

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 4, 2011

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney and City Clerk
- Biweekly meetings with IT Manager, Economic Development Director, and Planning Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Met with citizens regarding neighborhood/safety concerns
- Attended City Commission Ideas Workshop
- Attended City Commission meeting
- Attended United Way Board Leadership Reception
- Attended Budget Advisory Board Meeting
- Attended FCCMA Board of Directors Meeting

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:

- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Attended the weekly City Manager staff meeting on Tuesday, November 1, 2011.
- Weekly Meeting with the City Manager on Tuesday November 1, 2011.
- Attended the City Commission & CRA meeting and Ideas workshop on Tuesday, November 1, 2011.
- Facilitated a Commission Chambers Audio Visual Training Session on Thursday, November 3, 2011 for staff.
- Transcribed meeting minutes for the November 1, 2011, City Commission Meeting and Ideas Workshop.
- Attended the Budget Advisory Board meeting on Wednesday, November 2, 2011.

Status of Ongoing Projects

- Paperless Agenda Automation System:
 - Waiting on vendor to make requested changes.
- Digital Records Management System:
 - Working on timeline for Questys CMx upgrade, testing and potential roll to City Departments.
- Commission Chambers Audio/Visual Upgrade:

- Waiting on delivery of equipment needed to add monitors to the dais for the City Commission and Advisory Boards to view visual aids.

Community Development

- Planning
 - Staff presented to Volusia County Council on November 3rd the 2009-10 annual progress report on the City's Downtown and North Mainland Community Redevelopment Areas. Each presentation lasted about 10 minutes with five minutes allotted to questions for each CRA presentation.
 - Staff prepared LDC amendments for Planning Board to review concerning the following accessory uses: fences and walls, home occupations, play structures, and docks.
 - Staff prepared the annual Capital Improvements Element (CIE) update in accordance with the Community Planning Act. The amendment to the CIE will not be an amendment to the Comprehensive Plan. It will be acted upon by ordinance with a copy to the state.
- Building Inspections, Permitting & Licensing
 - 47 permits issued with a valuation of \$223,138.00
 - 227 inspections performed.
 - 11 business tax receipts issued.
- Development Services
 - No development plans were received this week for SPRC review.

Economic Development

Ormond Crossings

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

Airport Business Park

- Staff met 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 has also completed renovations to their existing building. The open house/ribbon cutting event is scheduled for Friday, November 18, between the hours of 11-3. Lunch and refreshments will be provided.
- Staff is marketing the vacant lots along the 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 Network (ECN) to discuss their sale to the Riverside Company. ECN will provide staff with a presentation of the Code Red emergency notification services on November 22.

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.
- Staff met with the Chamber's Generation Ormond group to discuss the economic development initiatives and Strategic Economic Development Plan.

Prospective Business Attraction/Retention/Expansion

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

Special Economic Development Projects

- The Commissioners suggestions and comments will be included in the draft plan and submitted for Commission endorsement in December.
- Proposals in response to the RFP for the development of the SW Quadrant were due Monday, September 26. One proposal was submitted and the Selection Committee met on October 7 to evaluate the proposal. A follow up meeting to invite the proposal applicant to provide additional detail is being scheduled for early November. Staff is reviewing the proposer's request as part of a follow up meeting. Once the evaluation process is completed, staff will transmit the findings to the City Commission.
- Staff met to discuss the Opportunity Zone Designation (Brownfield's Program) for portions of the City's business districts. In addition to the primary job creation and capital investment incentives offered by the State of Florida to businesses, the Brownfield's program is a bonus program used in many communities in Florida and around the country to provide additional corporate tax credits and other tax exemptions to businesses that create jobs and invest their capital.
- Staff prepared an RFP for the federal lobbying services contract, which will be submitted to the Commission in November 15.
- Staff is working with a prospective tenant with a purchase option for the reuse of Memorial Hospital. The negotiations have progressed and staff is evaluating the available incentives for the project.

