

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 2, 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:

- Held weekly staff meeting
- Held weekly meeting with City Clerk
- Held bi-weekly meeting with Economic Development Director

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Spoke with Mr. & Mr. Scheiber regarding Sandy Oaks
- Attended meeting with Mayor, and Chairman Bruno regarding US1 corridor
- Attended United Way Board of Directors meeting
- Met accreditation assessors working at Police Department
- Individual agenda review meetings with Mayor, Commissioner Stowers and Commissioner Partington, as requested.
- Held FCCMA Winter Conference planning session
- Attended FCCMA Seminar

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, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway:

- Weekly Meeting with the City Manager.
- Attended the weekly City Manager Staff meeting.
- Participated in an Attorney Generals Opinion webinar.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Prepared and sent legal advertisements to the News-Journal for publication.
- Prepared plaque and 70 proclamations for the Veterans Day Recognition on December 1, 2011.
- Attended and provided support for the City Commission meeting on December 1, 2011.
- Completed Action Report for the December 1, 2011, City Commission meeting.
- Agenda packet preparation for the December 13, 2011, City Commission meeting.
- Finished selection process for the Office Assistant III opening in Support Services, with a start date of Monday, December 19, 2011.
- Began office transition in preparation for new Office Assistant III.
- Continued planning for Employee Holiday Luncheon.

Status of Ongoing Projects

- Commission Chambers Upgrades:

- Facilities maintenance installed new American Flag and State of Florida Flag and poles in the Commission Chambers.
- Met with facilities maintenance and electrician about running VGA cabling to the Podium for presentations using existing conduit.
- Elections:
 - Continued working on the new "Elections Information Center" for the City website. The "Election Information Center" will include: Historical Election Information (e.g. Past Election Campaign Reports, Results, Qualifying Information, Election Forms, Commission Zone and Voting Precinct Information, Voter Registration Information, Frequently Asked Questions, and Contact Information).
- Records Management Program:
 - Worked with Questys vendor and IT Division on archiving and mobile requirements for system upgrade projected for the 1st quarter of 2012.
 - Continued working on 3-year Records Management Plan and timeline for Questys CMX upgrade, testing and implementation.
- Paperless Agenda Automation System:
 - Setup user accounts for NovusAgenda system.
 - Sent requested graphics and City logo to vendor.
 - Prepared tentative schedule for staff training and implementation.

Community Development

Planning

- Staff is preparing a response regarding a revised application by Plantation Oaks in unincorporated Volusia County changing the requirement that the homes be "stick built" to once again manufactured housing. The project as amended is much like the Aberdeen development approved by the City in 1994 which was built in the late 90's and early 2000's.
- The Planning Board will review the staff reports for the following applications and act at the December 8, 2011, meeting:
 - Amendments to the Automatic Amusement Center's/Game Rooms in the LDC were prepared for consistency with the recently approved City Code of Ordinances regarding internet cafes and automatic amusement centers/game rooms.
 - The publishing of the 16 inch add in the News Journal for the Brownfield program resulted in only two phone calls and one email being received requesting additional information.
 - The U-Stor It RV storage facility at Portland & Flagler Street will be going to the Planning Board on December 8 as a Planned Business Development.
 - Dock amendments

Building Inspections, Permitting & Licensing

- 29 permits issued with a valuation of \$336,403.00
- 94 inspections performed.
- 1 business tax receipt issued.*
*2,641 renewals out of about 3,400 active businesses (commercial and home based combined) have been issued. That number is on par with last year during the same time period. For the months of October & November, 111 new openings (commercial and home based combined) received a BTR. That number is also consistent with the same time period for the last two years. The fourth overdue notice goes out in December. It is expected that at least ½ of the outstanding renewal notices will be renewed. The other ½ will be businesses either operating without a BTR, out of business, or moved to another location outside of Ormond Beach. Building Division inspectors and NID will be doing a drive-by inspection of the non-renewing businesses upon expiration of the 4th notice.

Development Services

- The SPRC review of the 3rd submittal by Tomoka Holdings for Ormond Crossings was completed and forwarded to the property owner. Staff has requested that a meeting be held with Tomoka Holdings to review the major issues and numerous other comments on the submittal.

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 have been transmitted to Tomoka Holdings for a joint meeting, which will be held on December 16. The documents will be sent to the Planning Board and City Commission upon resolution of any potential issues.

Airport Business Park

- 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. ENC provided staff with a presentation of the Code Red emergency notification services. Staff is in the process of evaluating the ECN service proposal.

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 arranging a meeting with the local banks to discuss the lending options for Ormond Beach 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 were included in the draft Strategic Economic Development Plan for endorsement at the December 13, 2011, City Commission meeting.
- 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 will be scheduled to invite the proposal applicant to provide additional detail. The applicant has requested the meeting be scheduled for January 12. Once the evaluation process is completed, staff will transmit the findings to the City Commission.
- Staff is working with a prospective tenant with a purchase option for the reuse of Memorial Hospital. The negotiations have progressed and staff has provided an outline of available incentives for the project.
- Staff met with the Main Street Economic Restructuring Committee to formulate strategies for redeveloping underutilized properties including the former Woody's site.
- Staff is working with Florida Power and Light to develop a tree clearing plan around the Airport Business Park power lines to reduce outages during moderate to heavy wind events.

