

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: December 21, 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:

- Staff meeting with Directors
- One-on-one general discussions with City Clerk, I/T Manager, Economic Development Director, HR Director, Risk Manager, Planning Director, and Fire Chief
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Rotary meeting
- Phone calls to various FCCMA members regarding the board meeting at the Winter Institute
- City Santas Christmas party
- United Way Board of Directors meeting
- Sans Lassitar and Assistant City Manager regarding engineering needs
- Steven Lichliter to discuss Taxiway Alpha construction process.
- Interviewed by Mike Cavaliere of the Ormond Beach Observer for a future article the newspaper is doing on "People to Watch"

Community Development

- Planning Services
 - The Planning Director met with an interested party regarding the reuse of the vacant hospital site. Discussed timeline for land use plan amendment and Planned Business Development Rezoning.
 - Staff attended the FPZA Gala where the **City of Ormond Beach received a Planning Award for the Civic Engagement Plan for the Beachfront Park.**
 - Staff attended the 2nd meeting of the TPO Mobility Subcommittee where the draft Federal Highway Administration's 2010 Census Urban boundaries were discussed along with the change in Functional Classifications of Roads.
 - Staff attended a webinar entitled "Map Your Way to Citizen Engagement Success."
 - Staff attended the kick-off meeting for the Floodplain Management Plan. The consultants, East Central Florida Regional Planning Council, made a presentation that explained the project, the CRS point breakdown and priorities. The consultants will be sending a draft resolution for each of the jurisdictions to use for adoption by the respective governing bodies supporting the planning process. The LMS Committee members are considered the Floodplain Management Plan committee members. Loretta Moisio, Grants Coordinator/PIO and Becky Weedo, Sr. Planner, are the City's representatives. The RPC is looking for names of individuals who might be interested in providing public input with a tentative meeting date towards the end of January. The consultants will be emailing the City with a check list of information needed for the analysis and plan. The completion date of the plan is tentatively scheduled for April 30, 2013. Once the plan has been completed, the respective governing bodies will need to review for adoption.

- Building Services
 - 56 permits issued with a valuation of \$1,281,249.00
 - 209 inspections performed.
 - 3 business tax receipts issued
- Development Services:
The following SPRC activities occurred:
 - 460 South Atlantic Avenue: Review comments sent to SUNOCO.
 - 2 North Yonge Street: SUNOCO plans routed. Preliminary comments due December 26, 2012 and final comments due by January 2, 2013.
 - 1387 West Granada Boulevard: Reviewed concept plan and provided

Economic Development

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. Legal Department staff has reviewed the material and transmitted comments and recommendations to Tomoka Holdings. Tomoka Holding and City Staffs met to discuss the comments and recommendation of the PMUD. Upon resolution of the issues the documents will be at a public hearing with the Planning Board. Following the meeting with the Planning Board, staff will present the findings to the City Commission for review and approval. Tomoka Holdings has requested a meeting with City Staff to review their comments; we are working to coordinate a meeting date.

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual plans for the use of the available City land located along West Tower Circle in the Business Park.
- Staff met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff walked the power line easement with FPL representatives to determine the area of vegetation clearing necessary to reduce power interruptions to the businesses in the Park. FPL has agreed to vegetation trimming. FPL has completed their tree trimming along the power lines and they expect to notify the City and businesses of long term solutions to the ongoing incidents of power disruptions.

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 meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff is in the process of preparing draft economic development incentive programs that would cover the downtown and citywide economic development projects. The incentive program will be presented to the Main Street Board and City Commission when completed.
- Staff attended the Daytona Regional Chamber Legislative Action Committee meeting to finalize the 2013 Legislative priorities list. Staff worked with Team Volusia and Volusia Manufacturing Association to identify priorities for 2013.

Prospective Business Attraction/Retention/Expansion

- Staff is finalizing the Growth Assistance Program to provide economic development incentives for expanding and recruitment of businesses. The program material is expected to be presented at the January 15 Commission meeting.
- Staff continues to be in contact the property owners and their real estate broker of the Food Lion along East Granada Boulevard to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. The broker is in discussion with other food grocers to reuse the property. Staff is in contact with the owners of the former Texaco Gas Station at 10 Nova Road, who is negotiating with a business to redevelop the property.
- Staff is working with the Mefeedia Company, a high tech business recruited from California in 2010, to set up internship programs for high school and college students. The program includes partnerships with Daytona state College and Center for Business Excellence.

Airport Operation and Development

- Halifax Paving, Inc. continued work on the Taxiway Alpha Relocation & General Airfield Improvements Project. Grading and base course work is proceeding for connector segments between the runway and the new taxiway. Work to re-position the airport perimeter fence to accommodate the re-alignment of Taxiway Echo also continued this week.
- Staff issued a Notice to Airmen (NOTAM) this week regarding the operation of a construction crane on Hand Avenue. The 210' crane is located approximately 2.5 miles southeast of the approach end of Runway 35.
- Staff received an advisory from MASCI General Contractors of their plan to begin work on January 7, 2013 to construct a project on SR40 between Washington Street and the west end of the SR40 bridge. Although a large portion of this work is to be conducted at night, the contractor has provided staff with an assurance that light towers used to illuminate work zones will not cause any interference with air traffic.
- Staff continued to work with Sunrise Aviation and their vendor to plan and site a new sign location for the Sunrise Aviation fuel farm on Taxiway Bravo. Staff is also working with Sunrise Aviation regarding additional proposed development in the southeast quad of the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 47 Journal Entry Batches (# 5451 – 5465 and # 948 - 1053).
 - Approved 18 Purchase Requisitions totaling \$88,883.25.
 - Issued 34 Purchase Orders totaling \$2,433,249.33.
 - Prepared 150 Accounts Payable checks totaling \$1,052,463.81 and 41 Accounts Payable EFT payments totaling \$359,354.82.
 - Processed 4,158 cash receipts totaling \$2,527,409.18.
 - Processed 1,089 utility bill payments through ACH totaling \$65,234.32.
 - Processed and issued 6,219 utility bills with billed consumption of water of 27,414k.
 - Issued 705 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
None
- Other
 - Citizen Contacts

- Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed Employee Newsletter for January 2013
 - City Santa Annual Drive Completed – Shopping, Wrapping, Party at SONC, Silent Auction
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 4
- Hazardous: 5
- EMS: 84
- Motor Vehicle Accidents: 6
- Public Assists: 40

TOTAL CALLS: 141

- Aid provided to other agencies: 14 calls – Volusia County (6), Daytona Beach (6), Holly Hill (2)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 67

Training Hours

- Building Construction: 2
- EMT Refresher: 19
- Hazardous Materials: 8
- Safety: 21
- Search and Rescue: 20

TOTAL TRAINING HOURS: 70

Station Activities

- Updated 27 pre-fire plans
- Conducted 6 fire inspections
- Provided tour of Station 92 to group of Girl Scouts
- Delivered Santa on fire engine to American Legion for event for underprivileged children

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works Department/Utilities/Wastewater - Maintenance Worker II position advertised 12-11-12 on the City web site with a closing date of 12-21-12.
 - Public Works Department/Water Distribution - Maintenance Worker II position re-advertised 12-11-12 on the City web site with a closing date of 12-21-12.
 - Leisure Services/Parks - Part Time Maintenance Worker II (2) advertised 12-13-12 on the City web site with a closing date of 12-20-12.
 - Leisure Services/Recreation – Part Time Recreation Leader (Nova Community Center) advertised 12-13-12 on the City web site as open until filled.

- Screening/Interviews Scheduled
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “C” was advertised on 10-25-12 on the City web site and in-house with a closing date of 11-02-12. This position will require that the person assigned to this position attain the Wastewater Treatment Plant Operator “C” license and certification within eighteen (18) months of employment. Twenty-two (22) applications were received and are being entered on applicant tracking sheet with qualifications prior to being sent to the department for review. Interviews were scheduled for 11-30-12 and the week of 12-02-12.
 - Police Department – Police Officer position was advertised on 09-17-12 on the Florida Police Chief’s web site and the City web site and closed on 10-05-12. Forty-eight (48) applications were received. Interviews were held on December 11 & 12, 2012 with fourteen (14) candidates. A ranking sheet was sent to the Lieutenant, who will make the Board’s recommendations to the Chief. Interviews with the Chief are scheduled for 12-20-12 through 01-07-13.
 - Leisure Services/Administration – Part Time Office Assistant I interviews were conducted and selected applicant did not pass background. Waiting for department’s decision on second candidate.
- Demotions
 - Police Department – Voluntary demotion of Police Corporal to Police Officer effective 01-12-13.
- Promotions/Transfers
 - Leisure Service Department/Sports-Transferred part time Recreation Leader (Nova Community Center) to Sports effective 12-08-12.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 11-30-12: 3.68% (excluding retirements).
- Public Records Requests
 - Request from Auditors for Pension Election paperwork on fifteen (15) former employees.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program October 2012 monthly report reflects savings of \$82,545.48 for City residents in the twenty-eight months that the program has been in effect in Ormond Beach. Over 1,958 residents have utilized the program during that time.
- The ICMA 457 Deferred Compensation Plan representative scheduled informational meetings with interested employees on 12-14-12 in the H.R. Training Room.

City Events/Employee Relations Update

- New Employee Orientation is scheduled for 01-09-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Training & Development Opportunities

- Development of Leadership for Supervisors training module.

Risk Management Projects

- Attended Mayor’s Health & Fitness Challenge planning meetings; conducted informational meetings with City divisions.
- Conduct Workers’ Compensation informational meetings for the Fire Department.

- Attended United Way planning meeting.

Information Technology (IT)

- **Information Systems (IS)**

- Work Plan Projects
 - Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors. Vendor hosted web demo of ProjectDocs to show specifics of certain features.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 22 New work - 21 completed - 44 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,960	Inbound E-Mails Blocked	12,722
Delivered Inbound E-Mails	11,139	Quarantined Messages	99
Percentage Good Email	46.5%	Virus E-Mails Blocked	4,464

- Notable Events:
 - Extremely high number of virus emails (4,464) detected and prevented from being delivered. Normal number is less than 200 a week.
 - Virtualized the email server during the 10 hour downtime this past weekend. All 3 email related servers (Front-end, Store, Archive) have now been virtualized removing from service physical servers that each had served well for more than 8 years.
 - Attended the Volusia Technology Council forum meeting.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 4 Changes: 0 Corrections: 0
- Map/Information Requests: 23
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 4,174 (18.5%) potable 3,893, Irrigation 281
- Notable Events: None.

Leisure Services

- **Administration**

Meetings attended/hosted:

- Supervisory staff meeting
- Public Works meeting
- City Manager weekly meeting
- Interview
- Grounds maintenance meeting
- Park visits
- Construction Site visits
- Staff Meeting Review
- Staff Meeting
- One on One's with coordinators
- Senior Games Meeting
- Breakfast with Santa at The Casements
- Holidays at The Casements

- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Attended meeting for Ormond Beach Sports Complex multi-use fields
- Weekly meeting with Austin Outdoors to discuss landscaping contract
- Met with janitorial contractor
- Memorial Park Bench Meeting at Central Park
- Attended meeting with painting contractor regarding projects throughout the City.
- Attended walk through at Ted Porter Park and Andy Romano Beachfront Park.