Airport Operation and Development

- Staff conducted additional site visits at the airport this week in order to finalize acquisition of quotes regarding obstacle clearing near the runways and taxiways. Four (4) quotes from area contractors have been acquired for this project. 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 received from the St. Johns River Water Management District (SJRWMD) a notice of their preliminary review of the standard Environment Resource Permit application for the Taxiway Alpha Relocation and General Airfield Improvements Project. Staff is working with Hoyle, Tanner & Associates (HTA) to respond to requests for additional information made by SJRWMD that are considered necessary in order for the application to be found technically and administratively complete.
- Staff composed and submitted to the City Attorney documentation to place a Resolution on the December 1, 2011, City Commission agenda on behalf of Sunrise Aviation, Inc. Sunrise has requested an extension of the completion of improvements deadline specified in the current lease agreement for Parcel 2 in the southeast quadrant of the airport.
- Staff composed and submitted to the City Attorney documentation to place an Ordinance on the December 1, 2011, City Commission agenda regarding derelict aircraft at the airport. Chapter 3.3 of the Code of Ordinances does not sufficiently define nuisance and non-airworthy aircraft, and should be amended in order to afford the City better and more effective means to address these issues via the abatement and enforcement provisions provided in this chapter.
- Staff conducted an airport tenants meeting at the Civil Air Patrol. The primary purpose of the meeting was to discuss the idea of creating an annual community event at the airport, and to gauge the degree to which current airport tenants may wish to participate. An overview of construction projects planned for the airport was also presented.

- Staff continues to work with HTA and Biological Consulting Services, Inc. (BCS) to address wetland mitigation permitting requirements for the Taxiway Alpha Relocation and General Airfield Improvements Project. BCS has determined that the project will require the purchase of 0.12 mitigation bank credits in order to meet permitting requirements, for which funds have already been programmed and budgeted within the project. The cost of mitigation bank credits is refundable under the grant(s) for this project.
- Staff continues to work with FDOT and HTA to prepare amended Joint Participation Agreements for the group of projects that collectively comprise the Taxiway Alpha Relocation and General Airfield Improvements Project. FAA funding for this project will reduce the maximum project share for FDOT from 80% to 2.5% of the overall project cost. This may result in the availability of additional FDOT funds for security projects at the airport.
- Staff continued work to configure and optimize the new airport security surveillance system. The IT Department is planning to work with a network consultant to setup web-based access to the system.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation for year-end audit.

Completed Projects - Weekly

- Processed 34 Journal Entry Batches (# 5214 – 5230 and # 281 - 353).
 - Approved 23 Purchase Requisitions totaling \$325,685.98.
 - Issued 29 Purchase Orders totaling \$383,961.32.
 - Held pre-submittal meeting for RFP No. 2012-03, Professional Janitorial Services, on 10/31/2011.
 - Held bid opening for Bid No. 2011-30, Airport Road Force Main and Reclaimed Water Main Improvements, on 11/02/2011. Four (4) bids were received.
 - Prepared 168 Accounts Payable checks totaling \$1,189,124.49 and 40 Accounts Payable EFT payments totaling \$503,230.23.
 - Prepared 47 Payroll checks totaling \$43,305.43 and 315 Direct Deposits totaling \$370,775.21.
 - Transferred IRS 941 payment of \$134,807.97.
 - Processed 4,415 cash receipts totaling \$573,776.25.
 - Processed 1,182 utility bill payments through ACH totaling \$72,505.23.
 - Processed and issued 1,974 utility bills with billed consumption of water of 7,843k.
 - Issued 525 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Walking with the Manager (11/10 8:30 a.m., The Casements)
 - The Casements Closure (12/1 and 12/2)
 - Made in America Concert (11/12)
 - Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Participated in Volusia County Food Drive Conference Call Meeting
 - Attended Commission Chambers AV Tutorial

Fire Department

Weekly Statistics

- Fires: 1

- Fire Alarms: 2
- Hazardous: 3
- EMS: 70
- Motor Vehicle Accidents: 6
- Public Assists: 33

TOTAL CALLS: 115

- Aid provided to other agencies: 12 calls – Volusia County (6), Daytona Beach (6)
- Aid received from other agencies: 4 calls – Volusia County (3), Daytona Beach (1)
 - Total staff hours provided to other agencies: 4 hours
 - Total staff hours received from other agencies: 1 hour
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- # of overlapping calls: 18
- Total EMS patients treated: 58