Airport Operation and Development

- Staff continued work this week to oversee contractor activity at the airport regarding the project to address 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. The City is in receipt of a grant from FDOT to fund the majority of project costs.
- Staff worked to integrate a new invoice system for FAA payment of reimbursable expenses related to airport projects.
- Staff forwarded to the City Commission a request to update certain sections of Chapter 3.3 of the Code of Ordinances, regarding the open storage of nuisance and non-airworthy aircraft at the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 75 Journal Entry Batches (# 5277 – 5317 and # 579 - 714).
 - Approved 36 Purchase Requisitions totaling \$203,362.11.
 - Issued 38 Purchase Orders totaling \$229,167.82.
 - Mailed "Letter of Intent to Award" for RFP No. 2012-03, Professional Janitorial Services, to the eleven (11) proposers on 11/29/2011.
 - Mailed "Letter of Intent to Award" for RFQ No. 2011-29, Construction Management at Risk Services, to the eleven (11) firm that submitted qualifications on 11/30/2011.
 - Mailed "Letter of Intent to Award" for Bid No. 2011-30, Airport Road Force main and Reclaimed Water Main Improvements, to the four (4) firms that submitted bids on 11/30/2011.
 - Prepared 238 Accounts Payable checks totaling \$640,166.02 and 61 Accounts Payable EFT payments totaling \$544,999.22.
 - Prepared 46 Payroll checks totaling \$38,726.93 and 313 Direct Deposits totaling \$368,297.97.
 - Transferred IRS 941 payment of \$134,033.99.
 - Processed 7,296 cash receipts totaling \$2,393,770.11.
 - Processed 1,774 utility bill payments through ACH totaling \$109,490.89.
 - Processed and issued 10,852 utility bills with billed consumption of water of 62,930k.
 - Issued 1,094 past due notices on utility accounts.
- Public Information
- Press Releases
 - City Commission Meeting Dates for December 2011
 - FP&L Tree Trimming
 - Movies on the Halifax (12/9)
 - Walking with the Manager (12/9)
 - Meeting with the Manager (12/12)
 - Holiday Events in Ormond Beach
- Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

- Submitted State Direct Justice Assistance Grant request as approved by the City Commission on November 15, 2011.
- Miscellaneous
 - Picked up, weighed and delivered donations to the Jewish Federation.

Fire Department

Weekly Statistics

- Fires: 7
- Fire Alarms: 2
- Hazardous: 0
- EMS: 74
- Motor Vehicle Accidents: 9
- Public Assists: 33

TOTAL CALLS: 125

- Aid provided to other agencies: 15 calls – Volusia County (9), Daytona Beach (5), Holly Hill (1)
- Aid received from other agencies: 4 calls – Volusia County
- Total staff hours provided to other agencies: 28 hours
- Total staff hours received from other agencies: 11 hours
- # of overlapping calls: 27
- Total EMS patients treated: 57

Training Hours

- CPR : 22
- EMS: 4
- Map Review: 9
- Report Writing: 2
- Terrorism: 3
- Technical Rescue: 29
- Tools & Equipment: 8

TOTAL TRAINING HOURS: 77

Station Activities

- Updated 19 pre-fire plans.
- Inspected 121 hydrants.
- Attended annual firefighter's Thanksgiving luncheon at La Petite Academy.

Significant Incidents

- 11/26/11, 10:38 AM: N. Beach St – Structure Fire – Homeowner burning weeds with torch ignited house siding – fire contained to exterior wall section between window and corner of house – fan was utilized to remove smoke in residence – property loss estimated at \$10,000.

Human Resources

Staffing Update

- Job Requisitions
 - Police Department – Police Officer
 - Public Works Department/Wastewater - Maintenance Worker II
 - Leisure Services/Casements – Part Time Custodian
- Approved/Active Recruitment

- 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 closed on 11-11-11. Fifty-seven (57) applicants are being entered in applicant tracking sheet with qualifications prior to forwarding to the department.
- Public Works Department/Streets – Maintenance Worker II advertised on the City web site and in-house with a closing date of 11-11-11. Twenty-eight (28) applicants were logged in and forwarded to the department for review.
- Public Works Department/Engineering – Engineering Inspector advertised on the City web site and in-house and closed on 11-18-11.
- Information Technology – Information Systems Specialist was advertised on the City web site, the News-Journal on-line and in-house and closed on 11-11-11. Thirty-five (35) applicants were entered on applicant tracking sheet and forwarded to the department for review.
- Leisure Services/P.A.C. - PT Custodian was advertised on the City web site and closed on 11-30-11.
- 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 have been completed and selection pending for two (2) positions.
 - Finance/Utility Billing – Part Time Account Clerk II advertised in-house and on the City Website 10-06-11 and closed 10-21-11. Fifty-one (51) applications were entered on applicant tracking sheet with qualifications and forwarded to department for review. Interviews will be conducted the week of 11-28-11.
 - Leisure Services/Maintenance Foreman (Parks) was advertised in-house and on the City website and closed 10-21-11. Thirty-four (34) applications were received and entered on applicant tracking sheet with qualifications and were forwarded with applications to department for review.
 - Leisure Services/Administration – Recreation Program Specialist advertised in-house and on the City web site and closed 10-21-11. Eighteen (18) applications were received and entered in applicant tracking sheet with qualifications and forwarded with applications to department for review.
 - 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 and closed on 10-28-11. Thirty-three (33) applications were received and entered on applicant tracking sheet with qualifications and forwarded with applications to department for review.
- Background/Reference Checks
 - Police Department-Police Officer candidate background ongoing. Candidate selected from eligibility list created from interviews conducted on June 15^h & 16, 2011.
- Job Offers
 - Police Department – Police Officer candidate selected from eligibility list and has started process for pre-employment requirements.
 - Support Services Department – Office Assistant III candidate has been selected to fill the position and has begun pre-employment processing. Anticipated start date will be 12-19-11.
 - Public Works Department/Fleet Operations – Mechanic II. Interviews have been completed. Applicant selected did not pass the pre-employment screening.