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex at 1pm daily.
 - Seabreeze High School girls' soccer final game before the Christmas holiday break was held Monday on soccer field #4.
 - Riverbend Academy Soccer final game before the Christmas holiday break was held this Monday on soccer field #8.
 - Girls' Basketball League games were held Tuesday and Friday night at the Nova Community Center.
 - The Ormond Beach Youth Basketball boys' league continued games this week. Games were held Monday, Wednesday and Friday from 6pm to 9pm at South Ormond Neighborhood Center and also Monday through Thursday 6pm to 9pm weekly and 9am to 2pm on Saturday at the Nova Community Center.
 - All fields, as of Tuesday, December 18, 2012, are closed until January due to winter rye seeding.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center softball outfield.
 - Clean up of tennis and basketball courts at South Ormond neighborhood Center.
 - Over seeded outfield of softball field at South Ormond Neighborhood Center.
 - Routine maintenance of infields, tennis and handball courts at Osceola Elementary School.
 - Mowed baseball fields at Nova Community Center.
 - Cleaned skate board park at Nova Community Center.
 - Cleaned tennis courts at Nova Community Center.
 - Daily pickup and delivery of equipment to Fleet.
 - Completed fuel runs for equipment to Fleet.
 - Cleaned restroom, offices and lunch area of maintenance building at Ormond Beach Sports Complex.
 - Continued mowing of baseball fields at Ormond Beach Sports Complex.
 - Continued mowing of the soccer fields at Ormond Beach Sports Complex.
 - Continued mowing of the softball fields at Ormond Beach Sports Complex.
 - Replaced sprinklers as necessary.
 - Daily clean up of Limitless Playground at the softball quads.
 - Cleaned all sports parks of debris and trash from the events over the weekend.
 - Seabreeze High School and River Bend Academy varsity soccer continued their seasons.
 - Continued the preparation of baseball fields 1 through 3 for the umpire school in January at Ormond Beach Sports Complex.
 - Trash pickup throughout the city following the Home for the Holidays parade.
 - Put clay running lanes in on baseball field #3 at Ormond Beach Sports Complex.
 - Removed sod from running lanes and patched infield of baseball field #3 and reseeded with rye grass at Ormond Beach Sports Complex.
 - Applied 16 tons of Turface soil amendment to baseball fields, softball fields and co-ed field at Ormond Beach Sports Complex.

- Moved and roto-tilled ten (10) truckloads of clay on all five (5) softball fields for laser grading at Ormond Beach Sports Complex.
- Senior Center
 - Civil Air Patrol met on Monday from 6:30pm to 9:30pm.
 - Granada Squares Dance was held on Tuesday from 7pm to 9:30pm.
 - Living Word Family Church was held on Wednesday from 6:30pm to 8:30pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church met on Sunday from 9am to 1pm.
 - Big Band America met on Thursday from 7pm to 9pm.
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club and CMT held regular classes.
 - Tuesday: Show Club, Theatre Workshop, and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club and CMT held regular classes.
 - Friday: Theatre Workshop, Show Club and CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
WyoTech graduation ceremony, Friday from 11am to 12:30pm.
Big Band America Holiday Concert, Saturday from 2 pm to 4pm
- South Ormond Neighborhood Center
 - Splash Pad (Closed until March 16, 2013).
 - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
 - Free play basketball took place from 1pm until 5:30pm.
 - Ormond Beach Youth Basketball Association held games Monday, Wednesday and Friday 5:30pm to 9:00pm.
 - The fitness room was open from 1pm until 9pm on weekdays.
 - PAL held tutoring Monday through Thursday 3:30pm to 5pm.
 - Halifax Urban Ministries held a Christmas party Tuesday from 6pm to 8pm.
 - PAL held a Christmas party Thursday from 6pm to 9pm.
- Community Events
 - Training and orientation of new Community Events Technician, Debra Terry.
 - Set up, worked and strike of Breakfast with Santa, Saturday December 8, 2012 at The Casements.
 - Clean up and organization of equipment from the Home for the Holidays parade and Holidays at The Casements.
 - Letters mailed in response to Letters to Santa program sent December 17, 2012 through December 19, 2012.
 - Weekly administrative tasks, office work, meetings and activities.
- Gymnastics
 - The December/January classes for various age groups and levels were held Monday through Friday.
 - Preparing for team cheer competitions in January.
 - Open gym was held Monday evening.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Regular classes continued throughout the week, including Adult Jazzercise and Miss Debby's Dance classes.

- 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, ping pong, pickle ball, the game room and the exercise room.
- Youth Basketball League began competitive games Monday with games being held Monday through Friday until February.
- Renovations on the outside handball and basketball courts will continue until January 2013.
- "Learn the Basics of Basketball" continues to meet Mondays and Wednesdays from 4pm to 5pm until December 19, 2012.

- The Casements
 - Classes met this week including Pilates.
 - Tours continued from 10am to 3:30pm Monday through Friday.
 - Artist Larry Beck's Gallery Exhibit will be on display at The Casements through December 30th.
 - Santa's Breakfast was held at The Casements on Saturday.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Ormond Beach Garden Club met at Bailey Riverbridge on Monday morning.
 - A group of ten people from the United Cerebral Palsy Work Program toured The Casements on Tuesday morning.
 - The Chamber is presenting The Casements with the Beautification Award on Tuesday morning.
 - The Casements Guild had their general meeting in the Gallery on Wednesday.
 - The Farmers' Market was held in Rockefeller Gardens from 8am to 1pm on Thursday.
 - Salty Ministries Holiday Celebration was held in Rockefeller Gardens on Friday.

- Parks Maintenance
 - Cleaned up litter from the annual Christmas parade.
 - Removed silt fencing used for temporary parking at Central Park I.
 - Applied insecticide around restrooms at Cassen Park.
 - Installed two new trash cans at Central Park II.
 - Installed three new trash cans on the pier at Cassen Park.
 - Cabled down storm water grates at Central Park II.
 - Repaired bench at Riverbend Nature Park.
 - Trimmed low hanging limbs over playground at Central Park II.
 - Filled in low spots in play area with top soil at Central Park II.
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations.

- Building Maintenance
 - Completed weekly inspection of Airfield lighting and signage.
 - Daily preventive maintenance of city vehicles and equipment.
 - Replaced water filters on ice machines throughout the city.
 - Completed safety inspection of twelve (12) electronically controlled gate operators throughout the city.
 - Lowered and raised U.S. flags in honor of Pearl Harbor Day.
 - Remodeled west foyer at Nova Community Center.
 - Installed mechanical key holder in computer room at Ormond Beach Police Department.
 - Weatherproofed east door of activity room at Nova Community Center.
 - Installed faucets for new sinks in activity room at Nova Community Center.
 - Repaired tile cutter tool in Building Maintenance shop.
 - Cut tile for repair in men's locker room Wastewater Treatment Plant maintenance building.

