

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 21, 2011

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Clerk, Human Resources Director
- Biweekly meetings with Economic Development Director, IT Manager, and Fire Chief
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Met with Commissioner Stowers
- Attended City Commission Strategic Economic Development Plan Workshop
- Attended City Commission Meeting
- Attended Employee Appreciation Day Luncheon
- Conducted Walking with the Manager
- Met with the new CEO/President of the Emergency Communications Network which was purchased by The Riverside Company last week.
- Attended Daytona Beach Chamber Eggs & Issues
- Attended Senior Games Kickoff

City Clerk's Office

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

- Weekly Meeting with the City Manager on Tuesday October 18, 2011.
- Attended the Aviation Advisory Board meeting on Monday, October 17, 2011.
- Attended the Strategic Economic Development Plan Workshop on Tuesday, October 18, 2011.
- Attended the City Commission meeting on Tuesday, October 18, 2011.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication
- Prepared and sent Legal Advertisements to the News-Journal for publication.
- Attended Employee Appreciation Day on Wednesday, October 19, 2011, at the Nova Community Center.

Status of Ongoing Projects

- Paperless Agenda Automation System:
 - Continued initial testing of NovusAgenda.
- Digital Records Management System:
 - Received Confirmation Letter regarding existing Licensing from our existing vendor (Questys).

- Evaluating Questys CMx upgrade that is currently available for the City's existing Records Management System.
- Commission Chambers Audio/Visual Upgrade:
 - Coordinating installation of projectors and screens for Commission Chambers.
 - Waiting on Certificate of Insurance from the Vendor for Audio/Visual Installation Services for the Commission Chambers.
 - Tentatively scheduled installation of Screens and Projectors.
 - Ordered Document Camera for the Commission Chambers.
 - Ordered Keyboard Tray and Monitor arm for City Clerk Station in Commission Chambers.

Community Development

- Planning
 - The MPO Board has asked that its member governments consider a list of "shovel ready" projects in preparation for President Obama's Jobs Bill. While the Bill as a comprehensive piece of legislation has failed in the Senate, there is a movement to act on pieces of the legislation. One facet of the legislation was infrastructure improvements to include roads, bridges, trails, etc. If Ormond Beach has any shovel ready projects that are not paving projects, these projects should be considered for submittal to the TPO. The TPO is looking to have a comprehensive list by the end of November.
 - Reviewed the RFP for the Enterprise Resource System and sent comments back to Finance.
 - Status Report from Volusia County indicates Tymber Creek Road from SR 40 to Peruvian Way still anticipates an early 2012 construction start date.
 - The Florida Department of Transportation (FDOT), District Five, has issued an invitation to attend an access management public hearing concerning two State Road (SR) 40 design projects in Volusia County. The limits of the design projects are from United States Highway (US) 17 to Cone Road, a distance of approximately 14 miles. The design proposes to widen SR 40 from a two-lane roadway to a four-lane roadway in order to improve safety and mobility. The projects also include drainage improvements, wildlife crossings, and median modifications. Construction of a raised median is expected to change access to businesses and homes throughout this corridor. The hearing will be held on Thursday, November 10, 2011 at the Salty Church, Oasis Campus, located at 85 South Tymber Creek Road in Ormond Beach, Florida 32174. The FDOT public hearing has a typical format of beginning with an informal open house at 5:30 p.m. followed by a formal presentation at 6:30 p.m. The hearing ends at 7:30 p.m. Staff intends to attend this meeting.
 - The East-Central Florida district of the Florida Department of Transportation (FDOT) holds a public hearing Tuesday, October 25, to review its Tentative Five Year Work Program. It covers fiscal year 2012/2013 through 2016/2017. The hearing begins at 6 p.m. and takes place at the FDOT District Five Office Building, 719 South Woodland Boulevard, DeLand, in the Cypress A & B conference rooms. There is also the option to attend the district-wide public hearing through webinar access at: www.D5WPPH.com/2011. The purpose is to consider the Tentative Five Year Work Program and consider making any changes. The public hearing will include information about planned transportation projects in Volusia County. The public hearing will also include consideration of proposed projects for the Florida's Turnpike Enterprise. Staff intends to attend this meeting also.
- Building Inspections, Permitting & Licensing
 - 61 permits issued with a valuation of \$430,443.00
 - 121 inspections performed.
 - 9 business tax receipts issued.

- Development Services

- The Department has received the following developments for SPRC internal review:
 - Review of a Jimmy Johns concept for 20 South Nova (Old Dunkin Donuts site at SR40 and Nova.
 - Received American Legion resubmittal; and
 - 1001 Old Tomoka Road re-submittal.
 - Staff received the long awaited design guidelines for the Ormond Crossing development. The design guidelines will dictate how development will be reviewed and approved.

Economic Development

Ormond Crossings

- Tomoka Holdings submitted the draft PMUD and design standards documents this week. Staff has scheduled a meeting to review and discuss the material on October 24. The documents will be sent to the Planning Board and City Commission upon resolution of any potential issues.

Airport Business Park

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

Ormond Beach Chamber and Main Street

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

Prospective Business Attraction/Retention/Expansion

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

Special Economic Development Projects

- Staff conducted the Strategic Economic Development Plan update for community workshop on Saturday, September 17 from 8:30 am to 2 pm. The workshop was attended by approximately 30 residents that represented interests in manufacturing, small businesses, downtown, and residents from throughout the City. The recommendations generated at the workshop were presented to the City Commission at a workshop on October 18. The Commissioners' suggestions and comments will be included in the draft plan and submitted for Commission endorsement.
- Proposals in response to the RFP for the development of the SW Quadrant were due Monday, September 26. One proposal was submitted and the Selection Committee met on October 7 to evaluate the proposal. A follow up meeting to invite the proposal applicant to provide additional detail is being scheduled for early November. Staff is reviewing the proposer's request as part of a follow up meeting. Once the evaluation process is completed, staff will transmit the findings to the City Commission.
- Staff met to discuss the Opportunity Zone Designation (Brownfield's Program) for portions of the City's business districts. In addition to the primary job creation and capital

investment incentives offered by the State of Florida to businesses, the Brownfield's program is a bonus program used in many communities in Florida and around the country to provide additional corporate tax credits and other tax exemptions to businesses that create jobs and invest their capital.

- Staff prepared an RFP for the federal lobbying services contract, which will be submitted to the Commission in November 15.

