They are not in a position to initiate the roof repairs until they have full possession of the property. The complainant has been informed and is satisfied with the results.

- Corner of Highland & N. US #1 Hwy – Received a complaint about the site being overgrown. More specifically there is a concern about the overgrown vegetation extending out onto the right-of-way along Highland Avenue. These issues involve several differently owned parcels. Notices of violation have been issued via certified mail to each registered owner. The owners will have ten days from receipt of notice to correct the violations. The specific locations and actions are as follows:
- 195 Highland Avenue – the overgrowth along the right of way has been removed. No further action required.
- 205 Highland Avenue – The owner is out of state. The owner has contacted staff and advised that the situation will be taken care of by next week.
- 135 N. Yonge Street – a Notice of violation was sent and the property posted on October 15, 2011. The owner contacted staff and does not agree that the property needs to be cut. Staff will continue to pursue action as needed.

Public Works

- Engineering
Construction Projects
 - Alcazar-Buena Vista Drainage Area Improvements - Construction of various areas are being worked on including water and stormdrain. Stormdrain construction on Arroyo Pkwy presents some challenges due to conflicts with sanitary sewer laterals which the design on the new stormdrain is being modified to accommodate.
 - Selden Avenue Road and Utility Improvements – Final site restoration was completed.
 - Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Addressing contractors questions throughout bidding process. The bid opening is scheduled for November 2, 2011.
 - Oleander Ave- Harvard Dr Stormdrain - Solicited quotes from contractors to remove and replace CMP stormdrain within the intersection, prior the resurfacing of Oleander Ave, by Daytona Beach, which is scheduled to occur in December 2011, during winter break. Ormond will cost share its portion of Oleander Ave for the resurfacing.
 - Downtown Way Finding Signage - The signs are being fabricated by the Don Bell signs. They are schedule to be installed by the end of December.
 - Nova Community Park Tree Planting – Nineteen (19) new trees were installed last Wednesday. Installed were 2 Allee Elms, 7 Live Oaks and 10 Crape Myrtles. Staff will handle the hand watering of these new trees.
 - US1 & SR40 - Tested the automatic standby switch that connects secondary power to signal at US 1 and SR 40. Contacted contractor for remaining work.
 - Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is working on Clarifier No.4, underground piping, chlorine contact tanks, RAS/WAS Pump Station, ABW Filter #3, swing zone blowers, fermentation tank, Acetic Acid feed station, and the main electrical building.

Design Projects

- Andy Romano Beachfront Park – The Consultant has submitted 60% plans to the FDEP, and City SPRC for permitting. The consultant has also met with the FDOT to discuss the project prior to submitting for the driveway and drainage connection permit. On October 18th the consultant presented the 60% plans to the City Commission and stated that they would be proceeding through SPRC under the PBD process in order to seek approval for several non-conforming features of the site plan. A meeting with the FDEP in Tallahassee has been scheduled for October 31st.
- SR40 Sidewalk / Trail Phase III - Produced a second addendum on question submitted.
- Ormond Scenic Loop Wayfinding Signage Assessment Plan - Made presentations of Draft Report to Main Street Board, VTPO CAC and VTPO TCC.

