

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: January 6, 2012

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:

- General discussions with Acting Fire Chief and Planning Director
- Met with City Clerk on live streaming of commission meetings

Spoke to, attended and/or met with:

- Attended Strategic Planning Workshop
- Participated in FCCMA Winter Institute conference call
- Attended team Volusia Executive Committee meeting
- Met with City Attorney and City staff regarding public records issues with regards to the RFP for the SW Quad
- Met with Mary Ann Connors on County fire services and Ormond Beach's Andy Romano beachfront park
- Participated in FCCMA Executive Committee conference call
- Met with John McCue and Greg France of Allen France and Associates– concerning audits of natural gas and propane public service utility taxes.
- Met with Howard Tipton, Civic League, on Civic League's fire and rescue services study

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.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Prepared and sent legal advertisements to the News-Journal for publication.
- Started the purging process for records eligible for disposition from City Records Archive Center.
- Attended and provided support for the City Commission meeting on January 3, 2012.
- Attended and provided support for the Strategic Planning Workshop meeting on January 3, 2012.
- Completed Action Report for the January 3, 2012, City Commission & CRA meeting.

Status of Ongoing Projects

- Live Streaming Upgrade:
 - Negotiated an amended Terms of Service with Ustream, Inc. utilizing the U.S. General Services Administration (GSA) agreement to provide the City of Ormond

Beach with *ad-free* streaming to multiple platforms and mobile devices at no cost to the City.

- Began testing of Ustream Live Streaming Services to enhance the City's live streaming capabilities. The new Ustream System will allow the public to listen to City Commission meetings as well as see the visual aids presented during meetings on mobile devices (iPhone, iPad, iPhone, and Android devices) as well a Mac and PC computer systems.
- Ordered the Telecast WireCast Software to use with the UStream system.

- Mobile Applications:
 - Completed the Apple Developer Program Registration process for the City of Ormond Beach.
 - Provided vendor with requested information regarding City Departments and Services.

- Website:
 - Continued working on the new "Elections Information Center," in preparation for the 2012 elections:
 - Uploaded 2010 Campaign Report to the website.
 - Added Election Calendar to the website
 - Added Reporting Deadlines to the website
 - Completed testing and launched the new City of Ormond Beach YouTube Channel – www.ormondbeach.org/youtube
 - Completed testing and launched the new City of Ormond Beach Twitter Feed – www.ormondbeach.org/twitter
 - Prepared an outline of website enhancement of goals for 2012.

- Paperless Agenda Automation System:
 - Sent updated letterhead graphics to the vendor.
 - Vendor completed requested changes to the agenda layout.
 - In collaboration with the vendor staff created training manuals for the new agenda automation system.
 - Department training for the new agenda automation system will start in approximately in two weeks.

Community Development

- Planning
 - The Scenic Loop group has begun to organize for the January 19th Volusia County meeting on the rezoning application for Plantation Oaks. A website has been established. The link is: www.savercommunity.com. Essentially, their concerns focus on: 1) the compatibility of mobile homes to single family residential developments; 2) the relative tax differential that exists between stick built homes and mobile homes, and; 3) as a result of #2, the increased service impact that will occur offsite, which will require the current single family developments to subsidize through higher taxes. Regarding #3, offsite impacts include sewer and water, transportation, education and parks/recreation. Since the dwelling unit count does not change, there is no water and sewer impact. There is no net new transportation impacts since the unit count does not change. In fact, mobile homes and 55+ age restricted housing have a trip generation rate that is ½ of a single family dwelling. Finally, a golf course and open space makes up more than 50% of the site so much of the recreation needs of the residents will be addressed onsite.
 - Scheduled for the 1st public hearing before the Planning Board on January 12th is the US1 Corridor Brownfield Designation.

- Staff is putting the final touches on the revised Interlocal Boundary Agreement which will lay out the process for annexation only. The land use and regulatory provisions will be deleted and included in an Interlocal Agreement to be prepared by Volusia County. Any additional provisions VC places into the Interlocal Agreement will dictate the speed by which these agreements can be placed on the City Commission and Volusia County Council agendas.
- The Planning Director reviewed all the customer service questionnaires received during 2011. I am pleased to report that the overwhelming majority of our customers rated our service as exceeding their expectations and comments such as “much improved over years ago” is directly attributable to dedicated counter personnel and the one-stop “shopping.”
- Building Inspections, Permitting & Licensing
 - 34 permits issued with a valuation of \$1,253,987.00
 - 126 inspections performed
 - 9 business tax receipts issued**

** Note: Of the 3,822 active in-city business tax receipts and registrations from last fiscal year, the City has only 623 un-renewed to date. However, less than half of the 623 non-renewals are actually businesses within the city (accruing late/penalty fees as time passes). The other half is out-of-city registrations which are not required to renew if they are not doing business in the city. The percentage of business tax receipt non-renewals in the City is actually about 8%. This number speaks well for the local economy in Ormond Beach.

- Development Services
 - As a result of the City meeting with Ormond Crossings in December, additional information has been received to include road cross-sections depicting the various uses of the 120 foot ROW on Ormond Crossings Boulevard, Tymber Creek Road, Pineland Trail and Commerce Crossing Boulevard.

Economic Development

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings to discuss the draft Master Development Plan and design standards documents. There were a few remaining items, such as allowed uses, roadway profiles, set backs, and the design review process that both parties agreed needed further clarification that will take several weeks to complete. Once these remaining items are resolved the documents will be sent to the Planning Board and City Commission for review and approval.

Airport Business Park

- Staff has been notified of the sale of the StyleMark Company to the FGX International Company, a subsidiary of Essilor International of Charenton-le-Pont France. FGX is located in Rhode Island and they distribute a number of eyewear products including the Foster Grant. Evaluation of the potential impact to Ormond Beach is ongoing. Staff is working with FGX International Company located in Smithfield, Rhode Island, in their recent acquisition of the Stylemark Company. Staff is expecting further discussions with FGX officials to determine the long term plans at the current location in the Ormond Beach Airport Business Park.
- Staff is working with an existing business on a possible plant expansion project.