Airport Operation and Development

- Staff has been apprised by Hoyle, Tanner and Associates (HTA) that based upon discussions with the FAA Airports District Office in Orlando, full FAA funding for the Taxiway Alpha Relocation and General Airfield Improvements Project may be made available in mid-December of this year. It had previously been said that funding would likely be made available in January or February of 2012. A bid opening for this project (Bid 2011-25) has been conducted, and after bid tabulation it was determined that Halifax Paving of Ormond Beach was the successful bidder for this project. Staff will continue to work with HTA to plan the commencement of construction activity for this project.
- Staff worked with HTA and Biological Consulting Services, Inc. (BCS) to address wetland mitigation permitting requirements for the Taxiway Alpha Relocation and General Airfield Improvements Project. BCS has determined that the project will require the purchase of 0.12 mitigation bank credits in order to meet permitting requirements, for which funds have already been programmed and budgeted within the project. The cost of mitigation bank credits is refundable under the grant(s) for this project.
- Staff continued to work with FDOT to prepare amended Joint Participation Agreements for the group of projects that collectively comprise the Taxiway Alpha Relocation and General Airfield Improvements Project. FAA funding for this project will reduce the maximum project share for FDOT from 80% to 2.5% of the overall project cost. This may result in the availability of additional FDOT funds for security projects at the airport.
- Staff completed work this week to acquire and install new signage at the airport, which is designed to alert visitors to the presence of the new security surveillance system, and warn against trespass and interference with air traffic control.
- Staff composed and submitted to the City Attorney this week documentation to place a Resolution on the November 15th, 2011 City Commission agenda on behalf of BETNR Industrial Development Corporation. BETNR has requested an extension of the completion of improvements deadline specified in the current lease agreement for Parcel 3 in the southeast quadrant of the airport.
- Staff continued work to acquire quotes from local contractors regarding obstacle clearing at the airport. Trees near the approach end of Runway 26 and adjacent to Taxiway "E" have been identified by FDOT as potentially hazardous to air navigation.
- Staff continues to address additional requests for airport gate access cards in response to the new policy to discontinue access to the airport via input of an alpha-numeric code. All alpha-numeric access codes for the main access gates (gates 9 and 13) were cancelled as of September 26, 2011.
- Staff continued work to configure and optimize the new airport security surveillance system, and to setup the web-based monitoring features of the system. It is expected that all web-based features will be online in October.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation for year-end audit.

Completed Projects - Weekly

- Processed 56 Journal Entry Batches (# 5153 – 5170 and # 89 - 184).
- Approved 26 Purchase Requisitions totaling \$200,971.38.
- Issued 33 Purchase Orders totaling \$218,085.77.

- Held Evaluation Committee meeting for RFQ No. 2011-28, SR5A Nova Road Audible Pedestrian Signals at Granada Blvd, Woodlands Blvd, and Division Ave, on 10/13/2011.
- Mailed Letter of Intent to Award for RFP No. 2011-20, 2-Year Contract(s) for Towing Related Services, to the four (4) proposers on 10/14/2011.
- Held Evaluation Committee meeting for RFP No. 2011-19, Master Development and Lease of Vacant Land Located in the Southwest Quadrant of the Ormond Beach Municipal Airport, on 10/19/2011.
- Prepared 135 Accounts Payable checks totaling \$1,124,637.95 and 22 Accounts Payable EFT payments totaling \$623,645.78.
- Prepared 44 Payroll checks totaling \$41,232.37 and 317 Direct Deposits totaling \$383,723.06.
- Transferred IRS 941 payment of \$144,985.58.
- Processed 4,094 cash receipts totaling \$411,018.51.
- Processed 1,279 utility bill payments through ACH totaling \$81,950.95.
- Processed and issued 5,217 utility bills with billed consumption of water of 21,191k.
- Issued 738 past due notices on utility accounts.

- Public Information
 - Press Releases
 - Walking with the Manager (10/20)
 - Rockefeller Revisited (10/29)
 - Kopy Kats Musical Revue (11/4-6)
 - Movies on the Halifax (11/4, 7 p.m., "Pocahontas")

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Community Shredding Event in partnership with Morgan Stanley Smith Barney to benefit HUM.

Fire Department

Weekly Statistics

- Fire: 5
- Fire Alarms: 6
- Hazardous: 9
- EMS: 80
- Motor Vehicle Accidents: 12
- Public Assists: 37

TOTAL CALLS: 149

- Aid provided to other agencies: 21 calls – Volusia County (14), Daytona Beach (7)
- Aid received from other agencies: 1 call – Volusia County
- Total staff hours provided to other agencies: 24 hours
- Total staff hours received from other agencies: 1 hour
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- # of overlapping calls: 45
- Total EMS patients treated: 76

Training Hours

- Building Construction: 13
- EMS Protocols: 5
- Donning & Use: 3
- Fire Protection Systems: 1

- Ladders: 1
 - PEPP Renewal: 29
 - Policy Review: 3
 - Terrorism: 12
- TOTAL TRAINING HOURS: 67**

Station Activities

- Updated 35 pre-fire plans.
- Inspected 60 hydrants.
- Conducted 3 fire inspections.
- Participated in the Annual Community Health Expo at Ormond Beach Presbyterian Church.
- Provided public education to the following schools for fire prevention month:
Children in Attendance:
 - Pathways Elementary 100
 - St James Episcopal School 70
 - The Children's House Montessori 30
 - Temple Bethel 110

Operations

- Attended meeting with Volusia County GIS and Ormond Beach GIS to discuss dispatch mapping data.
- Met with Daytona Beach Fire Chief.
- Met with Station 91 and Station 93 crews.

Significant Incidents

- 10/10/11, 9:33 PM: N. Oleander – Structure Fire – provided automatic aid to Daytona Beach Fire Rescue – upon arrival found smoke and flames showing from a 2-story residential structure – fire fully involved on the second floor – Quint 91 assisted with primary and secondary searches.
- 10/13/11, 10:36 AM: S. Coates – Structure Fire – provided automatic aid to Daytona Beach Fire Rescue – heavy smoke throughout 3-story structure – fire contained to first floor ceiling – Quint 92 performed search and rescue of all floors.

Human Resources

Staffing Update

Job Requisitions

- Police Department-Police Officer
- Public Works Department/Streets – Maintenance Worker II
- Public Works Department/Engineering – Engineering Inspector

Approved/Active Recruitment

- Finance/Utility Billing – Part Time Account Clerk II advertised in-house and on the City Website 10-06-11 to close on 10-21-11.
- Public Works/Utilities - Environmental Regulatory Compliance Coordinator advertised on the City web site, in-house, the APWA web site, FWPCOA web site, FRWA web site and on FWRJ web site to close on 10-28-11.
- Leisure Services/Maintenance Foreman (Parks) advertised in-house and on the City website to close on 10-21-11.
- Leisure Services/Administration – Recreation Program Specialist advertised in-house and on the City website to close on 10-21-11.
- Leisure Services Department – Recreation Center Coordinator position was advertised in-house, on the City web site, the Florida Recreation and Parks Association (FRPA) web site, the National Recreation & Parks Association (NRPA) and the Therapeutic

Recreation Association web site. Department requested to re-advertise position to create a larger pool of qualified applicants. Position closes on 11-11-11.