- Granada Utilities Underground - Received information from ATT, FPL and Brighthouse on requirements.
- US1 resurfacing Dix Ave. to Nova Rd. - FDOT did not show up to scheduled meeting.
- Central Park Paving – Design plans are approximately 50% complete.
- Tomoka State Park - Produced an addendum on question submitted.
- SR40- Nova to A1A Interconnect - Reviewed and responded to submittals for project, conducted pre-construction meeting. Submitted to FDOT required paper work prior to construction.
- US1 & Nova Rd. - Provided utility mark up plans.
- Transfer Station Pump Station - Final plans and specifications are being prepared.
- Tymber Creek Phase I & II – County is determining funding allocations for the project. County has City Utility relocation plans and staff is awaiting JPA form from County once the widening project is approved.
- Roadway Resurfacing - Plans and specifications are being prepared for the fiscal year 2012 resurfacing program.
- North Halifax Dr. Improvements - Design plans are approximately 80% complete. Directional Bore plans and permitting for crossing Granada Blvd with a reclaimed watermain extension are being developed.
- Cardinal Beach Approach – Staff was just informed that the County has waived the ROW permit for the beautification project. The County is currently in the process of approving our grant application so they can allocate funding for construction.
- SR40 Washington to Beach St. - Provided utility mark up plans.
- Nova Road Tree Relocation - Staff is soliciting written quotations to transplant and modify the existing median irrigation. This work must be completed by 12/1/2011.
- Side Street Lighting Conversion - Staff is testing a sample fixture that has been installed on Tomoka Avenue by the library entrance. Staff is waiting for County funding approval before soliciting bid to purchase the replacement fixtures.
- Wooden Pedestrian Walkway Lighting Replacement - Staff is soliciting quotations to repair the existing railings and replace decking per the \$25K budget.
- John Anderson Drive – The City Commission directed staff to delete the sidewalk, design 10 foot lanes, and include high back Type F curbing. Staff is negotiating with the consultant on the costs that were submitted for revising the design plans in accordance with the revised scope of work and also the additional costs the consultant incurred for preparing the design alternatives that were presented to the City Commission. This is scheduled for presentation to the City Commission on November 15, 2011.
- Hand Avenue – Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. Received the permit from SJRWMD which includes the modification to add the interconnect of the Central park lakes. The Consultant Engineer submitted plans and staff is reviewing
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May storm event. Sent final plans to FEMA for approval. Modification No.1 to the agreement will be presented to the CC at Nov. 1st meeting to reallocate a portion of the Phase 2 construction cost to the Phase 1 design cost and extend the performance period.

Administration

- Prepared work authorizations totaling \$98,293
- Prepared work authorizations totaling \$4,300
- Prepared requisitions/PO's totaling \$13,229

- Met with Tomoka Methodist Church representative on crosswalk from Tomoka Elementary.
- Responded to traffic signal outage and generator connections. Contacted Volusia County to install generator hookup at A1A and Neptune.
- Coordinated with dock builders to set a meeting to discuss upcoming LDC changes to update dock requirements.
- Researched and provided documents pertaining to N. Halifax right-of-way per consultants request for reuse extension project.

Customer Service

- Located and provided as-built and boundary drawings of Well 21A per land owners request.
- Tree locate at 47 S Halifax for Streets Div.
- Created exhibit sketch of proposed dock requirement changes for insertion in the Land Development Code.
- Tree locate at 10 Watercliff Way for Neighborhood Improvement Division.
- Researched and provided documents for Orchard Path relating to access easements and property ownership per Planning Div. request.
- Continued developing sketch and legal descriptions pertaining to the multiple right-of way vacations at the Water Treatment Plant per GIS Div. request.

Meetings

- Main Street Board made presentation on OSL final report.
- Met with ATT concerning undergrounding utilities, plan preparation and specifications.
- Pre-construction meeting of SR 40 fiber optic interconnect.
- Phil Rand meeting and his staff for Tomoka State Park.
- VTPO CAC made presentation on OSL final report.

- Environmental Management

Street Maintenance

Asphalt / Concrete

- Pulled forms, backfilled and did stress cut on N. Beach St. and at S. Orchard St
- Gutter and basin repair at Peninsula and Loyola

Tree Crew

- Trimmed 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)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Citywide ROW trimming
- Tree removals at 428 Arroyo Parkway, at Central Park I and at Flormond & Salvador
- Traffic control for concrete crew on N. Beach Street
- Trimming at Central Park II and at N. Center Street
- Stump removals at citywide locations

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
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- ROW trimming at various locations
- Assisted concrete crew on N. Beach Street
- Assisted Building Maintenance picking up piles of debris with the loader at Sanchez Park
- Filled a large washout with recycled concrete at Airport Sports Complex football field
- Weed control at DOT locations on Nova and Granada
- Took shell to Central Park III Boat Ramp

Sign Shop

- Repaired or replaced signs at the following locations:
 - Railroad St. @ Washington Pl., replaced missing “No Dumping” & “No Trucks” signs
 - Sunshine Blvd. & Tower Cir., replaced a stop sign post hit by a vehicle
 - Bayberry Ct. & Rockefeller Dr., straightened a leaning stop sign post
 - Thompson Creek Rd. & Lincoln Ave., replaced a stop sign
 - Airport Sports Complex, replaced a yield sign & post hit by a vehicle
 - 596 S. Ridgewood Ave., replaced a bent post on a stop ahead sign
 - Fluhart Dr. & Riverside Dr., replaced a broken delineator post in the street
- Installed an FAA warning sign on the Airport fence at the Control Tower
- Checking signs in the City on federal classification roads to determine which signs need to be upgraded to the new FHWA minimum standards. An estimated cost to replace the signs will also be included in the report.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Mowed with the Reachout on SR40, ditches and ponds
- Slope Mower used on Bennett Lane
- Ditch inspections in all zones for tree removal
- Sinkhole repair at 12 Cypress Circle
- Sinkhole inspection at 43 Lincoln Avenue
- Vacon – line & basin cleaning on Garden Lane (pictures)