- Staff met with a business prospect interested in constructing a 20,000 square foot plant for manufacturing home products. Further discussions are expected over the next several weeks.
- Staff met with the new CEO of Emergency Communications Network (ECN) to discuss their sale to the Riverside Company. ECN provided staff with a presentation of the Code Red emergency notification services. Staff is in the process of evaluating the ECN service proposal. A second service provider was interviewed as well. Staff is preparing a service agreement with ECN for emergency notification services and will provide a disposition item for the City Commission.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.

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.
- Staff is working with a prospective tenant with a purchase option for the reuse of Memorial Hospital. The negotiations have slowed due to terms the parties are trying to resolve. Staff has been informed by the real estate brokers that there are other interested parties in reusing the hospital property and staff is expected to meet with representatives in the next few weeks.
- Staff continues discussions with Energizer regarding their interest in waste water treatment options, which could result in additional capital investment.
- Staff is continuing discussions with interested parties for the redevelopment of the former Woody's site.
- Staff met with owners of Serene Pavers and Stonescapes to evaluate using a property along South US1 for a retail pottery business. Plan requirements have been transmitted to the applicant as part of the permit process.

Special Economic Development Projects

- Staff prepared copies of the recently endorsed Strategic Economic Development Plan. A certificate of appreciation and copy of the plan was sent to each of the 27 workshop participants.
- 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 is planned 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 Florida Power and Light, who is currently preparing a tree clearing plan around the Airport Business Park power lines to reduce outages during moderate to heavy wind events. Once completed, a meeting will be arranged with the Business Park company representatives to discuss the plan.

Airport Operation and Development

- All work and contractor activity at the airport regarding the project to address obstacle clearing near the runways and taxiways has been completed. Trees near the approach end of Runway 26 and adjacent to Taxiway "E" that had been identified by FDOT as potentially hazardous to air navigation have been cleared, as have those near the approach ends of Runways 17 and 35.
- Staff met with representatives from the Civil Air Patrol (CAP) this week to discuss and plan CAP activities at the airport in 2012. In addition to local search and rescue

- exercises and cadet training activities, the airport will host Exercise America's Shield (EAS 2012) again this year, which is a cooperative mission between the CAP, the Florida Army National Guard, and the United States Air Force. The purpose of EAS 2012 is to train ground-to-air missile crews to defend Washington, D.C. and other critical national infrastructure from airborne attack.
- A technician from Robinson Aviation visited the airport this week in an effort to investigate, diagnose and repair an apparent malfunction of the digital voice recorder system in the air traffic control tower and certain functions of the Automated Weather Observation Station (AWOS).
 - Staff received an inquiry from Airport Power Solutions, LLC (APS) regarding the potential for a partnership between the airport and APS for the purpose of installing solar power systems at the airport. Such a system could reduce the amount of power that the airport must currently purchase from FPL. Staff is preparing a response to the APS inquiry, which may result in a meeting to discuss a formal proposal from APS.
 - Staff has begun to receive preliminary layouts, design specifications, and timelines for the Taxiway "G" construction project in the southwest quadrant of the airport. Staff will soon meet with representatives from AVCON to discuss and plan a course of action for this project to go forward.
 - Staff continued work to configure and optimize the new airport security surveillance system. The IT Department is working with a network consultant to setup web-based access to the system via a high capacity microwave link. Internet-based access is expected to be available in January.
 - Staff continues 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.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 102 Journal Entry Batches (# 5336 – 5372 and # 920 - 1134).
 - Approved 44 Purchase Requisitions totaling \$249,116.12.
 - Issued 44 Purchase Orders totaling \$220,797.24.
 - Held opening for RFP No. 2012-06, Miscellaneous Crafts and Trades Services (As Needed) on 12/20/2011.
 - Held Evaluation Committee Meeting for RFP No. 2012-06, Miscellaneous Crafts and Trades Services (As Needed) on 12/28/2011.
 - Mailed "Letter of Intent to Award" for Bid No. 2011-05, SR40 Multiuse Trail Phase 3 from Old Tomoka Road to Airport Road Extension, to the ten (10) firms that submitted bids on 01/03/2012.
 - Mailed "Letter of Intent to Award" for Bid No. 2011-27, Tomoka State Park Multiuse Trail from Beach Street to Inglesa Avenue, to the seven (7) firms that submitted bids on 01/03/2012.
 - Prepared 390 Accounts Payable checks totaling \$1,582,482.68 and 96 Accounts Payable EFT payments totaling \$1,516,884.76.
 - Prepared 40 Payroll checks totaling \$39,610.58 and 314 Direct Deposits totaling \$393,640.66.
 - Transferred IRS 941 payment of \$136,950.52.
 - Processed 11,097 cash receipts totaling \$3,441,152.07.
 - Processed 2,209 utility bill payments through ACH totaling \$147,259.81.

- Processed and issued 13,416 utility bills with billed consumption of water of 69,325k.
- Issued 1,467 past due notices on utility accounts.

- Public Information
 - Press Releases
 - Structure Fire (12/11/11)
 - Oklahoma!
 - Legends of Doo Wop with Sonny Geraci

 - Other
 - Citizen Contacts
 - Media Contacts

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

- Meetings/Other
 - Attended Quarterly Local Mitigation Strategy (LMS) meeting.
 - Attended Volusia County Council meeting for the results of the public employees Countywide Food Drive.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 5
- Hazardous: 2
- EMS: 59
- Motor Vehicle Accidents: 4
- Public Assists: 34

TOTAL CALLS: 106

- Aid provided to other agencies: 9 calls – Volusia County (5), Holly Hill (1), Daytona Beach (3)
- Aid received from other agencies: 2 calls – Volusia County
- Total staff hours provided to other agencies: 5 hours
- Total staff hours received from other agencies: 1 hour
- # of overlapping calls: 24
- Total EMS patients treated: 51

Training Hours

- Aerial Operations: 2
- Pre-hospital Trauma Life Support: 4
- EMT Refresher: 8
- Fitness Program: 7
- Hose Evolutions: 2
- Hydraulics: 3
- Ladders: 8
- Public Education: 18
- Probationary Training: 5
- Safety: 6
- Splinting: 5
- Technical Rescue: 23