Screening/Interviews Scheduled

- Public Works Department/Wastewater Plant – Treatment Plant Operator position, department requested to re-advertise position as open until filled. Removed from website 10-19-11. Interviews will be completed by 10-21-11.
- Support Services Department – Office Assistant III position was advertised in-house and on the City Website with a closing date of 09-23-11. Forty-eight (48) applications have been received and are in the process of being reviewed.
- Public Works Department/Fleet Operations – Mechanic II position closed on 09-09-11. Sixteen (16) applications have been received and forwarded to the department for review. Fleet Operations will complete interview process on 10-18-11.
- Police Department/Neighborhood Improvement-Office Assistant III position was advertised in-house and on the City Website 09-26-11 to close on 10-07-11. Fifty-one (51) applications received. Interviews and typing tests are in the process of being scheduled.

Job Offers

- Terminations/Resignations/Retirements
- FY Attrition – M/E 09-30-11: 5.21% (excluding retirements)

City Events/Employee Relations Update

2011 Employee Appreciation Day is celebrated during the **Florida City Government Week of October 16 -22, 2011**. The Employee Appreciation Day was held on **10-19-11** at Nova Community Center and an estimated 200 employees attended the barbecue luncheon provided by the City. This day is set aside annually to acknowledge the hard work and dedication of City employees. Recognition awards for years of service, Special "Above and Beyond" awards and door prizes were awarded.

Training & Development Opportunities

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

Risk Management Projects

- Attended Police Department Safety Committee meeting. Discussed accidents, incidents, and safety concerns.
- Attended mediation for liability claim.
- Attended Workers' Compensation training webinar.
- Sent follow-up letters to exhibitors and sponsors for Employee Health Fair.
- Submitted self-insured filing to the State for Workers' Compensation.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects.
 - City Clerk – Document Management and Retention – Reviewed documentation regarding new product offering by incumbent vendor Questys as an upgrade option
 - Finance/Community Development – CRM system replacement – Attended Sungard conference and previewed new product offering OneSolution.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - None

- Work Orders: - 65 New work - 59 completed - 60 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	26,074	Inbound E-Mails	15,609
Delivered Inbound E-Mails	10,238	Blocked Quarantined Messages	227
Percentage Good Email	39.3%	Virus E-Mails Blocked	67

- Notable Events: Attended a 2 day Document Management and Retention seminar with City Clerk and staff from Finance, Community Development. Attended Sungard Users Conference in Orlando.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 0 Corrections: 0
 - Map/Information Requests: 19
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: Compiled 2006 LiDAR contours for use in GeoBlade.

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager Staff Meeting
- City Commission Meeting
- Employee Appreciation Day
- Ormond Crossings meeting
- GEA Negotiations Meeting
- Senior Games Kickoff Luncheon
- Park Site Visits

• Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
- The OBYBSA Lady Renegades continued fall practices on Monday through Friday nights.
- The City's Youth Flag Football program continued games at the Sports Complex nightly at 5:45pm and 6:45pm.
- The City's Coed Softball League continued their 2nd half season, with 13 teams competing. Games are at 6:20pm, 7:30pm, and 8:40pm, Monday through Thursday. Teams are divided into 2 divisions for better and safer play.
- The City's Youth Volleyball program continued this week on Monday night. This is an 8-week program designed around skills work and scrimmage games.
- The Pop Warner Football Program had their 5th Saturday home youth football games at the Championship football field. Six games were held, starting at 9am.
- The City's Men's Softball League continued their game season this week. Seven teams are competing, with games on Monday, Tuesday, and Friday nights.
- The Seabreeze High School boy's and girl's soccer teams have started practicing for their upcoming season at the Sports Complex. Practices are held on fields #6 and #8, with games on Championship Field #7.
- The OBYBSA boy's baseball and girl's softball continued their fall game season this week at both the Nova fields and the softball quad at the Sports Complex. The season will run through the end of October.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center (SONC) outfield and prepped the infield.
 - Cleaned the SONC tennis and basketball courts.
 - At Osceola Elementary School, tended to the infields, tennis and handball courts.
 - At Nova Park, mowed the infields and outfields, and cleaned the Skateboard Park, tennis and handball courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned the restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times during the week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Cleaned Limitless Park daily.
 - Repainted 3 full size fields for competitive soccer and prepared for weekend games.
 - Repainted 15 soccer fields to host the recreational league.
 - Prepped soccer field to host the Challenger sports league.
 - Cleaned up after soccer and football games.
 - Prepared fields for the coed softball league.
 - Prepared field for men's slow-pitch softball league.
 - Prepared fields for recreation and Lady Renegades softball practices.
 - Prepared baseball fields for Golden Spikes league daily.
 - Continued to fix irrigation problems on many fields at all locations.
 - Moved portable bleachers to outside of football field for weekend games.
 - Repainted football field to host Pop Warner on Tuesday and Saturday and the Calvary Christian Academy varsity football games on Friday. Put out trash cans, carpets, benches and prepped for the fans.
 - Prepped baseball fields for weekend Golden Spikes tournament.

- Senior Center
 - Yoshukai Karate met on Monday and Wednesday from 6:30pm to 8:30pm.
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - Girl Scouts met on Wednesday from 6:30pm to 8pm.
 - Big Band America met on Thursday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church met on Sunday from 9:30am to 1:30pm.

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

- MoTown and Mo Revue, Friday October 21st at 7pm, and Saturday, October 22nd at 2pm and 7pm. \$20.

- South Ormond Neighborhood Center
 - The splash pad was open daily from 10am until dusk.
 - The weight room was available during Center hours.
 - The Neighborhood Park was open daily from sunrise until 11pm.
 - Open play basketball was held daily from 1pm to 9pm.
 - Pavilion rentals on Saturday and Sunday.
 - Adult Basketball Monday and Thursday from 6pm to 9pm.
 - Jazzercise class was held Wednesday from 5:45pm to 6:45pm.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended weekly staff meeting.
 - Attended events meeting.
 - Attended Senior Games meeting.
 - Continued Senior Games event planning.
 - Continued holiday event planning.
 - Assisted with set up, operations and strike of Shredding Event at City Hall on Saturday, October 15th.
 - Set up and strike of Senior Games Manager Meeting on Sunday, October 16th.
 - Attended walk through meeting in Rockefeller Gardens for Employee Appreciation Day.
 - Attended Veterans Day meeting.
 - Assisted with Employee Appreciation Day; operation, set up and strike of event.
 - Walk with the Manager, Riviera Park on Thursday, October 20th.
 - Held Senior Games Kick-Off Celebration Luncheon on Friday, October 21st; including set up, staffing and strike.