Training Hours

- Building Construction: 19
- Driving: 3
- EMS Protocols: 2
- Fire Protection Systems: 6
- Ladders: 5
- PEPP Renewal: 18
- Preplanning: 8
- Terrorism: 13
- Tools and Equipment: 5

TOTAL TRAINING HOURS: 79

Station Activities

- Updated 36 pre-fire plans.
- Conducted 5 fire inspections.
- Inspected 74 hydrants.
- All crews attended United Way Presentation.
- Provided fire extinguisher training to employees of Pace Center for Girls.
- Conducted a presentation of Freddie the Fire Truck at Tomoka Elementary.
- Participated in the Fall Festival at Tomoka United Methodist Church.

Operations

- Participated in an online training session for Chief Fire Officer Peer Reviewer.
- Attended Volusia County Fire Chief's Association meeting.
- Attended DARE Graduation at Pathways Elementary.
- Attended Volusia County Fire Rescue communications dispatch meeting.
- Participated jointly with the Firefighters Union in the Trunk or Treat Fall Festival at Ormond Beach Elementary.

Human Resources

Staffing Update

Job Requisitions

- Leisure Services –Performing Arts Center- PT Custodian

Approved/Active Recruitment

- Leisure Services Department – Recreation Center Coordinator position was advertised in-house, on the City website, the Florida Recreation and Parks Association (FRPA) website, the National Recreation & Parks Association (NRPA) and the Therapeutic

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

- Public Works Department/Streets – Maintenance Worker II advertised on the City website and in-house with a closing date of 11-11-11.
- Public Works Department/Engineering – Engineering Inspector advertised on the City website and in-house and closes on 11-18-11.
- Information Technology – Information Systems Specialist was advertised on the City website, the News Journal on-line and in-house and 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 have been completed.
- 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 were received and are in the process of being reviewed. Department Director has narrowed the applications and HR will administer typing tests and schedule interviews.
- Public Works Department/Fleet Operations – Mechanic II position closed on 09-09-11. Sixteen (16) applications were received and forwarded to the department for review. Fleet Operations completed interview process on 10-19-11 and the Department Director has selected candidate.
- 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 were received. Interviews and typing tests were completed by 10-28-11. Awaiting results and selection.
- Finance/Utility Billing – Part Time Account Clerk II advertised in-house and on the City Website 10-06-11 and closed 10-21-11. Fifty-one applications were entered in applicant tracking sheet with qualifications and were forwarded to department for review.
- Leisure Services/Maintenance Foreman (Parks) was advertised in-house and on the City website and closed 10-21-11. Thirty-four applications were received and are being entered in applicant tracking sheet with qualifications prior to being sent to department for review.
- Leisure Services/Administration – Recreation Program Specialist advertised in-house and on the City website and closed 10-21-11. Eighteen applications were received and entered in applicant tracking sheet with qualifications and forwarded with applications to department for review.
- Public Works/Utilities - Environmental Regulatory Compliance Coordinator advertised on the City website, in-house, the APWA website, FWPCOA website, FRWA website and on FWRJ website and closed on 10-28-11. Thirty-three applications were received and are being entered in applicant tracking sheet with qualifications prior to being sent to department for review.

Background/Reference Checks

- Police Department-Police Officer candidate background started. Candidate selected from eligibility list created from interviews conducted June 15th & 16th, 2011.

Job Offers

- Police Department – Police Officer candidate selected from eligibility list and has started process for pre-employment requirements.

Terminations/Resignations/Retirements

- FY Attrition – M/E 09-30-11: 5.21% (excluding retirements)
- I.T. – Information Systems Specialist resigned effective 11-03-11.

Public Records Requests

- Request from the City of Holly Hill to review personnel file for former Firefighter/Paramedic.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program September 2011 monthly report reflects savings of \$54,232 for City residents during the fifteen months that the program has been in effect in Ormond Beach. Over 1,222 residents have utilized the program during that time. Public Information news release sent out on 08-26-11 to re-notify citizens about this benefit.
- Wellness Cove – Florida Health Care brought their fourteen (14) member Wellness Team to the Nova Community Center on 11-2-11 and assisted one hundred fourteen (114) employees with their Health Risk Assessments. The Wellness Team provided screenings to our employees including glucose, cholesterol, triglycerides, blood pressure, nicotine usage, body mass index and body fat percentages. The last opportunity this year for employees to participate in the Health Risk Assessment has been scheduled for 11-08-11.