- Tools & Equipment: 3
- TOTAL TRAINING HOURS: 94**

Station Activities

- Updated 34 pre-fire plans
- Conducted 5 fire inspections
- Inspected 55 hydrants
- Provided presentation of fire truck, equipment and gave safety talk at Esformes Hebrew Academy – 23 children in attendance

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services Department/Casements – Part Time Custodian
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” (department has requested to re-advertise the position)
- Approved/Active Recruitment
 - Public Works Department/Engineering – Engineering Inspector advertised on the City web site and in-house and closed on 11-18-11. Thirty-four applications were received and entered on applicant tracking sheet with qualifications and were copied and forwarded to the department for review.
 - Police Department – Police Officer was advertised on the Florida Police Chief’s web site and the City web site to close on 01-13-12.
 - Public Works Department/Wastewater - Maintenance Worker II advertised on the City web site with a closing date of 01-13-12.
 - Leisure Services Department/Building Maintenance – Maintenance Foreman advertised on City web site and in house and will close on 01-20-12.
- Screening/Interviews Scheduled
 - 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 applications were entered in applicant tracking sheet with qualifications and were forwarded to department for review. Interviews have been conducted with six (6) applicants. Selection is pending.
 - 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. Interviews have been completed and selection is pending.
 - 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 applicants were entered on applicant tracking sheet and forwarded to the department for review. Interviews have been completed and selection is pending.
 - 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. Interviews will be scheduled for early January 2012.
- Background/Reference Checks

- 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) applications received. Interviews were conducted and a candidate was selected. Background check is in process.
- Leisure Services/P.A.C. - PT Custodian was advertised on the City web site and closed on 11-30-11. Fifteen (15) applications were received and interviews were conducted and a candidate was selected. Background check is in progress.
- Job Offers
 - Police Department – Police Officer candidate began work on 01-03-12.
 - Leisure Services/Administration – Selected Recreation Program Specialist will begin employment 01-09-12.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 11-30-11: 1.23% (excluding retirements)
 - Public Works Department/Utilities – Craig Hartman retirement effective 01-27-12.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program November, 2011 monthly report reflects savings of \$60,651.42 for City residents during the seventeen months that the program has been in effect in Ormond Beach. Over 1,342 residents have utilized the program during this time.

Risk Management Projects

- Distributed Safety Newsletter.
- Began researching terms and conditions of temporary labor/personnel leasing contracts.

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: Several minor hardware failures over the week that were fixed without interruption of service due to built-in redundancies.
 - Networking System: Firewall failure caused 5 hours of downtime.
 - Work Orders: 20 new work - 30 completed - 44 in progress
 - Virus Protection: E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	18,494	Inbound E-Mails Blocked	9,399
Delivered Inbound E-Mails	9,014	Quarantined Messages	81
Percentage Good Email	48.7%	Virus E-Mails Blocked	15

- Notable Events: Internet down for 5 hours over the holidays. Firewall failure, support vendor called and configured backup equipment. PD staff moved to County VPN for MDT service while we were down.
- Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 0 Corrections: 0
 - Map/Information Requests: 5

- Information Requests from External Organizations: 4
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Updated Sewer Basemaps.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager Staff Meeting
 - City Commission Strategic Planning Workshop
 - City Commission Meeting
 - Beachfront Park Meeting
 - Recreation Manager Meeting
 - Nova Center Consultant Meeting
- Athletics
 - The Ormond Beach Shuffleboard Club held its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
 - The City's Girls' Basketball program started games this week, Tuesday through Thursday. Ten (10) games are played weekly, at 6pm, 7pm, and/or 8pm.
 - The Ormond Beach Youth Basketball Association started back after a break with games Tuesday through Saturday at Nova and South Ormond gyms. Games are held weekly from 6pm to 9pm, and on Saturday from 9am to 2pm.
 - RiverBend Academy held their final soccer games of the season this week on Tuesday and Friday. Games are played at 6pm on field #8 at the Sports Complex.
 - Calvary Christian Academy hosted a home soccer game this week on Thursday at the Sports Complex at 4:30pm on Field #8.
 - The Wendelstedt Umpire School is once again back with us, as of this week, with their 6-week program. The program is held Monday through Saturday, 9am to 5pm. Umpires from all over the world come here to try to become the next Major Leaguer.
 - The Lady Renegades Softball competitive program held their tryouts this Saturday and Sunday from 9am to 3pm at the softball quad at the Sports Complex.
 - The Golden Spikes Competitive Baseball program held their tryouts this Sunday from 3 to 6pm at the Sports Complex Wendelstedt fields, as well as the Nova fields.
 - Seabreeze High School Girls' and Boys' Soccer held Varsity games on Saturday at 10am and 12 noon at the Championship Field, Sports Complex.
- 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 2 times during the week.
 - Continued mowing the soccer and softball fields.
 - Cleaned Limitless Park daily.
 - Cleaned up after soccer games.
 - Began winter repair on all 5 fields at Nova Sports Complex.
 - High school soccer continued their season at the Airport Sports Complex.
 - Prepared soccer field #8 to host Seabreeze and Calvary Christian Academy varsity soccer teams.

- Prepared soccer field #5 to host RiverBend Academy boy's varsity team.
- Began revamping co-ed softball field #7 infield clay.
- Trimmed trees and bushes throughout the Airport Sports Complex.
- Put new carpeting in baseball batting cages.
- Removed bleachers for the holiday parade.
- Finished the rye over seeding on all ball fields.

- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: PAC was closed for New Year's holiday.
 - 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, Theatre Workshop chorus, Webb Jazz & Tap, Green Dance, and CMT.
 - The Performing Arts Center is preparing to host the following events:
 - The Legends of Doo Wop, Friday, January 6th, 7:30pm to 9:30pm.
 - Salute To Sinatra, Davis, Martin, January 7th, 7pm to 9pm.