- Gymnastics
Weekly classes
 - Tumbling Tots: Tuesday, 1:30pm to 2:30pm.
 - Pre-School: Monday/Wednesday and Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Tuesday/Thursday, 4:30pm to 5:30pm.
 - Level 2 girls: Tuesday/Thursday, 5:30pm to 6:30pm.
 - Level 3 girls: Tuesday/Thursday, 6:30pm to 7:30pm.
 - Level 4 girls: Monday/Wednesday, 5:30pm to 7:30pm.
 - Level 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
 - Boys 1: Friday, 3:30pm to 4:30pm and Monday, 4:30pm to 5:30pm.
 - Boys 2: Friday, 4:30pm to 5:30pm.
 - Friday Rec. Gymnastics: Friday, 3:30pm to 5pm.
 - Teen Gymnastics girls: Friday, 4:30pm to 6pm.
 - Power Tumbling: Monday, 7pm to 8pm.
 - Cheer Class: Wednesday/Friday, 6pm to 8pm.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.

- The Fall Youth Volleyball Program met on Monday evening at Nova's gymnasium.
- Miss Debby's Dance Classes continued on Monday, Tuesday, Thursday and Friday afternoons for the fall season.
- Miss Brenda's Activity Class for children ages 2 ½ to 4 years old met on Tuesday and Thursday mornings.
- Phonics was held on Tuesday and Thursday evenings.
- Teacher Duty Day Camp was held on Monday from 8am until 5:30pm.

- The Casements
 - Tours continued from 10am to 4pm, Monday through Friday, and Saturday from 10am to 11:30am.
 - Yoga classes were held on Tuesday morning from 10:30am to 11:30am, and Thursday evening from 6:30pm to 8pm.
 - Teeny Tiny Yoga class was held in Room 205 on Tuesday from 3pm to 4pm.
 - Zumba class was held on Monday and Wednesday evenings from 6pm to 7pm.
 - Tai Chi class was held on Wednesday evening from 7pm to 9pm.
 - Pilates classes resumed this week on Tuesday and Thursday afternoons from 3:30pm to 4:30pm, and on Wednesday morning from 8:30am to 9:30am.
 - Pat Spano's Art classes continued on Wednesday evening from 5:30pm to 9pm.
 - The Guild crafters met on Thursday from 12:30pm to 3:30pm.
 - Staff assisted with the set up and strike of the weekly Farmers' Market on Thursday from 7am to 1pm.
 - The Ormond Beach Art Guild 2011 Fall Art Show is featured in the Gallery through October 27th.
 - Staff continued planning and preparing for the "Rockefeller Revisited" program scheduled for October 29th. Presale tickets are now on sale for \$4.00.
 - Staff continued coordination of all holiday preparations with The Guild for the annual Christmas Gala.
 - The Guild held their Board Meeting in the Preservation Room on Monday from 1pm to 3pm.
 - The Ormond Beach Garden Club met at Bailey Riverbridge from 10am to 12pm on Tuesday.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Thursday from 12pm to 1pm.
 - A wedding was held on in Ormond Memorial Gardens on Friday from 12pm to 1pm.
 - A wedding reception was held at The Casements on Friday from 1pm to 6pm.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Friday from 5pm to 6pm.
 - A wedding ceremony was held in Rockefeller Gardens on Saturday from 2:30pm to 6:30pm.
 - A birthday party was held in Fortunato Park on Saturday from 3pm to 7pm.
 - A wedding was held in Ormond Memorial Gardens on Saturday from 3pm to 5pm.
 - A wedding was held at the Casements on Sunday from 3pm to 10pm.

- Parks and Irrigation
 - At the PAL building, staff worked on a malfunctioning valve. A part has been ordered to complete repair.
 - Replaced irrigation clock at the PAL building, checked entire system and repaired 5 broken heads.
 - Reinstalled rain sensor on the irrigation clock at the PAL building.
 - Checked for damage to irrigation clocks and systems city wide.
 - Worked on PAC system, repairing damage and adjusting coverage for new landscaping.
 - At the PAC, repaired a valve, installed the splinter on zones 3 and 4 to fix ground fault on system, repaired zones 3 and 4 and adjusted for coverage.
 - At Bailey Riverbridge, adjusted time on irrigation clock and repaired broken line.
 - Inspected W. Granada Blvd. medians for damage from road work trucks.

- Repaired valves at Bailey Riverbridge and Cassen Park. Met with electrician to check power source to clock; the transformer in clock was not functioning. Removed and replaced transformer.
- Building Maintenance
 - Repaired six decorative streetlights city wide.
 - Replaced all bad cross ties around boat launch at Central Park III.
 - Repaired vandalized men's room toilet at Cassen Park.
 - Picked up debris from weekend storm city wide.
 - Repaired door at the softball quad.
 - Repaired lift station for east field restrooms at Nova Rec.
 - Repaired R.E.I.L.S. on runway 17 at the Ormond Beach Municipal Airport.
 - Repaired AC controls in N.I.D. Division at the Police Dept.
 - Conducted quarterly preventive maintenance on AC systems city wide.
 - Repaired score board for ball fields at Nova Rec.
 - Replaced electrical panel for retention pond pump at Ormond Shores Park.
 - Repaired men's room toilet at Sanchez Park.
 - Repaired vehicle damaged perimeter fence at the Water Treatment Plant.
 - Repaired exterior door at the Gymnastics Center.
 - Fabricated radar gun holder for the Police Dept.
 - Conducted weekly inspections of the Ormond Beach Municipal Airport.
 - Removed vandalized ladies room sink at Central Park II.

Police Department

- Administrative Services
 - Attended Biketoberfest Intelligence meeting.
 - Met with ASA Steve Henderson, County Court Judge candidate.
 - Attended funeral service for former OBPD Sgt. Al Monroe. Honor guard and funeral motor escort provided by OBPD personnel.
 - Attended weekly police department and department head staff meetings.
 - Attended commission meeting.
 - Attended Employee Appreciation event.
- Community Outreach
 - Fourteen youth participated in the Science on Patrol program held at Ormond Beach Elementary School on Tuesday, October 11th. This week youth collected evidence from a mock theft at the school.
 - Tutors R Us continued. Currently 20 youth are enrolled in the program.
 - Preparations are continuing for the Golfing for Youth fundraiser to be held at River Bend Golf Club October 29th.
 - PAL received a First Book grant for books to give children during the Annual Holiday Party to be held at the South Ormond Neighborhood Center December 15th.
 - PAL Director, Lisa Messersmith, spoke with Kiwanis about the PAL program and shared ways they can partner with PAL in the READ program.
- Community Services & Animal Control
 - Animal calls responded to : 35
 - Animal Reports: 7
 - Animal Bites: 1
 - Animals to FHS: 5 All Cats
 - Animal Traps: 3
 - Injured Wildlife: 1
 - Animal Licenses: 2

- Potential Dangerous Dog removed from 10 Brooke Station , and out of the City of Ormond Beach
- CSO Dept will be investigating another cat colony starting up in the Falls Community.
- Low Cost Shot Clinic Saturday 10-22-11 at the Police Department from 9am to 12 pm.

- Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 7
- Inactive: 11
- Fraud: 3
- Burglary Business: 2
- Burglary Residential: 5
- Larceny Car break: 1
- Grand Theft: 2
- Auto Theft: 0
- Robbery: 1
- Assaults: 0
- Shooting: 1

Narcotics

- One Buy-Walk
- Three Buy-Walk Attempts
- One Search Warrant

Comments

- Stalking 155 Pine Cone Trail: An adult female out of Deland continues to stalk her estranged husband and make death threats. Investigators obtained an arrest warrant and charged the subject for a similar offense and she is now out on bond. Investigators are meeting with the State Attorney's Office regarding the incident and are attempting to have her bond revoked or obtain another arrest warrant.
- Shooting Bermuda Estates: Investigators received a report of a shooting that occurred approximately one week ago in the parking lot of the Bermuda Estates. An adult male subject fired off two shots and one of the bullets struck an occupied vehicle. Evidence was gathered and a suspect has been identified. Charges have been prepared for aggravated assault and public discharge of a firearm.
- Suspect identified in a recent daytime residential burglary. The suspect was released from prison back in July and has committed several burglaries in the surrounding area. The suspect is currently in custody at the Branch Jail and will be arrested for the Ormond Beach burglary this week.

- Records

- Walk - Ins / Window 139
- Phone Calls 200
- Arrest / NTA'S 26
- Citations Issued 280
- Citations Entered 254
- Reports Generated 126
- Reports Entered 132
- Mail / Faxes / Request 72

- Patrol

- Total Calls 1,796
- Total Traffic Stops 455

- Operations – 10/13/11 – 10/19/11
 - 10/12/11- Baker Act – New Britain; white female/attempted suicide.
 - 10/12/11- Burglary/Residence – three-wheeled bike taken by two juveniles – later recovered.
 - 10/13/11- Burglary - Business – Trails Shopping Center; work trailer broken into and \$8000 worth of tools stolen.
 - 10/13/11- Burglary/Residence – Ann Rustin; compressor taken from open garage.
 - 10/13/11- Disturbance – Cypress Circle; Domestic Violence – adult male arrested.
 - 10/14/11- Recovered stolen vehicle; vehicle reported stolen from Plant City, Florida recovered at Regal Cinema.
 - 10/14/11- Death – Horse Shoe Falls; natural death. Attending physician to sign death certificate.
 - 10/14/11- Burglary/Residence – Windward Lane; tools stolen from open garage.
 - 10/14/11- Burglary/Residence – Horseshoe Falls; initially reported as a stolen vehicle complaint which was later unfounded. Washer, dryer and laptop removed from residence while resident was in jail – 40-day time frame.
 - 10/14/11 - Narcotics – Collins Street; report of three persons smoking crack around pool area of residence. Officers were able to approach undetected. Adult female arrested.
 - 10/14/11- Grand Theft – W Granada Blvd – Ormond Towne Square; \$750 bike left unlocked taken from outside nail/hair salon.
 - 10/14/11 - Burglary/Residence – Suspicious Incident; resident walking dog saw car in his driveway. The occupant of the vehicle sounded the horn and a white male ran out of the garage and got into the passenger side of the car. The car then sped away. Nothing discovered missing from the garage.
 - 10/14/11 - DUI arrest – 1200 Block of US HWY 1; vehicle observed speeding in area. Vehicle was spotted and a traffic stop initiated. Hispanic male arrested for DUI.
 - 10/15/11 - Domestic Violence/Battery – S Atlantic Ave/Makai Beach Lodge; boyfriend/girlfriend. Boyfriend would not allow his girlfriend to leave the motel room. An argument ensued where the boyfriend tossed the girlfriend down and then hit her. Boyfriend left the motel prior to officer's arrival. Victim suffered minor injuries but refused any medical treatment
 - 10/15/11 - Theft – S Atlantic Avenue/Julians; female customer believes another customer she had been talking to took her cell phone from off of the bar.
 - 10/16/11 - Strong Arm Robbery – N US HWY 1/Quality Inn; victim lured into 3-card Monte game. When he realized what was taking place he attempted to leave. He was then robbed of a ring taken from his finger. Suspects were three white males driving a gold colored Ford Explorer bearing a Kentucky license plate.
 - 10/16/11 - Burglary/Vehicle – Kenilworth Ave; tools reported stolen from toolbox located in the bed of truck.
 - 10/16/11 - Burglary/Business – S Atlantic Ave/Julians; cash register taken from restaurant area and found upstairs on the roof. Clothing matching suspects recorded on video found in the attic. Two suspects, who reside in the apartment over the restaurant, were interrogated and arrested.
 - 10/16/11 - Misdemeanor arrest – Hand/S Nova; adult male charged with possession of marijuana.
 - 10/16/11 - Battery/Dating Violence – Cardinal Drive; adult male arrested on two counts of battery/dating violence.
 - 10/17/11 - Fugitive Warrant – Carmel Terrace; adult female arrested on outstanding warrant for failure to appear reference driving while license suspended.
 - 10/17/11 - Shoplifting – N Nova Road/Publix.
 - 10/17/11 - Battery/Domestic Violence – Emerald Oaks; couple engaged in argument over division of marital property. Cross complaints were filed by both subjects. Subjects separated for the night.
 - 10/17/11 - Burglary/Residential – Windsail Circle; bicycles stolen from closed garage.