- Public Works Department/Wastewater - Candidate has been selected to fill one of the operator positions. Pre-employment processing will begin soon.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 10-31-11: 0% (excluding retirements)
 - Leisure Services Department/Casements - Part Time Custodian terminated effective 11-17-11.
 - Fire Department – Fire Chief resigned effective 12-02-11.
 - Public Works Department/Fleet Operations – Fleet Operations Manager retirement effective 01-05-12.
 - Public Works Department/Utilities – Utility Electrician retirement effective 01-27-12.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program October 2011 monthly report reflects savings of \$57,534.30 for City residents during the sixteen months that the program has been in effect in Ormond Beach. Over 1,282 residents have utilized the program during that time.

Training & Development Opportunities

- LEAPS Academy has been completed. These customer service workshops were provided for all full-time employees, who were required to attend between May 20 and November 9, 2011. The last training sessions were held on 11-09-11. **98%** of full time employees have completed the Customer Service training.

Risk Management Projects

- Began working on Supervisor Training module for HR policies.
- Attended deposition for liability claim.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Email system upgrade (cloud based) – researching options
 - Finance/Community Development – CRM system replacement – RFP edits and revisions
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - None
 - Work Orders: - 18 New work - 22 completed - 32 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,747	Inbound E-Mails Blocked	14,102
Delivered Inbound E-Mails	10,510	Quarantined Messages	135
Percentage Good Email	42.5%	Virus E-Mails Blocked	188

- Notable Events: Reviewing the 35 job applicants received for the open IT Specialist position.
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 0 Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 2

- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Twelve proposed annexation sites each required a five map series.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - GEA Negotiations Meeting
 - City Manager Staff Meeting
 - City Commission Meeting
 - FSU Sr. Design Team for Environmental Learning Center – Conference Call
 - Christmas Tree Decoration with PACE Center in Atrium
- Athletics
 - The Ormond Beach Shuffleboard Club held its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
 - The Ormond Beach Youth Baseball Softball Association (OBYBSA) Lady Renegades continued their fall practices, Monday through Wednesday nights.
 - The Seabreeze High School boys' and girls' soccer teams continued practicing at the Sports Complex on fields #5, #6 and/or #8. Games were also held this week on soccer field #8 on Wednesday, Thursday and Friday evenings at 5pm and 7pm.
 - The City's Girls' Basketball program started practices again this week. Last week the floor was refinished at the Nova gymnasium. Practices are held Monday through Friday evenings.
 - Calvary Christian Academy soccer hosted a home game at the Sports Complex, soccer field #8, on Thursday at 4:30pm.
 - River Bend Academy soccer held games this week on soccer field #8 on Monday and Tuesday nights at 6pm.
 - The Ormond Beach Youth Basketball Association started practices again on Monday at the Nova gymnasium, as well as the South Ormond Neighborhood Center.
- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center (SONC) outfield and prepped the infield.
 - Cleaned the SONC tennis and basketball courts.
 - At Osceola Elementary School, tended to the infields, tennis and handball courts.
 - At Nova Park, mowed the infields and outfields, and cleaned the Skateboard Park, tennis and handball courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned the restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times during the week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Cleaned Limitless Park daily.
 - Repainted 15 soccer fields, to host the recreational league.
 - Cleaned up after soccer and football games.
 - Prepared fields for the coed softball league.
 - Prepared field for mens' slow-pitch softball league.
 - Prepared fields for recreational and Lady Renegades softball practices.
 - Prepared baseball fields for Golden Spikes League daily.
 - Continued to fix irrigation problems on many fields at all locations.

- Senior Center
 - 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.

- 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, Teens, Teen/Adult Ballet, Jazz, and Tap classes.
 - Tuesday: Theatre Workshop, Theatre Workshop Dance, Show Club Specialty Dance, Horan Judo, CMT Ballet, Contemporary Dance, and Jazz Dance classes.
 - Wednesday: Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT Kindergarten/1st Grade, Teens, Teen/Adult Ballet, Jazz Dance, and Tap classes.
 - Thursday: Devito Dance, Show Club Chorus, Show Club Skits, Theatre Workshop, Kopy Kats, CMT Pre-Primary Ballet, Jazz, Ballet, Pointe, and Contemporary Dance classes.
 - Friday: Theatre Workshop, Green Dance, CMT 2nd, 3rd, 4th and 5th Grades.
 - The Performing Arts Center is preparing to host the following event:
 - Miss Volusia County Pageant, December 4th, 4pm, \$20.

- South Ormond Neighborhood Center
 - The splash pad was open daily from 10am until dusk, closing on December 1st for the winter.
 - The weight room was open during Center hours.
 - The Neighborhood Park was open daily from sunrise until 11pm.
 - Open play basketball was held from 1pm to 9pm.
 - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
 - PAL tutoring was held Monday, Wednesday and Thursday.
 - Youth Basketball was held Monday, Wednesday, Friday and Saturday evenings.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended staff meeting.
 - Attended events meeting.
 - Attended Home for the Holidays Parade meeting.
 - Continued holiday event(s) planning and organization.
 - Continued parade preparation tasks: purchasing supplies, applications, sponsorships.
 - Assisted with Police Accreditation meeting.
 - Set up Santa Mailboxes at The Casements and Nova gym.
 - Delivered the Santa chair to The Casements for the weekend gala.
 - Cleaned up event supplies from Riverfest.
 - Distributed holiday event flyers.
 - Assisted with decorating the PACE Christmas tree in City Hall atrium.
 - Reviewed parade lineup with parade committee.
 - Assisted with World War II recognition at the City Commission meeting.

- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday and Wednesday, 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 6 and 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
 - Boys 1: Monday, 4:30pm to 5:30pm and Friday, 3:30pm to 4:30pm.
 - Boys 2: Friday, 4:30pm to 5:30pm.
 - Friday Rec. Gymnastics: Friday, 3:30pm to 5pm and 4:30pm to 6pm.
 - 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 2½ to 4 years old met on Tuesday and Thursday mornings.
 - Phonics was held on Tuesday and Thursday evenings.
 - Preparation for upcoming Special Pops Holiday Party.
 - Police Accreditation meeting was held in the gymnasium this week.
 - The Casements
 - Tours continued from 10am to 4pm Monday through Wednesday. The building closed to the public December 1st and 2nd in preparation of the Christmas Gala.
 - Yoga class was held on Tuesday morning from 10:30am to 11:30am.
 - Teeny Tiny Yoga class was held outside on Tuesday from 3pm to 4pm.
 - Zumba classes were held Monday and Wednesday evenings from 6pm to 7pm.
 - Tai Chi class was held on Wednesday evening from 7pm to 8:30pm.
 - Pilates classes continued on Tuesday and Thursday from 3:30pm to 4:30pm and on Wednesday from 8:30am to 9:30am.
 - Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 8am to 1pm.
 - The strike of the ReMix: "Second Time Around" Exhibit took place this week.
 - Staff made preparations for the Christmas Gala which begins Friday, December 2nd and runs through December 4th.
 - Bailey Riverbridge facility was tented for termites Monday through Wednesday and reopened for public use Wednesday night.
 - Parks and Irrigation
 - At Nova Rec. Center, repaired zone line break, replaced 2 nozzles, ran zone test, and reset timer.
 - Replaced 2 rotors on the south lawn at Nova Rec., tested zone for leaks, and reset timer.
 - At the American Legion, cut out damaged mainline, installed new valve and hooked up to zone line, backfilled hole, and tested system. Ran system, turned on water, changed 4 new heads and nozzles, and reset timer.
 - Replaced 1 broken spray head and swing line at Rockefeller Gardens.
 - Turned on timers at The Casements, Fortunato Park and Rockefeller Gardens.

- Ran system at Nova Rec. parking lot, replaced 4 heads, flushed system, installed new swing line, all new filters, adjusted heads and reset timer.
- Pumped out both valve boxes on S. US 1 median, and opened 2 solenoids to relieve pressure from mainline.
- Turned off timers at the Casements and Fortunato Park for the antique car show.
- Reset timers on streetscape beachside and Fire station #91.
- Building Maintenance
 - Repaired broken dock railing at Central Park I.
 - Repaired shorted out holiday river tree at Fortunato Park.
 - Delivered surplus equipment to Fleet Maintenance for auction.
 - Installed garland and decorative bells on Granada bridge lamp posts.
 - Repaired running water cooler at Central Park I.
 - Repaired stopped up toilet in men's room at Central Park I.
 - Performed weed control at various city parks.
 - Repaired floor drain in men's room at Sanchez Park.
 - Screwed down loose deck boards at Cassen Park.
 - Pressure cleaned two entrance signs at Nova Rec.
 - Pushed back bleachers at S.O.N.C.
 - Repaired six decorative streetlamps city wide.
 - Pressure cleaned aluminum awning for north entrance at Nova Rec.
 - Repaired running ladies room sink at Central Park II.
 - Repaired men's room urinal at Public Works dept.
 - Conducted weekly inspections of the Ormond Beach Municipal Airport.
 - Repaired stopped up toilet in ladies room at Fortunato Park.
 - Repaired stopped up toilet in ladies room at Central Park I.

Police Department

- Administrative Services
 - The Police Department is currently undergoing its third (3rd) on-site Accreditation Compliance Review by the Commission for Law Enforcement Accreditation for agency reaccreditation. The process will take three (3) days to complete with the three member assessment team making a recommendation to the Commission for re-accreditation status to be granted for the next three (3) year cycle.
 - Antique Car Parade held on Friday night.
- Community Outreach
 - Preparations were made for the upcoming Outback Steakhouse fundraisers.
 - The Science on Patrol graduation was held at Ormond Beach Elementary School on Thursday, December 1. Eleven students completed the six week program.
 - The PAL Annual Holiday party event plans were reviewed. The event will be held on Thursday, December 15th at the South Ormond Neighborhood Center.
 - Practice for PAL basketball continues. Regional Basketball league play will begin in January.
- Community Services & Animal Control
 - Animal calls responded to : 27
 - Animal Bites: 1
 - Animal Reports: 4
 - Animal T FHS: 2
 - 1 sick cat
 - 1 rabbit
 - 1 injured squirrel to Wildlife Rehab
 - 1 injured raccoon to Tomoka Vet.

- Participated in Re-accreditation Static Display
- Criminal Investigations
 - Cases Assigned: 14
 - Cases Cleared by Arrest/Complaint Affidavit: 6
 - Cases Exceptionally Cleared: 7
 - Inactive: 8
 - Fraud: 3
 - Burglary Business: 0
 - Burglary Residential: 4
 - Larceny Car break: 0
 - Grand Theft: 3
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 1
 - Missing Persons: 2
 - Recovered Missing Persons: 0
 - Sex Offense/Rape: 0
 - Robbery: 1
 - Assaults: 0

Comments:

- Robbery - victim alleges that while in the parking lot of Cheaters and seated on his motorcycle, two subjects approached him and knocked him off of his motorcycle. They then went through his pants' pockets and took a small amount of cash. Det. Brock talked to management at Cheaters and they have a different view of what happened than the victim. The victim was highly intoxicated and doesn't recall all the facts. Investigation to continue.