- South Ormond Neighborhood Center
 - The splash pad is closed until spring.
 - 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.
 - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
 - Youth Basketball was held Tuesday through Friday from 5:30pm to 8:30pm.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Prepared for City Commission Workshop on Tuesday.
 - Prepared check requests for parade winners.
 - Prepared holiday events sponsor recognition.
 - Began Arbor Day Celebration planning.
 - Began Art In The Park event planning.
 - Began Memorial Remembrance Service event planning.

- Gymnastics
 - Center was closed for New Year's holiday on Monday, January 2.
 - A new sidewalk has been installed outside the gym.
 - 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: 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 were held on Tuesday, Thursday and Friday afternoons.
 - 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.

- The Casements
 - Tours continued from 10am to 4pm Tuesday through Friday and Saturday from 10am to 11:30pm.
 - Staff, along with Casement Guild volunteers, worked to take the holiday decorations down on Tuesday.
 - Pat Spano held an art workshop on Tuesday from 9:30am to 12:30pm in the Art room.
 - Staff set up for the Ormond Beach Garden Club meeting on Tuesday.
 - Pilates classes resumed this week on Tuesday and Thursday afternoons and Wednesday and Friday mornings.
 - The Ormond Beach Garden Club met in the Gallery on Wednesday from 9am to noon.
 - The Casements Camera Club accepted photographs on Tuesday evening from 4pm to 6pm for their upcoming show "People" and hung their exhibit on Wednesday from 12:30pm to 3:30pm.
 - Judging for the exhibit took place on Thursday morning at 8am.
 - Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 8am to 1pm.
 - Staff worked this week to prepare for the 23rd annual Starry, Starry night and "Movies on the Halifax."
 - The Casements Coordinator conducted interviews this week for the vacant custodial position on Wednesday.
 - Staff set up for Starry, Starry night, including set up for the Historical Society on Friday morning.

- Parks and Irrigation
 - Diagnosed timer problem at Rockefeller Gardens, and turned on timers at The Casements.
 - Located a zone line break on Granada Blvd. median, flagged area, and scheduled for repair.
 - Removed and replaced broken timer at Peninsula Drive lift station.
 - Reset timer at Riviera Park and inspected grounds.

- Ran 4 zones at Bailey Riverbridge Gardens, replaced 4 stolen bubblers, replaced 3 broken spray heads and tested repairs.
- Purchased new timer power module at Florida Irrigation for Rockefeller Gardens timer.
- Turned off water meter at Janet Cir. for contractor to make damage repair done by Brighthouse cable truck.
- Ran 2 zones at City Hall parking lot; replaced 3 damaged spray heads and nozzles.
- Counted zones on site map for Planning Dept.
- Checked timer and ran zone at Spanish Waters lift station.
- Building Maintenance
 - Installed shelving and tie downs in the new water distribution trailer.
 - Installed additional safety lights in Nova gym.
 - Added light for Birthplace of Speed sign.
 - Replaced hand dryer at Central Park II.
 - Serviced ice machines city wide.
 - Repaired decorative trim on MacDonald House.
 - Repaired fence at Magic Forest.
 - Repaired 6 street lights city wide.
 - Repaired lights at Police Dept.
 - Fixed taxiway sign at Ormond Municipal Airport.
 - Repaired Wastewater gate.
 - Repaired water heater at Historical Trust building.
 - Replaced gate at Fleet maintenance.
 - Replaced AC at South Ormond Center.
 - Replaced breaker at Fleet.
 - Installed new dishwasher in the PAC kitchen.
 - Removed old playground at Fortunato Park.
 - Repaired fountain lights for retention pond on Division Ave.
 - Repaired sally port gate at Police Dept.
 - Maintained poinsettias at City Hall.

Police Department

- Administrative Services
 - Attended bi-weekly meeting with City Manager
 - Held contract negotiations with Fraternal Order of Police Union and members.
 - Attended Strategic Planning Workshop
- Community Outreach
 - The PAL Annual Holiday was held at the South Ormond Neighborhood Center for youths and their families. Seventy-five children received a new toy from PAL during this year's holiday program.
 - Practice for PAL basketball continues through Volusia County School's winter break. Regional Basketball league play began this month.
 - Members of the Youth Directors Council assisted with the Annual Holiday Party as hosts and Santa's helpers during the party held at the SONC.
 - OBPAL hosted the annual Teen Party at the SONC.
 - Preparations and schedules were completed for the upcoming Tutors R Us program and the READ program.
- Community Services & Animal Control
 - Animal calls responded to: 70
 - Animal Reports: 15
 - Animal Bites: 3
 - Animal Licenses sold: 4

- Animal Traps issued: 4
- Animals to FHS: 11
 - Cats 8
 - Dogs 3
- Animals Returned to Owner: 2
- Dog surrendered: 1
- Sick Wildlife: 2
- Alarm Warnings: 1

- Criminal Investigations
 - Cases Assigned: 10
 - Cases Cleared by Arrest/Complaint Affidavit: 7
 - Cases Exceptionally Cleared: 6
 - Inactive: 11
 - Fraud: 3
 - Burglary Business: 0
 - Burglary Residential: 4
 - Larceny Car break: 1
 - Grand Theft: 1
 - Auto Theft: 1
 - Offense Against Family/DCF Reports: 0
 - Missing Persons: 0
 - Recovered Missing Persons: 0
 - Sex Offense/Rape: 0
 - Robbery: 1
 - Assaults: 0

Comments:

- Bank Robbery: The Space Coast Credit Union was robbed by a subject who indicated that he had a gun. The subject fled the area and investigators followed up on several leads. Two possible suspects were identified and investigators staked out a Holly Hill motel where the men were believed to be staying. Both subjects were located and positively identified by the bank tellers as the subjects responsible for four recent bank robberies in Ormond Beach, Daytona Beach, and Port Orange. Investigators obtained search warrants for the suspects' motel rooms and the vehicle involved in the robberies. Evidence was found linking the suspects to the robberies. Both subjects are currently being held in the Volusia Branch Jail.
- Grand Theft: Local woman sent approximately \$40,000 to Jamaica over the past few months believing she won the Jamaican lottery (common internet scam). Investigators learned that some of the payments were made through cashier checks and filtered through Jacksonville, Florida and Georgia. The investigation revealed that a female cashed a few of the checks in Jacksonville and the transactions were captured on video. The video was obtained and investigators are attempting to identify the subject cashing the checks.