- 10/17/11 - Shoplifting – Walmart; adult male apprehended and arrested in Towne Square, charged with retail theft.
- 10/17/11 - DUI – N Beach/SR 40; adult male arrested for DUI.
- 10/17/11 - Baker Act – Greenwood; suicidal female left her children in her residence and walked away. Subject was located in Melrose Park and taken into custody under a Baker Act. DCF notified to attend to children.
- 10/17/11 - Battery/Domestic Violence – W River Oak; adult female arrested for battery.
- 10/17/11 - Baker Act – S Atlantic/Tidesfall; adult male involved in a verbal dispute with his mother during which he held a knife to his own throat and threatened suicide. Taken into custody without incident under Baker Act.
- 10/18/11 - Fugitive Warrant – Pine Trail; adult male arrested on an outstanding fugitive warrant for grand theft.
- 10/18/11 - Baker Act – Lakebridge Plaza Dr; adult female took 20 Midol and ½ bottle of vodka in an attempt to harm herself. She was transported by EVAC to Halifax Hospital for treatment under a Baker Act.
- 10/18/11 - Grand Theft – Bosarvey; wallet and cash reported stolen. Two roommates identified as possible suspects.
- 10/18/11 - Suspicious Incident – N Orchard/Sterthaus; transient male bleeding from head found in road next to his bicycle. Subject changed his story of how he sustained his injuries from falling off his bike to battery/robbery. Subject would talk with EVAC personnel but refused talking to police. Subject was transported to hospital for treatment.
- 10/18/11 - Battery/Domestic Violence – N Ridgewood Avenue; adult female arrested for assault. Marijuana plant was found in male subject's office during investigation and was arrested.
- 10/18/11 - Agency Assist – Rosewood; Holly Hill had fleeing vehicle northbound on US 1 enter City of Ormond. No pursuit was initiated by OBPD. The vehicle was found later abandoned on Rosewood. Vehicle was towed by HHPD.
- Traffic Unit
 - 11-10-00231, Alcohol Violation, US 1 / Airport Road: Two minors / pedestrians stopped by Officer Kasper while drinking beer. They initially gave false information to the officer. Both were arrested and charged with possession of alcohol by person under 21.
 - 11-10-00247, Traffic Stop / Narcotics Arrest, 1000 BLK N. US 1: Officer Garcia stopped a vehicle for the Slow Down / Move Over law during Biketoberfest. Strong odor of marijuana was detected coming from interior of vehicle. Marijuana and paraphernalia was located during subsequent search. Driver of vehicle was arrested.
 - 11-10-00255, DUI, 1000 BLK N. US 1. Officer Kasper stopped a reckless driver near the event areas during Biketoberfest, travelling at 75 MPH toward the Iron Horse crosswalk. Suspect arrested for DUI.
 - 11-10-00256, Motorcycle Crash w/ Injuries, 100 BLK N. US 1: One motorcycle made an improper lane change into another and caused a sideswipe crash during Biketoberfest. One motorcyclist went down. Minor injuries / everybody refused transport to a hospital. At-fault driver cited.
 - 11-10-00260, Motorcycle Crash w/ Injuries, 100 BLK N. Nova Road: Passenger car made an improper lane change into a northbound motorcycle, ejecting both occupants on the motorcycle. They were sent to the hospital with non-life-threatening injuries.
 - 11-10-00263, Crash w/ Injury, 100 BLK S. Atlantic Avenue: Pedestrian jaywalking was struck by a motorist making a U-turn during Biketoberfest. Pedestrian was sent to the hospital with non-life-threatening injuries. One lane of northbound and southbound SR A1A was shut down for about 20 minutes. Pedestrian was at fault.
 - 11-10-00265, Traffic Stop / Fugitive Arrest, 300 BLK W. Granada Blvd.: Officer Hebert stopped a vehicle for speeding during Biketoberfest and the driver had an open warrant for failure to appear in court. She was arrested.
 - Escort conducted for Sergeant Monroe's funeral.

- Motors worked the Biketoberfest event all weekend. It was a noticeably safe and successful event.
- DUI task force (Kasper, Garcia, Hebert) assigned to the Biketoberfest event. Five arrests made (described above).
- Sergeant Smith attended an FDOT meeting in South Daytona PD in reference to upcoming traffic enforcement campaigns.
- Traffic Citations 216
- Parking Citations 2
- Crash - No Inj. 12
- Crash - Injury 3
- 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
 - Biketoberfest Corridors:
 - SR A1A
 - SR 40
 - US 1
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - Riverside Drive
- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 8 Cases Initiated
 - Zone 2: 1 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 3 Case initiated
 - 26 tree removal permit requests
 - 14 signs either removed or sign cases created.
 - Administrative staff assisted with sixty-three (63) telephonic inquiries.

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

Zone 1:

Corner of Highland & N. US #1 Hwy – Received a complaint about the site being overgrown. More specifically there is a concern about the overgrown vegetation extending out onto the right-of-way along Highland Avenue. These issues involve several differently owned parcels. Notices of violation have been issued via certified mail to each registered owner. The owners will have ten days from receipt of notice to correct the violations.

Public Works

- Engineering
Construction Projects
 - Alcazar-Buena Vista Drainage Area Improvements - Watermain and stormdrain construction is being worked on along Alcazar Ave and Buena Vista Ave. The project is approximately 75% complete, with several areas throughout the project limits being restored.

- Selden Avenue Road and Utility Improvements – Issued certificate of substantial completion.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Held pre-bid conference. The bid opening is scheduled for November 2, 2011.
- Oleander Ave- Harvard Dr Stormdrain - Solicited quotes from contractors to remove and replace CMP stormdrain within the intersection, prior to the resurfacing of Oleander Ave, by Daytona Beach, which is scheduled to occur in December 2011, during winter break. Ormond will cost share its portion of Oleander Ave for the resurfacing.
- Downtown Way Finding Signage - The signs are currently being fabricated by Don Bell signs.
- Riviera & Ames Seawalls - Projects is completed.
- Nova Community Park Tree Planting – The new trees are being installed and scheduled to be completed by the end of this month.
- CCTV Surveillance - Projects are completed, sent information on surveillance signs requirements.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is working on Clarifier No.4, underground piping, chlorine contact tanks, swing zone blowers, fermentation tank, and the main electrical building.

Design Projects

- Andy Romano Beachfront Park – The Consultant has submitted 60% plans to the FDEP, and City SPRC for permitting. The consultant has also met with the FDOT to discuss the project prior to submitting for the driveway and drainage connection permit. The consultant presented an update to the City Commission on the project. The project will proceed as a PBD through the City's SPRC process.
- SR40 Sidewalk / Trail Phase III - Conducted pre bid meeting and issued addendum.
- Ormond Scenic Loop Wayfinding Signage Assessment Plan - Made presentations of Draft Report to Main Street, prepared disposition item. Received comments from Volusia County and sent to consultant.
- Granada Utilities Underground - Reviewed scope and re-wrote scope for the work to be done.
- Central Park Paving – Design plans are approximately 50% complete.
- Tomoka State Park - Conducted pre bid meeting issued addendum.
- SR40- Nova to A1A Interconnect - Review and responded to submittals for project, sent out pre-construction agenda. Submitted to FDOT required paper work prior to construction.
- Mast Arm Replacement on SR40 - Reviewed FDOT plans.
- Audible Pedestrian Signals - Review proposals and made selection from RFQs. Prepared disposition item.
- OBSC Pop Warner Football Field – A discussion item was pulled from the October 18th City Commission meeting. This will be presented to the Leisure Services Advisory Board.
- Transfer Station Pump Station - Final plans and specifications are being prepared.
- Tymber Creek Phase I & II – County is determining funding allocations for the project. County has City Utility relocation plans and staff is awaiting JPA form from County once the widening project is approved and funded for construction.
- Roadway Resurfacing - Plans and specifications are being prepared for the fiscal year 2012 resurfacing program.
- North Halifax Dr. Improvements - Design plans are approximately 80% complete. Directional Bore plans and permitting for crossing Granada Blvd with a reclaimed watermain extension are being developed.
- Cardinal Beach Approach – Staff was just informed that the County has waived the ROW permit for the beautification project. The County is currently in the process of approving our grant application so they can allocate funding for construction.