- Records
 - Walk - Ins / Window 111
 - Phone Calls 142
 - Arrest / NTA'S 16
 - Citations Issued 124
 - Citations Entered 107
 - Reports Generated 103
 - Reports Entered 131
 - Mail / Faxes / Request 51

Patrol

- Total Calls 1,327
- Total Traffic Stops 187

- Operations
 - 11/23/11 **Baker Act** – John Anderson/PD Station – Elderly female found by motorist wandering on John Anderson in Ormond by the Sea. She brought her to the station.
 - 11/23/11 **Recovered property** – S Yonge Street – victim found her bike at pawn shop. CID notified – bicycle placed on hold.
 - 11/23/11 **Warrant** – juvenile female turned herself in at the station for outstanding warrant
 - 11/24/11 **Shoplifting** – W Granada Blvd/Walgreens – affidavit filed on juvenile male.
 - 11/24/11 **Violation of injunction** – S Atlantic Ave/Julian's – adult male arrested for violating injunction restrictions.
 - 11/24/11 **Traffic Stop** – N Beach/Kenilworth – adult male arrested for DUI.

- 11/24/11 **Disturbance** – Applebees – argument between husband and wife. Affidavit for violation of domestic violence injunction being completed against husband.
- 11/25/11 **Grand Theft** – N Halifax – golf clubs taken from clubhouse.
- 11/25/11 **Battery/Domestic Violence** – Fox Hollow Dr - Husband alleged that wife punched him in the back of the neck. Wife provided conflicting story. The couple's babysitter witnessed the altercation and claimed she did not see the wife strike her husband. DCF notified due to juvenile children present during alleged event.
- 11/25/11 **Disturbed female** – Prince of Peace Villas – disturbed female patient thinks there are people in her apartment and keeps making calls to friends and family requesting assistance in having the people removed.
- 11/26/11 **Disturbed transient** – S Beach Street/Library – adult male was depressed and got upset while at the library and stated he would jump from the bridge. Officers located the subject on top of the bridge and took him into protective custody under the Baker Act.
- 11/26/11 **Burglary – S A1A** – motel room burglarized – lost key may have been used to make entry.
- 11/26/11 **Domestic Violence** – Oak Brook – 15 year old male hit his step father with a broken chair and was charged with domestic violence battery. Division of Juvenile Justice notified.
- 11/26/11 **Pass-on Info** – Orchard Ave – vehicle reported taken during a carjacking recovered by DBPD, abandoned in parking lot of Sail Point Bay Apartments – vehicle towed to Daytona Wrecker Service and put on hold for OBPD Evidence response.
- 11/26/11 **Burglary/In-progress** – E Victoria Circle – neighbor was outside and heard a screen tear and observed a male subject described as approximately six foot wearing a dark hooded coat at back of the house. Suspect fled on foot from scene. Air 1 and VCSO K9 found a strong track to the NE corner of area retention pond but unable to pick up scent on the opposite side. Two suspicious subjects located in the area were interviewed but witness could not make a positive ID on either subject. No entry was made into the residence.
- 11/26/11 **Dating Violence** – S Atlantic Ave – known female and reporting party were in a sexual relationship. Female scratched male and fled to the beach. Search of area with no results. Complaint affidavit for dating violence was completed on the female subject.
- 11/27/11 **Domestic Violence** – Laurel Oaks Circle – adult daughter struck and grabbed her 85 year old disabled mother. Daughter was charged with domestic violence battery. Victim's son responded for care of mother. DCF notified
- 11/27/11 **Natural Death** – Ormond in the Pines – elderly female found deceased from natural causes.
- 11/27/11 **Domestic Violence/Battery** – Highland Avenue – incident involved in the past. Complaint affidavit for domestic violence battery to be completed and signed by victim.
- 11/27/11 **Agency assist** – A1A/Granada Blvd – officer was flagged down by a witness to a hit and run crash that occurred in Daytona Beach. Vehicle/driver located and detained by OBPD officer. DBPD responded to the scene and made a DUI arrest. OBPD assisted with breath test.
- 11/27/11 **Crash/single vehicle** – Nova Rd/US 1 – single car crash into median trees – witnesses saw three males leaving area – located and detained – one arrest - resisting without violence and leaving the scene of a crash – all suspects uncooperative.
- 11/27/11 **Robbery** – N US 1/Cheaters – intoxicated male victim states he was pushed off his motorcycle by unknown white male and black male and his money was taken – area check negative.

- 11/28/11 Grand theft** – Bellwood Circle – jewelry taken from home over the weekend – victim's granddaughter identified as possible suspect.
- 11/28/11 Fraud** – W Granada Blvd – victim paid for three mobile homes without receiving titles. Suspect contacted and agreed to refund money to victim.
- 11/28/11 Burglary** – Ocean Shore Blvd – TV/DVD player taken from residence over the past week. No forced entry made to residence.
- 11/28/11 Fraud** – Ormond Parkway – unauthorized credit card use.
- 11/28/11 Fraud** – N US 1/Ormond Lanes – counterfeit \$5.00 bill passed at business.
- 11/28/11 Stolen tag** – N Nova Road – vehicle found with stolen license tag attached. License tag seized and vehicle towed.
- 11/29/11 Disturbance/Auto Theft** – tow company attempted to repossess a vehicle. The owner of the vehicle jumped in the vehicle and attempted to drive it off of the tow hooks. Subject then entered the tow vehicle and attempted to detach the vehicle from the tow hooks. Subject fought with responding officers and was arrested.