- Records
 - Walk - Ins / Window 146
 - Phone Calls 178
 - Arrest / NTA'S 16
 - Citations Issued 66
 - Citations Entered 0
 - Reports Generated 141

- Reports Entered 138
- Mail / Faxes / Request 31

- Patrol
- Total Calls 1,485
- Total Traffic Stops 143

- Operations

- 12/28/11 Accident** – N Halifax – Flagler County fire truck backed into a parked vehicle while on a power line call.
- 12/28/11 Warrant arrest** – Hand Avenue – juvenile female arrested on an outstanding pickup order.
- 12/28/11 Carbreak** – S Nova Road – window broken out and purse stolen.
- 12/28/11 Fraud** – Wimbledon Ct – unknown suspect opened bank account using victim's name and personal identification information.
- 12/28/11 Death, Natural** – S Nova Road – 80 year old female – deceased's doctor to sign death certificate.
- 12/29/11 Traffic Stop** – W Granada Blvd – adult male driving with suspended license – also a victim of domestic violence being investigated in/by Port Orange Police Department.
- 12/29/11 Fraud** – Check N Go – three suspects misrepresented their social security numbers and acquired loans. Check N Go has 30 similar cases throughout the county over a two month period.
- 12/29/11 Robbery** – W Granada/Wal-Mart – male subject stole two bottles of camp fuel and pushed the loss prevention officer out of his way to escape. Suspect was identified based on description given and arrested. Suspect was also identified by Wal-Mart loss prevention officer.
- 12/29/11 Shoplifting** – Trails Publix – originally thought to be a robbery. Officers developed a suspect and female suspect was arrested a short time later.
- 12/29/11 Burglary/Residence** – Bryant Street – washing machine stolen from residence.
- 12/30/11 Battery/Domestic Violence** – N US HWY 1 – adult female arrested and charged with domestic violence battery for hitting her live-in boyfriend.
- 12/30/11 Juvenile warrant arrest** – Riverside Drive - juvenile male arrested for open warrants/pickup orders and giving false information (name).
- 12/30/11 Burglary attempt** – Riverside Drive – jalousie window removed from window but no entry was made into the residence.
- 12/31/11 Theft** – W Granada Blvd/Family Dollar – victim's bike stolen from outside the store while they were shopping.
- 12/31/11 Theft** – S Orchard Street/Big Lots – victim's driver license and debit card were possibly taken from the store while they were shopping. Four attempts to use the victims debit card were made soon after the theft was reported.
- 12/31/11 Trespass** – W Granada Blvd/Caffeines – adult male trespassed from business by management.
- 12/31/11 Burglary** – Buena Vista Ave – alarm call response. The residence is currently vacant/unoccupied. Forced entry through a broken window was made. Nothing noted missing at this time.
- 12/31/11 Stolen Vehicle** – West Granada Blvd/BODEZ – red 2001 J aguar stolen from 84 year old female as she exited her vehicle to check on hours of operation for the business. Victim reported a young male jumped into her vehicle and took off south on Clyde Morris Blvd. Victims also noticed a white vehicle occupied by a female with blonde hair leave the area following the suspect (possible accomplice).
- 01/01/12 Burglary/Residential** – Cordova Avenue – surfboards stolen from residence.

- 01/01/12 Battery/Domestic Violence** – N Beach Street – adult male arrested for domestic violence battery.
- 01/01/12 Possession** – S Atlantic Avenue/Burger King – adult male arrested for possession of marijuana under 20g and on an outstanding arrest warrant for failure to appear.
- 01/01/12 Crash/injuries** – SR40/Williamson – motor vehicle vs pedestrian. Transient subject struck by motorcycle as he was crossing the roadway sustaining non-life-threatening injuries.
- 01/01/12 Burglary/Residential** – S Halifax Drive – ongoing issue with son. The victim's son has been evicted from the residence but continues to re-enter the residence and take money and pills. A trespass warning was issued by his parents.
- 01/01/12 Disturbance** – S Atlantic Avenue/LuLu's – two intoxicated customers asked to leave for being disorderly.
- 01/01/12 Battery/Dating Violence** – Forest Oak Drive – adult male arrested for domestic strangulation, dating violence. Female victim disclosed prior extensive battery which occurred on 12/31/11 in Flagler County. Flagler County Sheriff's Office notified and an investigation initiated.
- 01/01/12 Criminal Trespass** – Bryant Street – victim heard two to three persons enter residence – thought it was a roommate. Upon hearing laughing the victim got up to check and observed the suspects. All suspects then left the residence. Nothing in home was disturbed or taken.
- 01/02/12 Grand Theft** – Wal-Mart – attempted refund fraud.
- 01/02/12 Agency assist** – Riverbeach/S Atlantic – assisted beach patrol in trying to locate a suspicious person but the subject was not located.
- 01/02/12 Trespassing** – S Yonge Street – Momma's Market – adult male transient trespassed from store by management for begging.
- 01/03/12 Shoplifting** – Wal-Mart – Customer witnessed an adult male steal a 42" TV.
- 01/03/12 Battery/Domestic Violence** – Woodgate Ct – injured female flagged down officer indicating she had been battered by her ex-boyfriend and advised that her ex-boyfriend's current girlfriend was still in the residence and she feared for her safety and the safety of a five year old child. Officers were able to get the suspect to exit his residence under the ruse that his two dogs had gotten out and were running at large. Suspect was taken into custody without further incident.
- 01/03/12 Theft** – N Nova Rd/Nova Rec – juvenile's iPod stolen on 01/02/1