- SR40 Washington to Beach St.- Investigated manhole inlet conflict.
- Nova Road Tree Relocation - Staff is soliciting written quotations to transplant and modify the existing median irrigation. This work must be completed by 12/1/2011.
- Side Street Lighting Conversion - Staff is testing a sample fixture that has been installed on Tomoka Avenue by the library entrance. Staff is waiting for County funding approval before soliciting bid to purchase the replacement fixtures.
- Wooden Pedestrian Walkway Lighting Replacement - Staff is soliciting quotations to repair the existing railings and replace decking within available funding budget.
- John Anderson Drive – The City Commission directed staff to delete the sidewalk, design 10 foot lanes, and include high back Type F curbing. Staff is negotiating with the consultant on the costs that were submitted for revising the design plans in accordance with the revised scope of work and also the additional costs the consultant incurred for preparing the design alternatives that were presented to the City Commission. This is scheduled for presentation to the City Commission on Nov 15th.
- Hand Avenue – Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. Received the permit from SJRWMD which includes the modification to add the interconnect of the Central park lakes. The Consultant Engineer is now finalizing plans for bidding. 100% Plans are due for submittal next week.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May storm event. Sent final plans to FEMA for approval. Modification No.1 to the agreement will be presented to the CC at Nov. 1st meeting to reallocate a portion of the Phase 2 construction cost to the Phase 1 design cost and extend the performance period.

Administration

- Coordinated repairs for the Rima Well 41R well pump. Contractor has pulled the pump and performed initial testing of wiring and motor. The well remains under warranty and repairs will not result in cost to the City.
- Contacted ATT about A1A and Bosarvey plans.
- Prepared work authorizations totaling \$24,988
- Prepared requisitions/PO's totaling \$16,231

Customer Service

- Supplied Wilmette Ave. right of way information to surveyor.

Meetings

- Met with FDOT and representatives to discuss coordination of utilities for future projects.
- Met with consultants to discuss additional testing and monitoring required for the Nova Road Landfill closure by FDEP and reviewed preliminary report.
- Main Street Design committee made presentation on OSL final report, Decorative FPL poles and response on FDOT comments on SR 40 median project.
- Opening of Nova Rd pedestrian audible proposals.
- Pre-bid meeting of Tomoka State Park sidewalk.
- Pre-bid meeting of SR 40 sidewalk Phase 3.
- Attended Halifax Utilities Meeting.
- Participated in Webinar regarding 2011 July Specifications.
- Dock requirement meeting with Planning Div. and residents

Other

- On site visit to 2302 John Anderson to verify dock was built according to plan based on citizen complaint.
 - Multiple property line locates for The Streets and Wastewater divisions relating to the severe weather over the weekend.
 - Began the research, sketch, and descriptions for the right of way vacations at the Water Treatment Plant.
 - On site visit to 529 Collins St regarding a change in the SWMP per the builders request.
 - FEMA has tentatively approved application as complete for drainage improvements on Riverside Drive. If approved staff will need to pursue obtaining backyard easements for installation of the drainage system.
 - Investigating issue regarding the location of raw water well 21 being outside existing easement.
- Environmental Management

Street Maintenance

Asphalt / Concrete

- Concrete driveway repair at 29 Park Place
- Cut asphalt for repair at 960 N. Halifax Drive
- Cut & removed a broken sidewalk at S. Orchard St. & Hammock (Slingerlands)
- Removed a sidewalk at N. Beach St. from Bridget to Sharon Terrace
- Picked up barricades and cones at 29 Park Place
- Filled in potholes at the entrance to the Transfer Station
- Dug out a sidewalk on S. Orchard St. – Slingerlands Nursery

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 around Post Office sidewalk, and at Division Ave.
- Trimmed and removed debris at 739 E. River Oak, Riverbend Park, at Fleet, Shady Branch Trail, and Melrose Ave.
- ROW trimming at citywide locations

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Cleaned catch basins at citywide locations
- Assisted concrete crew with the trackhoe on N. Beach St.
- Banner maintenance (straightened several banners) on the Granada Bridge
- Returned the drag box to Airport Sports
- Filled a washout at Airport Sports Complex

Sign Shop

- Repaired or replaced signs at the following locations:

- Alden & Standish Dr., repaired stop sign hanging upside down
- Fairway Dr. & Golfview Ln., replaced a stop sign post snapped by the wind
- Putting Green Ln. & Fairway Dr., replaced the street names blow off the post by the wind
- Coquina Dr. & Bosarvey Dr., replaced (1) bent post & straightened (3) other "School Crossing" & speed limit signs
- Installed a "No Parking on Grass" sign at Fortunato Park
- Installed CCTV 24 hr. surveillance signs at Nova Sports Complex, Airport Sports Complex and at the Airport
- Fabricating (5) signs for certain parks indicating 24 hr. CCTV surveillance
- Cleaning and replacing signs on beachside and mainland
- Checked out area for locates at Fortunato Park
- Installed bolt & nut on speed limit sign on S. St. Andrews

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Pumped water in case of storms at Bennett Lane Pump Station – over 12 million gallons pumped
- Cleaned ditches with Gradall – Hand Ave. & RR tracks to north, Hammock Lane, also Arroyo Parkway (removed trees, tires and debris)
- Worked on fountains on FDOT list
- Inspected all ditches for storms
- Cleaned out debris at Mainsail Pump Station
- Cleaned basins – all zones and trouble spots several times

Street Sweeping - Streetsweeper

- 142.2 miles of road cleaned
- 51.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
34,884

PM Services completed for the week:
Emergency—Vehicles and Equipment
10

Non-Emergency Vehicles and Equipment
18

Road Calls for the week:
4

Accidents for the week:
2

- #275 within the Stormwater Maintenance
- #336 within Utility Billing

Quick Fleet Facts:

- Fleet has 10,161 gallons of unleaded 9,765 gallons of diesel fuel on hand.
- Fleet completed 52 work orders this week.

- Utilities
 - 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 to provide waiver for providing District additional time to evaluate results of the year end data prior to final report preparation.
 - Chemical Bids –Completed - Purchase Orders issued to new annual period vendors.
 - Concentrate Disposal Study –Daily measurements of conductivity at the plant and storage tank are continuing to be taken until the consultant determines that the amount of data is sufficient for FDEP to change the compliance sampling location.
 - A proposal from McKim and Creed is under consideration for optimizing configuration of the Division Avenue well field raw water piping so it is effectively routed to the low pressure reverse osmosis process at the water plant and properly metered. The estimated cost for this proposal is \$29,690. A hydraulic model of the raw water system is required. Estimates for this work are being solicited.
 - Cross Connection Control (CCC) Program Management Services: Developing final CCC plan, ordinance and manual updates to meet current state regulations. Adjustments proposed to Operations Budget for next phase of program funding.
 - Airport Road Force Main Extension – Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunters Ridge areas. Bids are scheduled to be awarded on November 2nd.
 - Fire Hydrant Replacement Program – Construction is underway by contractor. Hydrants with peeling coating are continuing to be replaced with hydrants recoated to the City's specifications. Thirty seven hydrants have been installed. Appropriate customer outage notices and precautionary boil water notices and rescissions are prepared and performed by water distribution staff.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. The motor from Pump 2 was switched with the motor from Pump 3, rags were pulled and the impeller/wear ring gaps were reset on 10/17/11. Pumps 1 and 2 are presently in service. Pump 3 is out of service. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items. CenState exchanged motors between pumps 2 and 3 and Influent Pump Station Pumps #1 and 2 are currently operational to support Phase 2 forcemain activities by B&G described below.
 - Ormond Beach Wastewater Treatment Plant Expansion– Brasfield & Gorrie sent notification of proposed schedule to reroute the dewatering pump station force main on 10/19/11. The notification indicates intent to claim for delay if the force main cannot be relocated due to bypass flows from the IPS remaining active. Brasfield & Gorrie is underway with piping relocation activities and IPS Pumps are currently operating effectively for support of same.
 - Lift Station Repair and Replacement Project –Final Pay Application No. 21 received for processing.
 - Town Square and Lift Station 4M1 Rehabilitation –Specifications are being prepared.
 - Water Plant Aerator Rehabilitation – A sole source award will be recommended for CC consideration for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
 - Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
 - SPRC: – Revised plans were received for American Legion and 1001 Tomoka Road. A meeting was held with a potential purchaser of the property at the south west corner of