Training & Development Opportunities

- LEAPS Academy is continuing customer service training 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.

Pay & Classification Plan

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

Risk Management Projects

- Attended Workers Compensation deposition.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Email system upgrade (cloud based) – researching options
 - City Clerk – Agenda Preparation application – IT involvement
 - City Clerk – Document Management and Retention – IT involvement
 - Finance/Community Development – CRM system replacement – IT involvement
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - None
 - Work Orders: - 37 New work - 47 completed - 57 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,140	Inbound E-Mails Blocked	14,680
Delivered Inbound E-Mails	10,280	Quarantined Messages	180
Percentage Good Email	40.9%	Virus E-Mails Blocked	10

- Notable Events: Received resignation notice from 1 staff member, the PC Specialist job has been posted to the City's website, News-Journal online, and Professional organization's websites.
- Completed the new PC systems implementation for the CC Chambers Video upgrade project.
- Working with PD regarding aircard connectivity issues (cellular) for the mobile data terminals.
- Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 0 Corrections: 1
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager Staff Meeting
 - City Commission Meeting
 - NRPA Congress
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily.
 - The City Athletics Staff hosted the Regional Competition for the Punt, Pass, & Kick Competition. Competitors from all over Central Florida were present on Saturday at 11am at the Sports Complex, softball quad.
 - The OBYBSA Lady Renegades continued their fall practices this week, Monday through Friday nights.
 - The City's Youth Flag Football Program continued their games this week at the Sports Complex, nightly at 5:45 and 6:45pm.
 - The City's Coed Softball League continued their post season playoffs, with all 13 teams competing.
 - The Pop Warner Football Program practiced this week on Monday, Tuesday and Thursday at the South Ormond Neighborhood Center field.
 - The City's Men's Softball League continued their game season this week with 7 teams competing. Games were held on Tuesday and Thursday this week.
 - 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 Seabreeze High School boy's and girl's soccer teams continued practicing for their upcoming season at the Sports Complex on fields #6 and #8. Games were also held this week on Championship Field #7 on Wednesday and Friday at 5pm and 7pm.
 - Calvary Christian Academy hosted their 7th home game at the Sports Complex on Friday night at 7pm at the Championship Field #7. They have one game remaining, which is next week.
 - The Ormond Beach Pride Football Program practiced this week on Wednesday and Friday at the South Ormond Neighborhood Center field.
 - River Bend Academy played their first home soccer game of the season on Thursday night at 6pm at the Sports Complex, soccer field #8.

- 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 recreational and Lady Renegades softball practices.
 - Prepared baseball fields daily for the Golden Spikes League.
 - Continued to fix irrigation problems on many fields at all locations.
 - Moved portable bleachers off the football field.
 - Hosted a Pop Warner playoff football game on Tuesday night.
 - Repainted football field to host the Pride football league Saturday and the Calvary Christian JV football games on Friday. Put out trash cans, carpets, benches and prepped for the fans.
 - Began fall fertilization on all fields.
 - High school soccer began their season at the Airport Sports Complex.
 - Began fall inspections of irrigation sprinklers on all fields to prepare for the upcoming over seeding of rye grass.

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

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club Specialty Dance, Webb Jazz and Tap, Devito Dance, Kopy Kats, CMT K & 1st grade. CMT Teens, CMT Teen/Adult Ballet, CMT Jazz, CMT Tap.
 - Tuesday: Theatre Workshop, Theatre Workshop Dance, Show Club Specialty Dance, Horan Judo, CMT Ballet, CMT Contemporary Dance, and CMT Jazz Dance.
 - Wednesday: Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT Kindergarten/1st Grade, CMT Teens, CMT Teen/Adult Ballet, CMT Jazz Dance, and CMT Tape Dance.
 - Thursday: Devito Dance, Show Club Chorus, Show Club Skits, Theatre Workshop, Kopy Kats, CMT Pre-Primary Ballet, CMT Jazz, CMT Ballet, CMT Pointe, and CMT Contemporary Dance.