Street Sweeping - Streetsweeper

- 145.2 miles of road cleaned
- 56.5 cubic yards of debris removed
-

- Fleet
Mileage Traveled by all City Departments for the week
28,349

PM Services completed for the week:

Emergency—Vehicles and Equipment
9

Non-Emergency Vehicles and Equipment
19

Road Calls for the week:

2

Accidents for the week:

2

Quick Fleet Facts:

- Fleet has 7,696 gallons of unleaded 8,952 gallons of diesel fuel on hand.
- Fleet completed 57 work orders this week.

- Utilities

Projects Summary

- Response to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report at SJRWMD. Collaborating with District staff for determination of year end water consumption totals for refinement of per capita values prior to preparation of draft Technical Staff Report. City forwarded notice of waiver to District providing additional time to evaluate results of 2011 year end water use data prior to final report preparation.
- Concentrate Disposal Study – Daily measurements of conductivity at the plant and storage tank are continuing to be taken until the consultant determines that the amount of data is sufficient for FDEP to change the compliance sampling location. Plans for the chemical storage area and effluent transfer pump curves were sent to the consultant for sizing chemical feed equipment for snail control.
- A proposal from McKim and Creed is under consideration for optimizing configuration of the Division Avenue well field raw water piping to better utilize to the low pressure reverse osmosis process at the water plant and for improving meter flow into plant. The estimated cost for this proposal is \$29,690. A hydraulic model of the raw water system is required and separate model proposals are being considered.
- WWTP Dewatering Station Bypass – Sketches were given to the Engineering Department to prepare plans for constructing a force main connection from the dewatering pump station to the influent line discharging through the bar screens in order to reduce rag build up through the plant whenever the influent pump station is being bypassed.
- Cross Connection Control (CCC) Program Management Services: Developing final CCC plan, ordinance and manual updates to meet current state regulations. Adjustments proposed to Operations Budget for next phase of program funding.
- Airport Road Force Main Extension – Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunters Ridge areas. Bids are scheduled to be awarded on November 2nd.
- Fire Hydrant Replacement Program – Construction is completed by contractor. Hydrants with peeling coating were replaced with hydrants recoated to the City's specifications. Forty hydrants have been installed. A final pay request has been received for processing. The project was \$1,915 under budget. A deductive change order was prepared.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pumps 1 and 2 are presently in service. Pump 3 is out of service. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items.
- Ormond Beach Wastewater Treatment Plant Expansion– Brasfield & Gorrie completed the dewatering pump station force main relocation. Starting to install pumps inside the RAS building. Some existing valves are frozen shut and need to be replaced on the header pipe. Costs for replacing these valves are being solicited.
- Lift Station Repair and Replacement Project – Final Pay Application No. 21 received for processing. A letter from the contractor and bonding company stating that no future claims will be made is being requested prior to release of final payment.
- Town Square and Lift Station 4M1 Rehabilitation –Specifications are being prepared.