- Granada Boulevard and Nova Road to discuss the requirements for construction of a drive through facility.
- Transfer Station Lift Station Upgrades – Final plans with comments were sent to the consultant
- Final edits of Sewer Use Ordinance underway with Legal and forwarded to FDEP for review.
- A cross connection between a well and the potable water service was found at 11 Indianhead Lane and discussed with owner. The water service – irrigation system connection was severed by owner's contractor and water service was resumed.
- Notification to CC for Oct 18 meeting agenda finds no objection to place in effect Class AA Biosolids treatment and disposal pricing as previously awarded via Resolution No. 2011-39 to Shelley's Environmental Services.

Public Works – Utilities Division

- Water Distribution
 - Exchanged 15 residential water meters, Installed 1 new water service, Replaced 6 water services
 - Responded to and/or repaired 12 water service leaks, located 1 water meters for the meter readers, performed 3 water service disconnects
 - Flushed 9 cloudy water complaints, 2 low pressure complaints
 - Tested 3, repaired 1 city owned backflow preventers, all tested good.
 - Tested an 8", 4" and a 3" commercial water meter for accuracy, 1-3" meter needed to be repaired and retested accurate, Scheduled 2 meters for testing.
 - Completed the notification, shutdown, and replacement of the fire hydrants at 196 and 240 S Yonge St, 740 S Beach. R+M Services have completed replacing 40 fire hydrants, including new lead valves and piping, for the 2011 fire hydrant replacement program.
 - Repaired a 2" water main leak on Royal Dunes Blvd.
 - Valve maintenance: 20 valves on US1(between Division and Live Oak) and on S. Beach St (between Division and Sylvania)
 - Flushed Valencia Dr, Magnolia Dr, Fisherman's Landing Complex
 - Excavated 50 water services to be tied into the new water main in the Arroyo Parkway Area
 - Rescind the boil water alert due to shut downs for fire hydrant replacement on Fairway Dr, Riverside Dr, Gardens of New Britain, S Yonge St
 - Backfill and sod due to excavations on Sea Gull Dr, Royal Dunes Blvd
 - Utility locating service: 5 emergency, 56 Standard locates completed this week, all marked on time.
- Water Treatment
 - Delivered to the City 36.598 million gallons for the week ending Oct 16, 2011 (5.228 MGD)
 - Backwashed 11 filters for a total of 346,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded three Precautionary Boil Water notices.
- Waste Water Collection - Reuse
 - Crews responded to five trouble calls out west Breakaway/Hunters Ridge area and three in town.
 - Televised thirteen sewer laterals.
 - Root controlled five sewer laterals.
 - Open valves to IPS.
 - Cleaned five sewer laterals.
 - Shut off irrigation valve at 11 Manderly Ln.
 - Disconnected sewer laterals at 401 & 411 Lakebridge Dr. for demo.

- Repaired sewer lateral at 85 Arroyo Pky.
- Repaired 20 " force main air release valve on US 1
- Locate and remark sewer & irrigation valves in Hunters Ridge Sub.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course.
- Checked irrigation system at Breakaway and Hunters Ridge.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 40.15 Million Gallons.
 - Produced 13.82 Million Gallons of Reuse.
 - Produced 26.33 Million Gallons of Surface Water Discharge.
 - Influent flows average for the week is 5.74 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 146.50 (14%-18% Solids)
 - Passed the Chronic Bioassay.
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
 - Prepared report to FDEP concerning WWTP overflow spill on site occurring on Friday Oct. 14 at approximately 7 p.m. FDEP site inspection performed on Wednesday Oct. 19 with no outstanding comments at present.
- Utilities Maintenance Division
 - Water Plant - Well Fields - Booster Stations
 - Replaced Photo Cell to Water tower lights at Water plant.
 - Removed 60HP Sand Filter Clearwell pump motor #1 with assistance from Bryson Crane and shipped to Vendors for quotes and repair.
 - Repaired service mast to well 24H, damaged due to downed utility pole, this provides power to Hudson Wellfield.
 - Completed check valve and spool piece installation at Well 18SR, also installed new Electrical J Box and wired and tested. Turned over to operations.
 - Installed the repaired exhaust fan in the R.O. building.
 - Assist building maintenance with locating and moving the stored water plant fence parts to the damaged location.
 - Replaced two Brass gate valves and re piped the flush lines on the discflo pumps.
 - Worked on the dismantle of the H.S.P. #4 for replacement with new 200HP pump.
 - Reset the over loads on well 21SR
 - Changed the air filter on the chlorine generator.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
 - Performed PM's to LPRO and Lime Softening Plant equipment.
 - Performed Booster Station PM's.

Wastewater Plant – List Stations – Reuse System

- Deragg #1 influent pump.
- Reset Reuse pumps at Shadow Crossings.
- Repaired wiring to Towne Square liftstation Pump #1.
- Replaced Circuit Breaker at 7P liftstation, manufacturer installed to small of a service breaker to motors.
- Changed out Chlorine pump at wastewater plant.
- FPL Power Loss at Wastewater plant caused dewatering station to blow secondary control power fuses, thereby shutting down dewatering pumps. A subsequent overflow at the plant occurred during the pump outage period estimated approximately for one hour. Overflows promptly recaptured and returned to plant with pump start up under generator power. FPL power was eventually restored.
- Digester Blower #3 – repair electrical power leads.
- H.D.C. – fabricate & install blow off to test water at faucet
- 2M – power failure – pump down station manually with generator
- Spanish Waters – power failure – pump down station manually with generator

- Sand Filter #2 – replace north winch & crane assembly with used inventory
- R.A.S. #4 – adjust pump packing as needed & clean floor
- SCADA liftstation repair to 19 stations, due to storm.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Deragg 4 submersible aerators.
- Monthly PM's to 16 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 2 stations(Pull pumps, etc)
- Utilities Division completed 76 work orders as reported in MP2 computerized maintenance management system, of which 66 were PM work requests and 10 were repair work orders.