- Friday: Theatre Workshop, Green Dance, and CMT 2nd and 3rd Grade, and CMT 4th and 5th Grade.
- The Performing Arts Center is preparing to host the following event:
 - Kopy Kats Revue (4 performances), Friday, November 4th, 7:30pm, Saturday, November 5th, 2:30pm and 7:30pm, and Sunday, November 6th, 2:30pm. \$15.
- South Ormond Neighborhood Center
 - The splash pad was open daily from 10am until dusk.
 - The weight room was available during Center hours.
 - The Neighborhood Park was open daily from sunrise until 11pm.
 - Open play basketball was held from 1pm to 9pm.
 - Adult Basketball Monday and Thursday 6 pm - 9 pm
 - Jazzercise Monday and Wednesday 5:45pm - 6:45pm
 - Youth football practice Monday thru Thursday
- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended staff meeting.
 - Attended events meeting.
 - Attended Veterans Day meeting.
 - Attended HoHo Parade meeting.
 - Continued holiday event(s) planning and organization.
 - Assisted and attended with final Senior Games events and games.
 - Continued sales of Veterans Dinner tickets.
 - Continued mail out of sponsorship for HoHo Parade.
 - Prepared second mail out notification for parade applications.
 - Conducted departmental mail duty October 31st and November 4th.
 - Assisted with Commission Ideas Workshop at City Hall including set up, dinner service and strike.
 - Attended holiday concert meeting.
 - Finalized the program for Veterans Dinner.
- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday, 1:30pm to 2:30pm.
 - Pre-School: Monday/Wednesday and Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Tuesday/Thursday, 4:30pm to 5:30pm.
 - Level 2 girls: Tuesday/Thursday, 5:30pm to 6:30pm.
 - Level 3 girls: Tuesday/Thursday, 6:30pm to 7:30pm.
 - Level 4 girls: Monday/Wednesday, 5:30pm to 7:30pm.
 - Level 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
 - Boys 1: Friday, 3:30pm to 4:30pm and Monday, 4:30pm to 5:30pm.
 - Boys 2: Friday, 4:30pm to 5:30pm.
 - Friday Rec. Gymnastics: Friday, 3:30pm to 5pm.
 - Teen Gymnastics girls: Friday, 4:30pm to 6pm.
 - Power Tumbling: Monday, 7pm to 8pm.
 - Cheer Class: Wednesday/Friday, 6pm to 8pm.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).

- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
- Miss Debby's Dance Classes continued on Monday, Tuesday, Thursday and Friday afternoons for the fall season.
- Miss Brenda's Activity Class for children ages 2 ½ to 4 years old met on Tuesday and Thursday mornings.
- Phonics was held on Tuesday and Thursday evenings.

- The Casements
 - Tours continued from 10am to 4pm daily, Monday through Friday and Saturday from 10am to 11:30am.
 - Yoga classes continued on Tuesday mornings from 10:30 to 1:30am and Thursday evenings from 6:30pm to 8pm.
 - Teeny Tiny Yoga continued in Room 205 on Tuesday from 3pm to 4pm.
 - Zumba classes met Monday and Wednesday evenings from 6pm to 7pm.
 - Tai Chi class continued on Wednesday evening from 7pm to 8:30pm.
 - Pilates classes continued 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 class continued on Wednesday evening from 6pm to 9pm.
 - Staff was busy with the strike of "Rockefeller Revisited" on Monday, October 31st.
 - The Guild crafters met on Thursday from 10am to 3:30pm.
 - Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 8am to 1pm.
 - Staff is working on coordination of all holiday preparations with The Guild for the annual Christmas Gala. Tickets are now on sale; \$5.00 for adults and \$1.00 for children ages 5 to 12.
 - Artwork was hung in the Gallery beginning Monday, October 31st in preparation of the exhibit opening entitled ReMix: "Second Time Around" featuring local artists. The opening was held on Friday, November 4th from 5pm to 7pm. The exhibit features the artists' reworked, recycled artwork.
 - A watercolor flower workshop presented by Janet Rogers was given at The Casements on October 31st and November 1st. Janet Rogers also presented a portrait and figures watercolor workshop November 2nd through 4th.
 - A Life Skills class from Spruce Creek School toured The Casements on Tuesday, November 1st.
 - The Ormond Beach Garden Club held their monthly meeting and luncheon at The Casements on Wednesday, November 2nd from 9:30am to 12pm.
 - The Chamber of Commerce held a meeting in the Gallery on Thursday, November 3rd from 5pm to 7:30pm.
 - A wedding rehearsal was held at Ormond Memorial Gardens on Friday, November 4th from 4:30 to 5:30pm.
 - "Movies on the Halifax" was held on Friday, November 4th beginning at 7pm featuring "Pocahontas".