Total Crime Opportunity Reporting Forms (CORF) handed out: 97

- Traffic Unit
 - 11-10-00357, Follow-Up, Crash with Utility Damage, 400 BLK Ocean Shore Blvd.: driver that lost control of her vehicle, crashed into an FPL pole and knocked out the power to most of the north peninsula last month was later reported to have no valid insurance. This was discovered when a homeowner attempted an insurance claim against her, then called police when denied. Although the driver had produced a valid insurance card at the time of crash, Officer Piccola re-opened the investigation and discovered that the insurance was not valid. The driver will be additionally charged with misrepresentation of auto insurance. Criminal citation issued with a court appearance required.
 - 11-11-00316, Traffic Stop/Narcotics Arrest, 300 S. Yonge Street: Juveniles stopped for speeding. Both found to be in possession of marijuana and related paraphernalia. Arrested and turned over to DJJ.
 - 11-11-00372, Crash w/ Pedestrian, 157 Kimberly Drive: A 7-year-old ran into the street and into the side of a moving vehicle. The child was transported to the hospital as a precaution – no visible signs of injury. No charges expected.
 - 11-11-00392, DUI, Granada Bridge: Westbound vehicle stopped for speeding (55/35) and subsequently arrested for DUI.
 - 11-11-00405, DUI, McIntosh Road/Kenilworth Avenue: Driver nearly struck officer and pedestrians on roadside dealing with an unrelated call. He was stopped in his driveway and found to be intoxicated. Subject was arrested for DUI.
 - 11-11-00422, DUI, Granada Bridge: Westbound vehicle observed losing control and driving carelessly and was observed smoking marijuana. Subject was arrested for DUI and possession of marijuana.
 - 11-11-00435, DUI, 700 BLK Riverside Drive: Southbound vehicle stopped for speeding (49/35) and swerving. Driver arrested for DUI.
 - 11-11-00453, Hit and Run Crash, 100 Business Center Drive: Semi-truck pulled into the parking lot and severely damaged a boat and trailer that were parked in the lot. The driver abandoned the truck in the lot, sent a text message to his boss that he quit, and left the area with a female companion in a passenger van. The driver has been identified and charges are pending.
 - Heavy enforcement of parking violations in shopping areas during holiday season. 33 citations issued. Four handicap placards were seized as they were used by unauthorized persons.
 - Officer Pavelka involved with re-accreditation process.
 - Traffic Citations 130
 - Parking Citations 33
 - Crash - No Inj. 29

- Crash - Injury 11
- Crash - Fatal 0
- 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
 - Old Kings Road
 - Parking Violations:
 - Wal-Mart
 - Ormond Towne Square
 - Lowe's
 - Trails Shopping Center
 - Granada Plaza
- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases Initiated
 - Zone 2: 10 Cases initiated
 - Zone 3: 4 Cases initiated
 - Zone 4: 5 Case initiated
 - 20 tree removal permit requests
 - 30 signs either removed or sign cases created.
 - Administrative staff assisted with one walk-in and fifty-seven (57) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

Zone 2

Riviera Park – Received a complaint about derelict/abandoned vessels at Riviera Park. Both vessels have current registrations. Both vessels have had a transfer of registered owner within the past 5 months. The 23' Olympic (sailboat) is gone. The 31' Trojan should be moving this week. The Trojan has been relocated. No further action is required.

NOTE: This report includes NID activities for the past two weeks as there was no report for the week of Thanksgiving.

Public Works

- Engineering
Construction Projects
 - Alcazar-Buena Vista Drainage Area Improvements - Contractor continues to work on restoration in various locations throughout the site. The watermain along Arroyo Pkwy is still being worked on due some suspect random defective pipe material, which the contractor is locating and replacing where needed. Final stormdrain structures are being installed along Seville St and south Buena Vista.
 - Selden Avenue Road and Utility Improvements – Reviewed As-Builts.
 - Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Prepared memos for award of bid and construction engineering inspection services. Processing gopher tortoise relocation permitting.

- Oleander Ave- Harvard Dr Stormdrain- Purchase order is being processed to replace various sections of stormdrain at the intersection prior to the paving of Oleander Dr. which will be a joint effort between Daytona Beach and Ormond Beach.
- Winding Woods Trail- Curb & Gutter and road section were removed and replaced to correct a depression area which was holding stormwater and debris.
- Downtown Way Finding Signage- The signs are being fabricated by Don Bell. The sign permit has been issued by staff and 40 proposed locations were staked so utility locates could be marked. We are anticipating having them installed before the holidays.
- Rockefeller Gardens Water Wheel – A new wheel is being fabricated that is scheduled to be completed near the end of this month. The wheel will be installed soon thereafter.
- Fortunato Park Medjool Palm Transplant – The existing palm was transplanted and a smaller Medjool palm will be relocated from Nova Road and planted in this location.
- SRA1A to Nova Interconnect- Boring continues west of Orchard St. Beachside underground work completed. Relocated poster board on SR 40. Pullboxes being installed. Prepared City Commission memo regarding time extension.
- 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 Planning Board unanimously approved the PBD for the project which will now be forwarded to the City Commission for approval. The consultant is continuing to coordinate the various permit submittals and design details.
- Mast Arm Rehab- Met with Volusia County at intersection and discussed needed changes.
- N. Halifax Drive Improvements- Horizontal Directional Drill plans have been prepared for permit submittal to FDOT for crossing SR40.
- Granada Utilities Underground- Responded to FPL inquiries. Requested scope for street lighting design.
- Wooden Pedestrian Walkway Lighting Replacement – Staff is soliciting quotations to repair the existing railings and replace decking per the \$25K budget.
- Central Park Paving – Reviewed initial design plans.
- Tomoka State Park- Investigated the historic ditch. Discussed issues with lowest bidder to maintain bid price without having to cross ditch and provide an 18 foot span over the ditch.
- Audible Pedestrian Signals- Provided FDOT with updated scope and man hours estimates.
- 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 modified to accommodate inclusion of paving the City Hall parking lot and The Casements parking lot.
- 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.
- Nova Road Tree Relocation- Staff is soliciting written quotations to transplant and modify the existing median irrigation in advance of FDOT constructing improvements at US1 and Nova Road. This work must be completed by 1/15/2012.
- 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.