- Water Plant Aerator Rehabilitation – A sole source award will be recommended for CC consideration for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
- Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
- SPRC: – Revised plans were reviewed for American Legion and 1001 Tomoka Road. Plans were reviewed for Rivergrille. A meeting was held to discuss the property at the south west corner of Granada Boulevard and I-95 to discuss the requirements for construction of a Dunkin Donuts at that location. Approved plans were received for Dodson Creek Office Center.
- Transfer Station Lift Station Upgrades – Final plans are being prepared by the consultant
- Final edits of Sewer Use Ordinance underway with Legal and forwarded to FDEP for review.
- Public Works – Utilities Division
- Water Distribution
 - Exchanged 38 residential water meters, Installed 1 new water service
 - Responded to and/or repaired 10 water service leaks, flushed 3 cloudy water complaints, 1 low pressure complaints
 - Replaced 6 meter boxes, and assisted 1 customer with misc. water issues
 - Connected 38 water services to the new water main on Buena Vista Ave and Cordova Ave.
 - Replaced 14' of 10" water main that cracked on Laws Lane, Repaired a 6" water main break at S. Beach St and Mound Ave
 - Performed repairs to 2 city owned fire hydrants
 - Activated and flushed the new water main on Cordova Ave and Buena Vista Ave, flushed the Arroyo Parkway Area, S. Yonge St, Laws Lane. Replaced the filter and flushed 59 Arroyo Parkway
 - Notified customers and performed a water main shut down for JD Weber Construction to make new connections on Seville St
 - Utility locate service: 78 normal, 4 emergency, and 1 design locates this week
 - Rescind the boil water alert Royal Dunes Blvd, S. Beach St, Laws Lane, Buena Vista Ave
 - Backfill and compact excavations due to water main breaks on Mound Ave, Laws Lane, Country Club Dr.
 - Clean and organize all storage areas
- Water Treatment
 - Delivered to the City 36.249 million gallons for the week ending Oct 23, 2011 (5.18 MGD)
 - Backwashed 10 filters for a total of 397,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded three Precautionary Boil Water notices.
 - Six operational staff attended one and one half day training on Operational & Maintenance of Electric Equipment.
 - Delivered to newspaper public notice for planned water distribution system disinfectant change from chloramines to free chlorine to begin October 31 thru November 21, 2011.
- Waste Water Collection - Reuse
 - Crews responded to four trouble calls out west Breakaway/Hunters Ridge area and three in town.
 - Televised six sewer laterals.
 - Located seven sewer laterals for JD Webber to obtain elevations on Arroyo Parkway for storm drain install modifications.

- Cleaned 1,351' of sewer mains.
- Repaired sewer lateral at 226 Pine Cone Tr.
- Replace PEP System tank and pumps at 25 Stallion Way.
- Replace E-One at 27 Cambridge Trace
- Locate and remark sewer & irrigation valves in Tymber Crossing Sub.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course.
- Checked irrigation system at Breakaway and Hunters Ridge.
- Cleaned all building and fueled all equipment for the weekend.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 33.53 Million Gallons.
 - Produced 13.89 Million Gallons of Reuse.
 - Produced 19.64 Million Gallons of Surface Water Discharge.
 - Influent flows average for the week is 4.79 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 115.00 (14%-18% Solids)
 - Chronic Bioassay was submitted to FDEP and Volusia County.
 - Discharge Monitoring Report was submitted to FDEP and Volusia County.
 - Ground Water Monitoring Report was submitted to FDEP and Volusia County.
 - 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
 - Found the water tower at Breakaway Trails and well 22 H vandalized. Police department was contacted and report filed. Found receipt for purchase of spray paint, turned over to police.
 - Cleaned out the intake and discharge on slurry pump #2. Lime was restricting flow
 - Assisted operations with installation of new flat hose on the Claricones.
 - Replaced the 2" Schedule 80 PVC discharge line on Sodium Hypochlorite pump #4. All clamped joints were leaking due to pulsation of pump wearing on pipe. Installed rubber strips on all clamps in Hypochlorite rack system to help reduce wear.
 - Checked well 4D for operations. All good.
 - Replaced phase monitor at well 24H.
 - Installed new High Service pump #4. Tied to suction line. Work is ongoing
 - Reset the over loads on well 35R
 - Changed the air filter on the chlorine generator.
 - 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.

- Waterwater Plant – List Stations – Reuse System
 - Deragg #1 and #2 influent pump – station is currently operating.
 - Dewatering Station – pull all 4 pumps – inspect & deragg as needed
 - Replaced blown control power fuse on Screw pump.
 - Repaired check valve at Riverbend liftstation.
 - Clean up throughout Plant from Dewatering overflow, backed up into maintenance shop and office.
 - Post Anoxic #2-1 – replace motors and drop bearing assembly with rebuilt inventory
 - Reset 4M liftstation pump #2
 - Adjusted Bubbler system at 5M, Purchase request was submitted for new control panel. Old panel is troublesome and parts are no longer available. Will install new FLYGT APP 731 controller which is City Standard for liftstations.

- SCADA liftstation repair to 5 stations
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 19 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 1 station(Pull pumps, etc)
- Utilities Division completed 72 work orders as reported in MP2 computerized maintenance management system, of which 52 were PM work requests and 20 were repair work orders.