- Replaced tank handle in men's restroom at Fortunato Park.
- Repaired water cooler at softball quads at Ormond Beach Sports Complex.
- Replaced outside ladies restroom toilet seat at Nova Gymnastic Center.
- Repaired outside ladies restroom faucet at Nova Community Center.
- Repair men's restroom faucet and repaired toilet tank at Central Park I.
- Helped repair broken water line at the new handball court at Nova Community Center.
- Adjusted several thermostats in Ormond Beach Police Department.
- Repaired proximity reader City Hall.
- Repaired gates 9 & 10 at Airport (power outage lightning storm).
- Inventoried chemicals for replenishment.
- Repaired ceiling fan for the Performing Arts Center.
- Repaired closure signs at the Ormond Beach Municipal Airport.
- Repaired lights at City Hall.
- Relocated fire alarm pull at Nova Gymnastic Center.
- Repaired Forest Hill sign light and flag light.
- Repaired lights at Fire Station 93.
- Repaired REIL light at the Ormond Beach Municipal Airport.
- Added new lights to Nova Gymnastic Center west entrance.
- Quarterly Fire Sprinkler Inspections at City Hall, Ormond Beach Police Department, South Ormond Neighborhood Center and Performing Arts Center.
- Annual fire alarm inspection at The Casements

Police Department

Administrative Services

- Conducted quarterly Sergeant's meeting.
- Attended the Citizens Police Academy Alumni Associations annual Holiday meeting/event.
- Attended monthly meeting of the Volusia & Flagler Police Chief's Association.
- Attended PAL Christmas Party.
- Conducted interviews with police applicant finalists.
- Attended weekly Police Department and City Manager staff meetings.

Community Outreach

- All Programs will resume in January.

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 3
- Inactive: 6
- Fraud: 3
- Burglary Business: 2
- Burglary Residential: 4
- Larceny Car break: 1
- Grand Theft: 3
- Missing Persons: 2
- Sex Offense/Rape: 1

Narcotics:

- Five Buy Walks
- One Buy Walk Attempt
- One Search Warrant

Comments:

- Stolen Vehicle: A vehicle was reported stolen on in zone 4. Further investigation revealed that the vehicle was traded for drugs. A drug investigation is ongoing as a result of the report.

Community Service/Animal Service

- Animal Calls: 46
- Animals Bites: 2
- Animal Reports: 7
- Animals to Halifax Humane Society: 3
- Traps: 4
- Licenses: 3

Records

- Walk - Ins / Window 145
- Phone Calls 195
- Arrest / NTA'S 19
- Citations Issued 76
- Citations Entered 110
- Reports Generated 130
- Reports Entered 158
- Mail / Faxes / Request 63

Patrol

- Total Calls 1,488
- Total Traffic Stops 205

Operations

Crime Opportunity Reporting Forms issued: 43

12-13-12 Grand Theft at Walmart, an employee was observed to steal six iPods and was confronted and arrested.

12-13-12 Car Burglary at 25 Riverside Dr. The Casements, a window was broken out and a purse was stolen.

12-13-12 Burglary at 537 Lakebridge Dr. A bicycle was stolen from a covered porch.

12-13-12 Aggravated Battery at Bermuda Estates Apartments #203. Two brothers got into a physical confrontation. One stabbed the other in the face with a knife and then fled the scene. He was captured a short time later and arrested.

12-13-12 Disturbance at 248 Timberline Trail. The husband was arrested for domestic violence and felony narcotics possession.

12-14-12 Narcotics at 84 S. Beach St. A female resident called to report seeing intruders inside her home. The call was unfounded and the woman was arrested for possession of marijuana.

12-14-12 Disturbance at 94 Oak Ave. A juvenile female was taken into custody for battery.

12-15-12 Narcotics at 900 S. Atlantic Ave. A traffic stop resulted in an arrest for possession of drugs.

12-15-12 Burglary at 205 S. Atlantic Ave., Best Western Motel. Two TV's stolen from a room.

12-15-12 Car Burglary at 221 Vining Ct. A fire extinguisher was stolen from a church bus by juveniles. Juveniles located and turned over to parents.

12-16-12 Burglary at 962 Village Ln. Jewelry was stolen from the home.

12-16-12 Burglary at 59 Cardinal Dr. The home was entered through unlocked doors and cash was taken.

12-17-12 Burglary at 36 Kings Bridge Crossing. Entry made through an unlocked door and jewelry stolen.

12-17-12 Disturbance at 66 Benjamin Dr. An arrest was made for battery.

12-18-12 Shoplifting at Family Dollar 621 S. Atlantic Ave. One person charged with retail theft.

12-18-12 Car Burglary at 4 Edgewood Way. A window was broken out and gift cards were taken.

Traffic Unit:

- 12-12-00227, Crash w/Injury, SR 40 / Fisherman's Circle. One car rear ended another causing a chain reaction that resulted in a total of four cars receiving damage. Injuries minor. Road blockage about 30 minutes.
- Sergeant Smith, Officer Pavelka provided in-service training for bicycle certifications.
- Motors conducted in-service motorcycle operator training this week.
- Assisted VCSO with the funeral of Dep. Mike Wichman (Ret.).
- Click-It-or-Ticket campaign complete.

- Traffic Citations 48
- Parking Citations 6
- Crash - No Inj. 18
- Crash - Injury 4
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue (including detour routes)
 - Division Avenue
 - School Zones
 - N. US 1
 - N. Beach Street
 - US 1
 - SR 40
 - SR A1A
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated
- Zone 2: 1 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 0 Case initiated
- 4 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with one walk-in and nineteen (19) 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) 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28th. The owner has until the end of July to obtain permits or change the detached structure back to a garage.

Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case was heard by the special magistrate at the November 26th hearing. The respondent did not attend the hearing. The special magistrate made a finding that a violation does exist, provided 30 days from execution of the order in which to comply, pay the \$100 citation, and pay case costs of \$23.25. Further that the respondent is required to contact the Neighborhood Improvement Division for a re-inspection once compliance has been achieved. Failure to comply will result in a \$50 per day fine commencing on the 31st day from execution of the order. The order was executed on December 13, 2012. The respondent has until January 12, 2013 to correct the violation. Failure to do so will result in a hearing to be scheduled for February.

Zone 2:

- 1) 144 S. Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case was presented to the special magistrate on Sept. 24, 2012. The owner attended the hearing. The owner was given 60 days from the date of the hearing to achieve compliance and to pay the \$50 citation and case costs. Failure to comply will result in a \$25 daily accruing fine. The respondent contacted the Neighborhood Improvement Division on Monday, November 26, 2012 to request an inspection to confirm compliance. An inspection was conducted on Tuesday, November 27, 2012. While additional effort was made to remove items from the front porch and yard area, there was still a great deal of outside storage in the back yard. This case will be presented to the special magistrate for failure to comply on January 28, 2013.
- 2) Arlington Way – Received an anonymous complaint regarding the occupants of a duplex having garage sales at least twice a month. NID staff drove the area and found several duplexes. The address of the one in question is unknown at this time. Inspections will be made to ascertain the address and confirm the alleged violation. Thus far NID has not been able to determine the address of the alleged garage sales. Staff will continue to conduct periodic inspections in the area to determine if a violation does exist however, this item will be removed from this report. There have been no garage sales observed at any of the duplexes on this street. Staff did observe a garage sale being conducted at a single family residence on the southeast corner of Arlington and S. Halifax. The property owners were informed of the garage sale permitting requirements. No further reports will be provided.

Public Works

• Engineering

Construction Projects:

- Roadway Resurfacing – Contractor has substantially completed resurfacing of City streets.
- Transfer Station Pump Station – Project is near substantial completion; however, progress is pending FPL installation of a meter and power drop.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Jack-and-bore of the casing for the reclaimed watermain crossing of U.S. Hwy 1 North at Nova Road is complete. Construction of the carrier pipe from the east side of the highway to the tie-in of the existing 24-inch reclaimed watermain on Nova Road has begun.
- North Halifax Dr. Improvements – Horizontal directional drilling of the 16-inch reclaimed watermain crossing beneath SR40 is complete. Valve and fitting work is being installed to stub-out the line to Memorial Gardens; City crews will tie the reclaimed watermain into the irrigation system. Work has started on the second and final directional bore for the reclaimed watermain extension along N. Halifax Drive. A total of 1,085 linear feet of

- deteriorated corrugated metal storm drain pipe was rehabilitated with cured-in-place lining.
- Central Park Paving – Substantial completion walkthrough was performed for the Fleming Avenue and Hammock lane sites, which have been reopened to the public. Final cleanup and closure of the temporary parking areas are in progress.
 - Tymer Creek Phase I – A Utility Coordination meeting was held for the roadway widening anticipated to begin January 7, 2013.
 - Side Street Lighting Conversion – A test sample was delivered on Friday for inspection and approval. If approved, the remaining order should arrive for installation in early 2013.
 - Andy Romano Beachfront Park – The contractor is working on all aspects of the park. This includes the paver areas, concrete parking, restroom/concession facility, irrigation and landscaping, the playground and splash park and front towers. A portion of the newly placed dune was eroded over the weekend and will need to be replaced.
 - Hand Avenue – The first phase of work from US1 to Coolidge is open. Paving from Nova to Stratford place was completed and this section of Road is open. We have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift the entire length of the road. For now there will be a 1-inch difference in the pavement elevation and the edge of curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. The contractor has completed utility (water and storm water) installation and is working on the road construction. Although originally intending to pave this third section before Christmas, the contractor was delayed due to several utility conflicts and also due to having encountered clay along a section of the road that required removal and replacement with clean fill. A meeting was held with the School Board Director to discuss and coordinate bus stop routing and student safety within the construction work area.
 - Wastewater Treatment Plant Expansion and Rehabilitation – Work has been completed on Clarifier 4, Carrousel/Re-aeration blowers, RAS/WAS Pump Station, Acetic Acid Feed Structure, Electrical Building and generator, Screw Pumps, and Chlorine Contact Tank. The additional work associated with the bypass pumping has been completed. The contractor is working on the carousel/post anoxic treatment trains, effluent pumps, and administration building. The majority of the new stormwater piping has been installed. The new perimeter road is being constructed. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 72 days. Operator training on completed components is on-going.
 - Nova Community Park Basketball and Racquetball Courts – Contractor formed, installed structural steel and poured the northwest wing wall. Four of six walls are complete.
 - Fire Station 91 Playground Renovation – Project is complete.
 - Nova Street Light Painting – Upon inspection, the Contractor will repaint 3 poles and 41 bases as the appearance of the paint is dull and flat due to manufacturer error. Contractor is waiting on delivery of new materials from Sherwin Williams paint factory.
 - FDOT Roadway Resurfacing- SR40 from Washington to bridge – A preconstruction meeting was held on November 20th. Construction is expected to begin in early January.
 - Ormond Beach Airport Taxiway Project – A utility relocation plan was completed for the existing forcemain and watermain beneath Taxiway Alpha. Storm drain improvements and the access roads from Taxiway Alpha to the main runway are being constructed.

Design Projects:

- Environmental Learning Center – City Commission approved the submittal of the ECHO grant to Volusia County on December 4. Staff has submitted the grant application to ECHO. If funding is approved in February 2013, staff will proceed with the final design. County Council has extended the grant application process to May 1, 2013.