Crime Opportunity Warning Forms handed out: 234

- Traffic Unit
- 11-12-00269: Rollover Crash w/ Injuries, 121 Arlington Way: Motorist struck another car parked in the roadway and rolled over. Minor injuries. Both drivers cited (careless driving, illegal parking).
- 11-12-00323: Crash w/Injuries and Entrapment, 922 Northbrook Drive: Motorist was speeding and failed to negotiate a curve in the roadway. Sideswiped a vehicle in the opposite lane, and pushed that vehicle into another vehicle parked in a driveway. Victim driver required extrication by Fire/Rescue personnel. She was hospitalized with non-life-threatening injuries. At-fault driver tested negative for DUI, but was cited for the crash and driver license violations.
- 11-12-00382: DUI, Wendy's 335 West Granada Blvd.: Motorist passed out behind the wheel while her vehicle was running in the drive-thru. Upon police arrival, she became disorderly, belligerent with officers, and obviously under the influence. She refused field sobriety and a breath test. She was arrested for DUI.
- 11-12-00371: Crash w/Injuries, US 1 / Hernandez Avenue: Bicyclist attempted to cross US1 in front of northbound traffic and was struck by a motorcyclist. The motorcycle and another motorcycle riding with him both went down. The bicyclist was hospitalized with

- non-life-threatening injuries. Both motorcyclists were treated and released from the scene. One lane of US1 NB was shut down for about 30 minutes. The bicyclist was at fault and cited.
- 11-12-00385: Traffic Arrest/Shoplifting Arrest, Wal-Mart: Motors stopped a green Ford Explorer leaving Wal-Mart, and the driver was determined to have a suspended driver license. Officers observed several pounds of un-bagged meat, cheese, seafood, and other groceries strewn about the interior of the vehicle. It was then determined that the items were shoplifted from our Wal-Mart and the Publix from Ormond Towne Square. Further investigation revealed products stolen from the same stores in Daytona earlier in the day. CID notified. Subject was arrested on multiple charges.
 - 11-12-00502: Crash w/Injuries, 1300 BLK W. Granada Blvd.: Two motorcycles were westbound in the inside lane. An unknown SUV changed lanes in front of the motorcycles and caused them to go down while attempting to avoid collision. No contact was made with the at-fault vehicle, which drove off unidentified. Both motorcyclists were hospitalized with non-life-threatening injuries. One lane of SR40 WB shut down for about 20 minutes.
 - 11-12-00531: DUI Crash w/Injuries, SR A1A/Florida Avenue: Northbound vehicle veered into the oncoming lanes at an excessive speed. Sideswiped an oncoming work truck and trailer, while simultaneously rear-ending a pickup truck in the center turn lane. At-fault vehicle was completely destroyed, its driver appeared to be under the influence. He was transported to the hospital for injuries. A DUI investigation was initiated at the hospital. Awaiting results of blood test to determine appropriate charges to be filed.
 - Officer Borzner conducting neighborhood survey of residents around Osceola Elementary in reference to parking issues at the school. He will follow up with the school once it is back in session.
 - Breakaway Trails: SMART Trailer survey complete on River Chase Way. Average speed 23 MPH, 5,100+ vehicles.
 - S. Ridgewood Avenue: SMART Trailer survey complete. Average speed 24 MPH, 2600+ vehicles.
 - SMART survey for 800 BLK S. Beach Street in progress.
 - Heavy enforcement of parking violations in shopping areas during holiday season. Several citations issued. A total of 18 handicap placards were seized as they were used by unauthorized persons during the holiday shopping season.
 - Variable Message Board deployed on SR40 for the "Drive Sober or Get Pulled Over" campaign during the holidays.
 - Motors assisted the Seminole County Sheriff's Office with the funeral of Motor Deputy Matt Miller, killed in the line of duty on 12/26/11.
 - Traffic Citations 102
 - Parking Citations 26
 - Crash - No Inj. 20
 - Crash - Injury 10
 - 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.
 - 700 BLK Fleming Avenue
 - 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: 10 Cases Initiated
 - Zone 2: 9 Cases initiated
 - Zone 3: 3 Cases initiated
 - Zone 4: 9 Case initiated
 - 10 tree removal permit requests
 - 34 signs either removed or sign cases created.
 - Administrative staff assisted with six walk-in and seventy eight (78) 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 1:

1. 41 Rockefeller – Received a complaint that when the neighbor, believed to reside at 41 Rockefeller, has a garage sale, the attendees park on the front yard of the complainants house. The concern is that the complainant takes care of the grass and has sprinklers in the area, both of which are subject to damage due to the parking. The area referred to is not technically the complainant's front yard; but the grassy portion of the right-of-way. If patrol responded to a call, it is appropriate that they would advise the complainant that the vehicles are not blocking traffic. The other concern is with regard to the actual number of garage sales being conducted by the alleged respondent. Enforcing the three garage sales per year would ultimately limit the amount of parking that is taking place along the complainant's street. The complainant is to contact NID when a sale is taking place so that we can determine the actual address where the sale is occurring. Repeated inspections of the area have been conducted. No violations have been observed. Staff believes the location is 29 Rockefeller Road. Staff will inspect the area from time to time to ascertain if a violation is occurring. No further reports will be provided.

Zone 4:

2. 150 N. Nova Road - Received a complaint about a coquina wall that has totally fallen down behind the complainant's house. Ownership of the wall has been determined. A notice of violation was issued to the owner on December 13, 2011. The owner will have ten days from receipt of the notice to repair the wall. The wall is currently being repaired.

Public Works

- Engineering
Construction Projects:
 - Alcazar-Buena Vista Drainage Area Improvements - All utility improvement work has been completed on the following streets with only minor restoration remaining: Alcazar Ave., Buena Vista Ave., Seville St. and Cordova Ave. Arroyo Pkwy has new watermain and services and the stormdrain design has been modified per the discovered conflicts with sewer lateral crossings, which the stormdrain recommenced construction this week and is expected to be completed before the end of this month.
 - Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Contracts are being executed.