- John Anderson Drive – On November 15th the City Commission requested staff to revisit the sidewalk for the project with the residents before finalizing their decision on whether to include the sidewalk with the project or delete it. Staff will be working with Zev Cohen & Associates regarding the public information process.
- 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 which staff has reviewed with the consultant and the consultant is addressing staff's final comments.
- 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 was approved by 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

- Coordinating repair efforts to the well pump and electrical system at Rima Ridge Well 41R.
- Reviewed right turn only lane issues and submitted recommendations.
- Contacted and resolved issues with FEC permit and adding a 2" conduit along with water line.
- Processed project invoices/pay requests totaling \$50,454
- Prepared requisitions/PO's totaling \$6,985

Meetings

- Met regarding Capital Improvement Project for north peninsula water distribution.
- Met with West Construction on changes in work plan.
- Field visit with Planning Div and Builder at 91 Orchard Lane to verify compliance of the submitted SWMP.

Other

- Continued researching and compiling the information needed for the proposed US1 Opportunity Zone Meets and Bounds Boundary Description for Planning Div.
 - Researched the Nova Community Center drawings for survey of gymnasium area requested by Steve Stershic for sidewalk permit.
 - Assisted the GIS Division in researching and locating files to verify the existence of a recorded easement related to the Breakaway Trails Forcemain.
- Environmental Management
 - Street Maintenance
 - Asphalt / Concrete
 - Removed barricades and cones from Gaslight Parade route, beachside
 - Rotated Special Event Bridge signs
 - Picked up litter on Granada Bridge
 - Concrete repair (5' x 6') for Water Department at 271 Oak Drive
 - Filled a water repair job with limerock on John Anderson Drive until Halifax has asphalt
 - Repaired a sidewalk at 160 S. Ridgewood Avenue

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
- Trimmed trees at 89 to 91 and 101 to 104 N. St. Andrews, at Bostrom and Roosevelt and on Rockefeller Drive

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
- Replaced (2) bridge banners on the Granada Bridge
- Changed out bridge banners to Home for Holidays on Streetscape

Sign Shop

- Continued working on the renovation of the way finding sign project
- Fabricated a 30" x 30" sign for the Ormond Beach Police Department for use during the Christmas parade. The sign reads "Road Closed at Tomoka Avenue, No Access to SR40"
- Arroyo Parkway Retention Pond – installed (3) "No Trespassing" signs on the east side of the pond by the edge of the woods at the request of the Ormond Beach Police Department
- Repaired, replaced or installed signs at the following locations:
 - Casements Dr., straightened a leaning "No Parking" sign post
 - Picked up barricades for the post weekend car show
 - Dormont Dr., installed (2) new speed limit 25 mph signs on the street at the request of the Ormond Beach Police Department
 - Neptune Avenue between John Anderson Dr. & N. Halifax Dr., installed (2) new speed limit 25 mph signs on the street at the request of the Ormond Beach Police Department

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Mowing – US1 North, all FDOT ponds on SR40, west of I-95
- Picked up debris at Arroyo Parkway pond
- Vacon – French drains at Ironwood, 1201 Parkside, 15 Waterbluff, and at 23 Greenwood Ave., 2 basins, 270' line
- Hammock Lane system inspection
- Cleaned sidewalk at Skate & Shake on US1
- Cleaned outfall at 1501 Oakbrook Drive
- Cleaned Lift Stations citywide

- Cleaned & mowed ditches from Bennett Lane to Sterthaus, Hand to Arroyo Parkway and all fingers
- Cleaned mitered ends on SR40
- Sprayed ditches at Lakebridge and Hidden Hills

Street Sweeping/Streetsweeper

- 86.6 miles of road cleaned
- 21.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
56,708

PM Services completed for the week
Emergency—Vehicles and Equipment
39

Non-Emergency Vehicles and Equipment
35

Road Calls for the week
6

Accidents for the week
0

Quick Fleet Facts

- Fleet has 12,099 gallons of unleaded 4,098 gallons of diesel fuel on hand.
- Fleet completed 55 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 – Awaiting receipt of final report from QLH Associates with staff comments included prior to submittal to FDEP for request of operating protocol modifications.
- A proposal from McKim and Creed is under consideration for modifying configuration of the Division Avenue well field raw water piping to optimize use of 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. McKim and Creed obtained a copy of the current hydraulic model. A scope of services for update of hydraulic model was drafted. The primary use of the hydraulic model is to determine the optimum pipe size for the raw water piping.
- WWTP Dewatering Station Bypass – Preliminary plans were reviewed and comments sent to the Engineering Division.
- 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 – This project is the City's Alternative Water Supply Project as associated with the SJRWMD Water Supply Plan. Plans were bid and the apparent low bidder is Masci Corporation at \$6.4 million. An award memorandum is being prepared by the Engineering Div. for CC consideration. Annual Water Supply Project report forwarded to District updating status of project.