- Nova Community Park Master Plan - The proposed Master Plan is being revised per the Leisure Services and Quality of Life Boards' recommendations and will be presented to the City Commission on January 8, 2013.
- Nova Recreation Center Skate Park Expansion – This project will be presented to the City Commission on February 19, 2013 for approval of the Bid Package for a Design Build Project.
- Mainland 2-inch Water Main Replacement – Design modifications are under consideration to relocate water meters for certain residents not located at the right-of-way line, which will also necessitate relocation of a section of the proposed potable water main.
- North Peninsula 2-inch Water Main Replacement – Volusia County Public Health Unit responded to our request to submit the project as three permits rather than the previously determined six. Permit applications are being executed, and our engineering consultant expects to respond to County comments this week. As a result of the plan modifications, the project has been postponed one week from the City Commission meeting on January 8, 2013 to January 15, 2013.
- South Peninsula 2-inch Water Main Replacement - Final (100%) plans are being completed; Staff will be scheduling this for disposition approval prior to bidding.
- FDOT Roadway Resurfacing- US1 – Met with FDOT and other franchise utilities to discuss project design revisions.
- Downtown Underground Utilities – Staff from Volusia County School Board requested a Memorandum of Understanding outlining certain points, among them that the School Board would not bear any costs in the undergrounding of utilities.
- Audible Pedestrian Signals – To avoid potential conflicts, utility information was provided to the consultant.
- SR40 Washington to Beach St - FDOT has approved the proposed street light relocation design plans for permit.
- Downtown Banner – Project consultant has finalized design plans for FDOT permit review.
- Downtown Medians – FDOT is working to finalize and issue the permit. The project should begin the second week of January and take about 105 days to complete.
- City Welcome Sign – Bomar Construction is preparing a proposal for staff review under its construction management continuing contract.
- Beach Ramp Beautification – The County approved the executed agreement. Staff is soliciting written proposals for the installation.
- John Anderson Drive- Met with the SJRWMD and they have indicated that a permit should be a staff issue permit. Staff's consultant has submitted the permit application. Once the permit is received the project should be ready for bidding. Volusia County has indicated they would cost share in drainage Improvements at the north end of John Anderson Drive. A cost share agreement is being prepared for this. Staff met with residents that have easements on their property which would be impacted by stormwater piping improvements. All residents were in favor of the project and informed of the temporary impacts that would result during construction.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane - Project to interconnect the Central Park lakes 1 & 2 and 2 & 3. At a workshop the issue with regards to Paul Duncan's claim of ownership of the water rights was discussed. Legal indicated they were confident that the City had legal authority and ownership of the water rights. The City Commission approved the disposition item to allow staff to proceed with bidding of the project. The project is currently advertised for bids.
- Riverside Drive Drainage Improvements – The CDM Study on the 2009 Storm has been reviewed. A meeting was held with ZCA to discuss the recommendations in order for them to provide a scope of work for the project design. Staff has received this and sent back comments and is waiting on the final draft with costs. The FEMA agreement was approved for the grant at the December 4th CC meeting.

- 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. FEMA has provided a modification to the existing agreement to include funding for construction. Staff will submit the modification to the City Commission at the meeting on January 8, 2013.
- SR40 / Granada Blvd – FDOT Roadway Resurfacing Project - Met with FDOT staff and consultants to discuss improvements along SR40 from Tymber Creek to Perrot Drive, which includes milling and resurfacing, installation of mast arms to replace string line poles for signalization, and sidewalk improvements. Staff is working on coordinating a City utility work plan with the FDOT project.
- Tomoka Avenue, South Beach Street to U.S. Hwy 1 - Investigated repairs on a leaking pipe joint of the 30-inch reinforced concrete stormdrain to determine if recent patches were in the vicinity of those repairs or if additional work is needed in order to maintain subsurface integrity for road resurfacing.
- Ormond Crossing C-LOMR – City Engineering and Planning staffs met with the developer's engineer last week to discuss their application to FEMA. The City signed and returned the Community Acknowledgment for the Letter of Map Revision application.

Administration:

- FDOT Utilities Coordination – Met with FDOT, franchise utility providers, Volusia County and other municipalities to discuss utility coordination for current and upcoming projects.
- Nova Road Landfill Closure Site Assessment – The reporting of the additional site assessment study required by the FDEP was finalized, submitted, and is being reviewed by FDEP.
- FEMA Map Updates – FEMA's consultant on the Risk Map Project, Taylor Engineering, said FEMA has approved funds necessary for the completion of the review of the appeal submitted last February. Additional information submitted last May needs to be resubmitted. Staff attended a meeting on Friday that kicked off the coastal map (high velocity storm surge) studies.
- Held weekly progress meeting for Andy Romano Beachfront Park.
- Held weekly progress meeting for Hand Avenue Improvement project.
- Residential SWMP Permits review and filing (on-going)
- Magnolia Wall measurement (on-going)
- Began three mile elevation bench loop survey along SR40 multi-use trail needed to begin the As-Built survey.
- Researched OBSC property for surveys of boundary lines and City-owned property related to the T-Ball fields.
- Completed tree locates at 89 South Atlantic and U.S. Hwy 1 (Haynes) per Streets request.
- Completed field training with ATS Land Surveying crew to check equipment procedures and calibration.
- Researched available utilities at older Airport Hangars and created pdf map showing sewer laterals per Wastewater request.
- Environment Management
Street Maintenance/Asphalt/Concrete
 - Poured a concrete sidewalk at S. Orchard & Tomoka Ave.
 - Asphalt repair for Wastewater Department at 97 Cotton Seed Trl.
 - Asphalt patch for Parks Department at Riverbend Park
 - Asphalt a patch of road at Sanchez & McIntosh

- Asphalted patch for Water Department at Atwood Ln. & Idlewood Dr.
- Asphalted around the meter box at 10 Cypress Cir.
- Asphalt repair around curbing at the Performing Arts Center
- Stress cut a sidewalk on S. Orchard St.
- Assisted Parks Department setting concrete slabs for trash cans at our Central Parks

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Removed a dead bay tree at Seton Trail Cemetery
- Trimmed trees on Sterthaus Dr., streets off of S. Halifax and on Fir and Pine
- Right-of-Way trimming on beachside
- Cleaned up at Nova Recreation

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
- Cleaned up west end of Ormond Parkway
- Depart of Transportation weed control on US1 and Nova Rd.