- Oleander Ave- Harvard Dr Stormdrain- Stormdrain crossings in the intersection have been removed and replaced and Oleander has been paved.
- Downtown Way Finding Signage- The sign fabrication work is approximately 95% complete and installation is scheduled for the second week of January.
- Rockefeller Gardens Water Wheel – The new wheel was delivered and installed and inspected. Staff is exploring building a river bed beneath the wheel for a realistic look and to help regulate the wheel spinning speed.
- Cassen Park Fishing Pier Repair- Staff is processing the Purchase Order so the repair work can commence.
- Cassen Park Fishing Pier Lighting – The lighting replacement work is scheduled near the end of this month after the railings have been repaired.
- SR40- Nova to A1A Interconnect- Fiber has been installed from Nova to A1A. Finish directional bores. Inspected work completed.
- 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.
- N. Halifax Drive Improvements- Horizontal Directional Drill plans have been prepared for permit submittal to the FDOT for crossing SR40.
- Granada Utilities Underground- Negotiated man-hours for scope to design the new street lighting system. Processing work authorization for this work.
- Central Park Paving – The project drainage and grading plans were introduced to the SJRWMD for discussion for pre-submittal comments.
- Audible Pedestrian Signals- Developed the CC memo and sent for approval.
- Ormond Scenic Loop- Meeting was held on January 4th.
- Transfer Station Pump Station - Final plans were reviewed by staff and consultant and are being prepared for bidding.
- 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.
- Casements Parking Lot- Staff is investigating the site topography to determine if ponding areas within the lot can be corrected with asphalt surface regrading and minor stormdrain construction.
- Cardinal Beach Approach – The County is currently in the process of approving our grant application so they can allocate funding for construction. Once funding is allocated, staff will start the process to solicit bids for construction.
- Nova Road Tree Relocation- Staff is soliciting written quotations to transplant and modify the existing median irrigation.
- Side Street Lighting Conversion- Staff is waiting for County funding approval before soliciting bids to purchase and install the tested and approved LED 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 met with ZCA to discuss the scope of work. ZCA will provide staff a scope and schedule for review prior to initiating work on the public involvement 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 City Commission was presented the project for disposition approval prior to advertising the project. It is anticipated that the project will be advertised for bids on January 15th.
- 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 2009 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:

- Provided Finance with information on the FDOT grants.
- Processed project invoices/pay requests totaling \$1,707,506
- Prepared requisitions/PO's totaling \$24,100
- Responded to Steve Stershic on concrete for median cost and type.
- Responded to John regarding Halifax Heritage Byway & Trails January Meeting Notice.
- Connected fiber jumpers thru the various cross connect panels to establish a fiber link from Engineering to Volusia County Traffic Management Center.

Meetings:

- Meeting with Icontrol network switch representative.

Customer Service:

- Researched LDC dock requirements, regarding resident's request to build additional separate dock structure.
- Met with homeowner at 1203 Oak Forest to discuss options to add a deck structure over the water behind his residence.
- Responded to Highlander Corp. on status and schedule of Granada undergrounding and plans.

Other:

- 7 projects were inspected.
 - Completed topographic survey of the Casements Parking Lot
 - Created site plan drawing of Casements Parking Lot to create a proposed grading plan to alleviate water ponding at the site.
 - Finalized the legal description of the proposed US1 Opportunity Zone Boundary.
 - Began compiling data related to the upcoming N US1 property annexations per Planning Dept request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Checked a driveway at Loyola & Peninsula
 - Pulled forms at N. Beach & Woodmere
 - Formed a basin at Ellsworth & Grove
 - Poured & finished the driveway at Loyola & Peninsula
 - Formed for a new basin on N. Arbor
 - Cut asphalt at 19 Soco Trail

- Pulled forms and backfilled at Loyola & Peninsula and at Ellsworth & Grove

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 Spring Meadows, on Lincoln Avenue, on Ormond Parkway, on Yonge Street, and at 150 Standish
- Tree removal at Ames Park
- Flagged for work done on Lincoln Avenue
- Assisted Building Maintenance at MacDonald House

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 citywide locations
- Changed Streetscape banners (Granada Blvd.) to "Birthplace of Speed"
- Assisted Building Maintenance demoing the playground at Fortunato Park
- Back hoed rocks in the Public Works Yard
- Assisted concrete crew on N. Arbor
- Picked up piles of pine needles on Old Tomoka west of Breakaway

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Standish Dr. & John Anderson Dr., replaced missing street names
 - Wilmette Ave. at Lakebridge Plaza Dr., installed a duck crossing sign
 - Hammock Ln. & S. Orchard St., installed a "Labyrinth" directional sign
 - Royal Dunes Blvd. & Oceanshore Blvd., straightened a stop sign post
 - Buena Vista Ave. & Seville St., straightened a stop sign post
- Sent a Request for Quotes to various sign companies for the purchase of various types of traffic signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets - cleaned and inspected all zones
- System Inspection – Riverview Drive system
- Removed concrete apron on south basin of North Arbor Drive – rebuilt as an open throat basin
- Inspected various ponds for algae build up
- Sinkhole Investigation – 12 Oaks Trail
- Delittered Arroyo Parkway and Lakebridge ponds

Street Sweeping/Street Sweeper

- 122.9 miles of road cleaned
- 36.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

24,191

PM Services completed for the week:

Emergency—Vehicles and Equipment

11

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 8,891 gallons of unleaded and 7,980 gallons of diesel fuel on hand
- Fleet completed 47 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 District 2nd half 2011 annual period raw water usage data results this week.
- Concentrate Disposal Study – Received final report from QLH Associates for review 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 and is evaluating its content. Informed consultant that the primary use of the hydraulic model is to determine the optimum pipe size for the raw water piping.
- WWTP Dewatering Station Bypass – The front end of the specifications were prepared. Division 1 of the technical specifications is being written.
- Energizer – Further information and sampling results were requested from Energizer to evaluate the feasibility of connecting their process wastewater to the sanitary sewer system.
- 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. Contract was awarded to Masci Corporation at \$6.4 million. Project is on District's proposed MFL and Recovery Strategy Project List for consideration of available program grant monies.
- Fire Hydrant Replacement Program – The contractor (R&M Services) replaced five fire hydrants on current annual period contract.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. 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. The manufacturer indicated that a voltage