- Fire Hydrant Replacement Program – A City Commission memo was prepared recommending early renewal of the contract for another year based upon contractor efficiencies and budget availability.
- 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. A meeting was held with the contractor, manufacturer and consultant to determine a resolution to the pump station problems. Meeting minutes were distributed. The motor for pump 2 was checked to determine the cause of failure. The manufacturer indicated that a voltage surge was responsible for the damage. The cost for repairs is \$7,008.35. The City is providing data for operating speeds and flows for a first phase solution approach. One pump is being operated during the day time to determine if lower operating speeds contribute to rag build up. The contractor will work with the programmer to install a control system to alternate the pumps. A 2nd phase solution includes an additional alternate impeller design proposed for retrofit by the manufacturer.
- Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. Operations staff continues to coordinate plant operations activities with on-site contractor. New secondary clarifier nearing completion. Temporary power is installed to operate the new clarifier. Additional work activities include chlorine contact tank bypass channel and main electrical building construction. Motor control centers are installed in the electrical building. Excavation and dewatering is underway to construct the new foundation for filter #3.
- Lift Station Repair and Replacement Project – 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. A Certificate of Final Completion was sent to the Contractor requesting a timely submittal of the final pay application.
- Root Control Services – A memorandum requesting renewal of the contract will be prepared and scheduling of the lines to be cleaned needs to be performed. The contractor wants to perform the work in January 2012.
- Town Square and Lift Station 4M1 Rehabilitation – Plans completed and specifications are completed through Division 2.
- Two-inch Water Main Replacement – A meeting was held with the Engineering Division to review the lines proposed for replacement in this fiscal year.
- 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 – Site plan for 1001 Tomoka Road was approved. Record drawings for Tire Kingdom and Holly Hill Family Dollar were received. Preliminary as-built drawings for Olive Grove were reviewed and comments were provided for incorporation into the final drawings. Transfer Station Lift Station Upgrades – Final plans are being prepared by the consultant
- Final edits of Sewer Use Ordinance underway with Legal for responding to FDEP current request for information.
- Water Distribution
 - Exchanged 7 residential water meters, installed 1 new and upsized 1 residential water meter
 - Responded to and/or repaired 16 water service leaks, Assisted 1 customer with misc. water complaints

- Replaced 6, located 1, disconnected 1 water services
- Flushed 2 cloudy water complaints, replaced 16 meter boxes, assisted 5 customers w/low pressure complaints
- Tested 9 and repaired 1 city owned backflow preventers
- Water main breaks: 6" main break on N US1 Hwy, and a 2" leak on Colonial Circle.
- Rebuilt 5 city owned fire hydrants
- Valve Maintenance: 15 valves exercised- Amsden Dr, US1 Hwy
- Flushed and replaced filter at 59 Arroyo Pkwy, Repaired the automatic flushing device on Santa Ana Ave
- Correlated leak on Brooks Dr, small hole in 2" GSP repaired.
- Utility locate service for Water/wastewater/reuse: 73 standard, 2 emergency locate requests this week
- Rescinded the boil water alert for N US1 Hwy main break.
- Clean and organize all storage areas and service trucks

- Water Treatment
 - Delivered to the City 35.815 million gallons for the week ending Nov. 27, 2011 (5.116 MGD)
 - Backwashed 8 filters for a total of 370,000 gallons backwash water.
 - Produced and hauled 40.5 wet tons of dewatered lime sludge.
 - Operated north & south plant generators under for routine PM.
 - On Nov. 21 returned to chloramines disinfection in distribution system, began flushing system east of RR tracks to Beach St.
 - Sampled, cleared and rescinded one Precautionary Boil Water notice.

- Waste Water Collection - Reuse
 - Crews responded to two trouble calls out west Breakaway/Hunter's Ridge area and two in town.
 - Rehabbed PEPSystem tank at 75 Deep woods Way.
 - Installed new 18" riser on pump chamber at 175 Black Hickory
 - Televised three sewer laterals.
 - Root controlled five sewer laterals.
 - Repaired 2" reuse gate valve at John Anderson Dr. & Colonial Dr.
 - Blow off US-1 6" force main due to high pressure.
 - 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 25.98 Million Gallons.
 - Produced 18.21 Million Gallons of Reuse.
 - Produced 7.77 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.71 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 154.03 (14%-18% Solids)
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
 - Receipt of lab results from annual pretreatment sampling of Thomas and Betts (T&B) located at 1 Aviator Way resulted in notice of exceeding copper limits. Coordinating future sampling activities with T&B.
 - Responded to FDEP request for information regarding City's program activities concerning Sanitary Sewer Overflow (SSO) criteria.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations

- Replaced motor starter heaters to High Service Pump #4.
- Installed new conduit from vault to control panel at well 18SR. Installed shielded cable for flow meter connection.
- Installed new sump pump in southwest meter vault at Water plant.
- Repaired leak on Well 34H air release valve.
- Drain valve at Leeway Trails Tank seized up - freed - OK.
- Ordered replacement flow meter for well 22H - old meter beyond repair.
- NIMS Training.
- Brought 2 mobile generators to Fleet for scheduled servicing.
- 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.

Wastewater Plant – Lift Stations – Reuse System

- Influent Room – deragged pump #1 and 2 daily, pump 3 inoperable.
- Assisted Collections Division with Rehab at 38 Winding Creek Way.
- Eaton Technician brought new Influent Generator transfer switch control module, installed and tested good.
- Repaired all pump leads and replaced level probe at Arroyo Liftstation. Extermination activities performed for vermin causing lead damage.
- Installed new controller to 4P Liftstation. Using a level transducer instead of probe. Old controller was not alternating correctly.
- Fermentation Mixer #3 – Replaced Motor
- Towne Square liftstation – repair #2 guide rail (weld & fabricate) – pulled pump #2 to clear blockage at impeller
- Replaced battery back up system for SCADA monitoring terminal in Operations control room.
- Reaeration Tank – deragged all 4 submersible aerators
- SCADA liftstation repair to 9 stations
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Performed PM Service to all plant equipment.
- Master Liftstations – pump down & wash down wet well – break up scum layer in wet wells
- Cleaned shop and put away spare parts.
- Monthly PM's to 10 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 1 liftstations. (pull pumps and inspect and change seal oil)
- Utilities Division completed 71 work orders as reported in MP2 computerized maintenance management system, of which 61 were PM work requests and 10 were repair work orders.