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Central Park II, Hammock Ln., replaced at stop sign & post
- Granada Blvd. & Orchard Ave., checked northeast side pedestrian crossing mat for repairs
- Overbrook Dr. & Northbrook Dr., straightened stop sign & post
- 1210 Northside Dr., straightened 25 mph speed limit sign
- Wandering Oaks Dr. & Parkside Dr., straightened a stop sign post
- Parkside Dr. & Northbrook Dr., straightened a stop sign post
- 865 Ridgewood Ave., straightened a "School Crossing Ahead" sign
- Parkside Dr. & Northside Dr., straightened a stop sign post
- Various Locations, checked for signs that may need attention or replacing

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin repair on N. Halifax – installed ring & cover
- Sprayed – FDOT pond at S. Nova Rd. and Nova Recreation pond
- Ditch Maintenance – dug from Hammock Ln. to Division Ave.

Vactor

- Basins and lines cleaned – Southern Pines, Chrysanthemum, Caladium, and Coquina Point

- System Inspection – Northbrook & Brookside (10 basins, 6 lines)
- Soco Trl. – (2) basins and (1) line cleaned

Mowing

- Ditch Mowing – Knollwood Estates pond

Street Sweeping/Streetsweeper

- 125.0 miles of road cleaned (For 4 days)
- 60.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
23,601

PM Services completed for the week:

Emergency—Vehicles and Equipment

4

Non-Emergency Vehicles and Equipment

29

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 12,085 gallons of unleaded and 10,512 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,303 gallons of unleaded and 565 gallons of diesel.
- Fleet completed 57 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – A proposal for design services is pending from the consultant to prepare plans to connect the concentrate discharge piping via air gap configuration into the reclaimed water storage tank to eliminate the health department requirement for installation of redundant backflow prevention devices. A City Commission memo was submitted for the January 8, 2013 agenda to award the contract to McMahan Construction for \$87,000 to install a supplemental chlorination system, conductivity meter and instrumentation and electrical services.
- Division Avenue Well Field Raw Water Piping - A proposal is pending from the consultant. Additional design services are being considered to provide water and sewer main extensions to serve the proposed Environmental Learning Center on Division Avenue.
- WWTP Dewatering Station Bypass Project – Operation data is being compiled for final report due to FDEP in Jan 2013 in concert with Pollution Prevention (P2) Project.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations to include backflow protection device configuration for implementation of reuse service area expansion to the Breakaway Trails and Hunter's Ridge areas. Draft specifications are being reviewed for procurement of dual check valve backflow devices and re-build kits by the City. Draft specifications for installation services were reviewed and awaiting further results of existing device field inventory activities. Application for wastewater facility permit modification is being prepared by staff to support the reuse service area expansion.
- Airport Road Force Main/ Reuse Main Extension – The jack and bore at US1 and Nova Road is under construction.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – The utility permit is being issued by FDOT.

- North Peninsula 2-inch Water Main Replacement – Project design activities nearing completion. An inventory of meters is being performed to determine scope of meter/service relocation - collaborative effort between operations and engineering departments.
- South Peninsula 2-inch Water Main Replacement – A joint review of the plans was performed with engineering and the consultant on 12-17-12.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 was installed. The pump needs to be tested at a minimum speed to meet the manufacturer's requirements for the allowable operating range (AOR) for the test impeller. Testing will be performed during higher flow periods as a result. A partial substantial completion certificate for the dewatering pump station is pending. A start-up date for Pump #3 is being scheduled after the holidays by the manufacturer.
- Ormond Beach Wastewater Treatment Plant Expansion – Diffused aerators are being installed in Carousel #2 and the re-aeration tank. The second anoxic tanks are being cleaned and mixers are being installed. Drywall is being installed in the operations building. Storm drain piping is being installed. Operations staff making necessary adjustments for minimizing disruption to plant stability and corresponding effluent quality.
- Lift Station Repair and Replacement Project – Contractor (Worsham) final pay request acceptance remains pending - no claim filed to date.
- North Halifax Drive Rehabilitation – Directional drilling of the reclaimed water main is being performed to serve Memorial Gardens.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. The revised design proposal prepared by John Searcy & Associates for the project is being reviewed.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal piping lining methods are being prepared.
- SR40 at Williamson, Clyde Morris and Old Tomoka Intersection Improvements - A noted conflict at Clyde Morris Boulevard intersection between the mast arms and the water main was resolved. Relocation of the water main is no longer required.
- SR40 from Tymber Creek Road to Perrot Resurfacing – Operations staff is checking the mark ups to verify the number of valve boxes and manhole rings to be adjusted or replaced. FDOT is accelerating the schedule to let the project for bidding in March with construction to begin in May 2013.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – staff reviewing final plans prior to advertising the project for bids.
- Tymber Creek Road Phase 1 Utility Relocation Project – Project will start with right-of-way clearing on January 7, 2013. A preconstruction meeting will be scheduled prior to beginning the utility relocation portion of the project. Shop drawings are being reviewed.
- Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
- SPRC: Reviewed revised plans for the Sunoco station to be constructed at 460 S. Atlantic Ave. Reviewed conceptual plans for 1387 W. Granada Boulevard.
- Transfer Station Lift Station Upgrades – Electrical control modifications are being finalized.
- Continuing collaboration with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration.
- Water Distribution
 - Exchanged 22 residential/commercial water meters
 - Responded to and/or repaired 17 water service leaks
 - Replaced 9 water services due to aged piping
 - Repaired/replaced 8 meter boxes
 - Responded to 4 low pressure and 2 cloudy water complaints
 - Performed 11 backflow tests, repaired 2 BFPD that did not pass test

- Performed water meter tests on 9 residential meters due to reading discrepancies, rebuilt - tested 4" meter @ Ormond Heritage Condominiums
- Assisted 3 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
- Water Main Breaks: 12" leak on Hand Ave (assisted contractor) and 2" GSP on Ocean Crest Dr
- Located and marked the water service for a contractor at 1552 John Anderson Dr
- Installed a 1" tap on the 6" sludge blow down main to connect the polymer feed line @ WTP
- Rescinded boil water alerts on Hand Ave and S Atlantic Ave
- Utility locate service for Water/wastewater/reuse: 71 regular and 2 emergency utility locates have been completed