- surge was responsible for the damage to the motor for pump 2. The manufacturer's warranty does not cover this item. The cost for repairs is \$7,008.35. The consultant is determining whether the contractor's claim is reasonable. If determined to be reasonable, a purchase order will be prepared. The City is providing data for operating speeds and flows to determine if lower operating speeds contribute to rag build up. CDM (the consultant) is recommending that higher minimum operating speeds are used during the day time to operate the pumps above the AOR. The consultant's recommended speed will be incorporated when testing of the pumps resume next week. 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 completed. The chlorine contact tank bypass channel was completed. The main electrical building is under construction. City staff is checking the viability of the existing dewatering system for Clarifiers 1 and 2. An 8-inch pump was used to check the dewatering system around Clarifier 1. Repairs need to be made to the dewatering system to make it operational. The contractor desires necessary system be operational as soon as possible so work can commence on Clarifier #1 rehabilitation. Reinforcing is being installed for new Filter #3.
 - Lift Station Repair and Replacement Project – A request was received from Worsham's (contractor) attorney for records pertaining to the project.
 - Root Control Services –The Contractor is scheduling to perform the 2nd annual period root control work beginning in January 2012. Staff is determining and coordinating location of contractor activities and public notice preparation.
 - Town Square and Lift Station 4M1 Rehabilitation – Plans and specifications are complete. Two additional lift stations will be added to the project.
 - 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: A request was made to utilize a septic tank effluent pumping system instead of the lift station that was submitted. Data on the septic tanks and the pumping system was provided. A letter was sent to Volusia County Health Department indicating that conversion of septic tanks into a pump station was allowable. Reviewed revised plans and processed permit applications for Andy Romano Beachfront Park.
 - Transfer Station Lift Station Upgrades – Final plans were prepared by the consultant. Plans and specifications were reviewed by staff.
 - Final edits of Sewer Use Ordinance underway with Legal for responding to FDEP current request for information.
 - WWTP Sludge Conveyor System Replacement – A meeting was held with the conveyor system's manufacturer's representative to review the scope of the project.
 - Interviews for Environmental Regulatory Compliance Coordinator candidates are underway.
 - Received confirmation from FPL concerning scheduled overhead line deactivation to support Well 10 D rehabilitation.
- Water Distribution
 - Exchanged 20 residential and installed 8 new water meters/services
 - Responded to and/or repaired 15 water service leaks
 - Replaced 15 water services and 12 meter boxes, disconnected 1 water service due to a property demolition

- Flushed 5 cloudy water complaints and 9 low pressure complaints, assisted 1 customer with misc. complaint
- Swapped 2 city irrigation water services over the new water main on Seville St
- Removed the 1" automatic flushing device on Arroyo Parkway, performed maintenance on the flusher at 100 Hunters Ridge Blvd
- Flushed S Atlantic Ave and River Beach Dr
- Tested 4 and repaired 1 city owned backflow preventers
- Valve maintenance: locate and marked 38 valves at various locations for future fire hydrant replacements
- Water main breaks: 3-2" GSP on Tanglewood Cir, Alamanda Dr and Jamestown Dr, 6" main on Amsden Dr
- 2012 fire hydrant replacement program, 2 fire hydrants were replaced at 187 S Atlantic Ave and 110 River Beach Dr
- Repaired a FH struck by a vehicle at 15 Woodmere Cir
- Shutdown old 2" mains on Arroyo Parkway
- Assist JD Weber construction with 2" main conflict on Harvard Dr
- Replaced 3 service valves that were stolen in Creekside Subdivision
- Assist plumber with shutdown for Tomoka Meadows
- Utility locate service for Water/Wastewater/Reuse: 84 regular locates, City's utility locate technician has been working with contactor on SR40 to support the ongoing directional boring operation for AT&T.
- Rescinded boil water alerts for Reynolds Ave and Sea Gull Cir
- Sod/backfill: Ocean Shore Dr and Amsden Dr
- Clean and organize all storage areas and service trucks

- Water Treatment
 - Delivered to the City 34.670 million gallons for the week ending Jan. 1, 2012 (4.953 MGD)
 - Backwashed 10 filters for a total of 437,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full plant load for 4 hours for routine PM.

- Waste Water Collection - Reuse
 - Crews responded to two trouble calls out west Breakaway/Hunters Ridge area and none in town.
 - Cleaned six sewer laterals
 - Root controlled four sewer laterals.
 - Set up eight inch dewatering pumps at clarifier #1 to check dewatering system.
 - Begin excavating clarifier #1 dewatering system for inspection and repair of broken swings on well point system.
 - Blow off US-1 6" force main due to high pressure and Ocean Shore Blvd. force main.
 - Replaced E-One pump at 15 Cambridge Trace
 - 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 26.73 Million Gallons.
 - Produced 13.06 Million Gallons of Reuse.
 - Produced 13.67 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.87 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 144.40 (14%-18% Solids).
 - Chronic Bioassay sampling was completed.
 - Sludge sampling was completed

- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

Water Plant - Well Fields - Booster Stations

- Adjusted floats at thickener pump station.
- Tightened up the packing on H.S.P. #6
- Repaired the #1 actuator valve on cone #1
- Replaced hose and installed cam lock end on salt fill line.
- Replaced the gear box on the #3 lime slurry pump.
- Installed new meter on well 22H.
- Replaced the photo cell on well 7D outside light
- Repacked the packing on the clear well check valve #1
- Installed two locks on the new and old gates in Hudson wellfield
- Checked all Irrigation wells for proper operation, all good
- 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.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations – Reuse System

- Replaced phase monitor at 6P liftstation.
- Installed new pump and level controller at Dewatering station, this controller cycles all pumps in sequence and replaces old float system that was prone to failure.
- Replaced gate valve, spool piece and check valve at 9M liftstation.
- Post Anoxic Mixer #2-2 – repair mounting hardware at dog house
- 13M – WIN911 – High Level – found pumps and station operating fine – found force main plugged – blew out force main using gas powered pump – all OK
- Deragged Influent pumps daily as per Project manager specifications
- Reaeration Tank – deragged all 4 submersible aerators
- SCADA liftstation repair to 17 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 – broke up scum layer in wet wells
- Monthly PM's to 14 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. (pulled pumps, inspected, changed seal oil)
- Utilities Division completed 81 work orders as reported in MP2 computerized maintenance management system, of which 61 were PM work requests and 20 were repair work orders.