- Water Treatment
 - Delivered to the City 35.312 million gallons for the week ending Dec. 16, 2012 (5.044 MGD)
 - Backwashed 10 filters for a total of 382,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded three Precautionary Boil Water notices

- Wastewater Collection – Reuse
 - Crews responded to three trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Total rainfall for Breakaway Trails (0.00") and Hunters Ridge was (0.00") from 12/13/12 to 12/19/12.
 - Televised nine, cleaned 10 and root controlled five sewer laterals.
 - Repaired sewer lateral at 10 Cotton Seed Trail.
 - Ten inch force main on Ocean Shore Blvd. Pressure 5 psi @ 12/18/12.
 - Six inch force main at 1800 N. US-1 @ 7 psi.
 - TV truck went to Cues (vendor) for new equipment installation.
 - Received delivery of new 2012 vacuum truck with 2,000 gal tank for Breakaway Trails and Hunters Ridge low pressure sewer system area and other wastewater collection system operational needs.
 - Checked all known trouble spots around town. All good.
 - Low pressure sewer psi reading Westland Run 15/11 psi, Foxhunters Flat 18/16 psi and 4" on Shadow Creek Blvd. 13/10 psi.
 - Ongoing flushing of reuse system on peninsula. Cleaned bermad filter at Tomoka Oaks Golf Course.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 24.15 Million Gallons.
 - Produced 12.44 Million Gallons of Reuse.
 - Produced 11.71 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.45 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 102.62 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
 - Water Plant - Well Fields - Booster Stations
 - Trouble shooting lime softening filter # 6 waste valve actuator (Rotork) not functioning. Scheduled Rotork service technician.
 - Replaced the anti-scalant pump with a lower GPD function for testing.
 - Replaced the #4 scrubber pump and motor.

- Exercised potable interconnections between COB and Holly Hill.
- Installed 110' of 2" PVC piping for operations polymer injection project.
- Repaired the bathroom door in the Maintenance Office.
- Replaced exterior lighting on wells 5D, 7D, 8D, 9D, 12D and 17D.
- Replaced VFD for Lime slurry feed pump #2.
- Monitoring vendor painting of R.O. clear well motors and pipes.
- Continued Water Distribution System Operator Training Course.
- Reamed the injection port on Claricones and greased tube pumps.
- Monitored storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway Trails.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields according to MP2 Schedule.
- Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
- Performed Booster Station PM's.

Wastewater Plant – Lift Stations

- Replaced control box for PEP system at Echo Woods Way.
- Replaced #2 pump at 8M1 liftstation.
- Repaired motor starter on pump #2 at Arroyo parkway liftstation.
- Replaced GFI receptacle on Polyblend #2.
- Centrifuge high vibration alarm, Operator ran centrifuge in manual wash down mode, pulled bowl and scroll assembly and cleaned blockage, reassembled and turned over to operations.
- Feed Pump #2 blockage at pump, disassembled plug valve and deragged.
- Centrate feed Line #2 blocked, cleaned line with Small Sewer Cleaner.
- 8P no starts pump #2, reset motor starter pulled pump and replaced impeller & wear ring
- 8M1 high level alarm, both pumps found tripped at motor starter, reset motor starters, reversed both pumps and cleared blockages at volutes – all OK
- Centrifuge Room – removed old davit crane assembly & disposed of properly, ground off bolts at floor to eliminate trip hazard.
- Shop work deragged and steam cleaned submersible aerators salvaged from Reaeration Tank – stored at carport north end for future use
- Swing zone blower #2 cleaned air filter.
- R.A.S. Room – continued assembly & installation of new priming water manifold.
- Barscreens weekly wash down of screens and chutes
- Assisted Contractor with Plant rehab activities.
- Deragged Submersible aerators daily.
- Performed PM's to plant equipment according to MP2 schedule.
- Liftstation SCADA repairs to 15 stations.
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 22 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 93 work orders as reported in MP2 computerized maintenance management system, of which 74 were PM work requests and 19 were repair work orders.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunters Ridge. Utility staff is gathering information and preparing documentation for application for a wastewater permit modification to include these areas in the reclaimed water service area.
 - Annual Reuse Report: Staff is preparing the report for submittal to the FDEP and St. Johns River WMD. The information allows the State to view a summary of our production and utilization of reuse water.
 - Public Education of Sewer Users: A brochure is posted on the City's website to inform customers of proper use of the City's sewer system with special consideration to oil and grease being contributed to the sewer as the holidays approach. The brochure outlines the detriment of oil and grease to the collection system. Appropriate disposal methods are also described to include additional information regarding disposal of non-flushable items and medicines. Staff is also considering other public outreach avenues such as the Earth Day event.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program: The City's CCC contractor is inspecting the potable water meters in the western Ormond Beach subdivisions that will begin receiving reuse water in 2013. In accordance with the City's CCC program, the inspections are to ensure all of the residential service connections are equipped with backflow prevention devices.
 - The City's Cross Connection Control contractor issued a comprehensive commercial facility inspection and survey report to staff. Staff is currently reviewing the data to pursue any follow up activities with regard to the City improving compliance with this program. Staff is also discussing the current contract as a renewal period is approaching. The scope of work may need to be revised to compliment the City's current needs.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, 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 or have been completed:

- Staff attended the weekly City Manager Staff Meeting
- Agenda packet preparation and creation for the January 8, 2013, City Commission Meeting.
- Attended weekly meeting with City Manager.

Status of Department Projects

- Agenda Automation System
 - Project Status: On Going
 - Continued to provide one-on-one support to City staff.

- Emergency Notification System (CodeRed)
 - Project Status: In Progress
 - Waiting on vendor to update customer database and geographic information.
 - Staff assisted citizens in signing up for the program.
 - Staff fielded questions and requests from citizens that received the test all-call on December 14, 2012

- Mobile Phone Application (myOrmondBeach)
 - Project Status: Application available for download

- Staff investigated issues with the report a concern feature and alerted vendor
- Records Management System Upgrade
 - Project Status: On Going
 - Waiting on selection of new Enterprise Resource System before we proceed with the Records Management System upgrade.