- Parks and Irrigation
 - Spread new mulch at the gateway sign on US1, ran irrigation and checked the system.
 - Inventoried truck and cleaned compartments.
 - Tied up oleander tree at Bailey Riverbridge Gardens and marked reuse valve for locates, and tested herb garden timer.
 - Picked up all supplies at Florida Irrigation for Santa Lucia median install.
 - Installed new irrigation components and completed system test on Santa Lucia medians.

- Turned off timer at I-95 overpass and scheduled for repair.
- Building Maintenance
 - Conducted quarterly preventive maintenance on A/C units city wide.
 - Repaired broken ladies room toilet at the P.A.C.
 - Installed new signage at Fortunato Park.
 - Installed a new trash receptacle at Central Park II.
 - Replaced lunchroom A/C window unit at the Breakaway Trails maintenance building.
 - Graded the boat launch at Central Park III.
 - Pressure cleaned and staked trees at the labyrinth at Central Park II.
 - Repaired bad fascia board on electrical distribution building at the Airport Sports Complex.
 - Repaired men's room toilet at Nova Rec. east fields.
 - Repaired west exit gate at the Police Dept.
 - Repaired ice machine at the Police Dept.
 - Installed new audio video equipment in City Hall Commission Chambers.
 - Repaired eight D.O.T. lights on Nova Road.
 - Repaired five decorative streetlamps on Selden Ave.
 - Conducted weekly inspections of the Ormond Beach Municipal Airport.
 - Repaired a clogged toilet at Fortunato Park.
 - Attended the volunteer park clean up on Division Ave.
 - Installed a water heater for administrative offices at Public Works Dept.

Police Department

- Administrative Services
 - Bi-weekly general discussion with the City Manager
 - DARE Graduation exercise, Pathways Elementary School
 - Volusia/Flagler Police Chiefs Meeting
 - PAL Golf Tournament fundraiser
 - Trunk-or-Treat at Tomoka Methodist Church
 - Fall Festival at Tomoka Elementary School
 - Labor contract negotiations with F.O.P.
 - Weekly PD and Department Head staff meetings
- Community Outreach
 - Fourteen youth participated in the Science on Patrol program held at Ormond Beach Elementary School on Tuesday, October 11th. This week youth studied, blood spatter patterns, teeth impressions and foot to height ratios.
 - Tutors R Us continued. Currently 20 youth are enrolled in the program.
 - The annual Golfing for youth tournament was held at RiverBend Golf club on Saturday October 29th. The tournament made \$6,331.26 to support OBPAL youth programs. Golfing for Youth was generously supported by the Ormond Beach Community receiving over \$13,000.00 in door prize and in-kind donations from area businesses.
 - Members of the Youth Directors Council assisted with the Golfing for Youth Tournament registration.
- Community Services & Animal Control
 - Animal calls responded to : 50
 - Animal Bites: 2
 - Animal Traps Issued: 4
 - Animals Reclaimed: 2
 - Animals Adopted from PD: 1
 - Animals to FHS: 24
 - Cats: 20

- Dogs: 4
- CSO's assisted with traffic during Power Lines down.
- No bear sightings reported.
- Criminal Investigations
 - Cases Assigned: 24
 - Cases Cleared by Arrest/Complaint Affidavit: 11
 - Cases Exceptionally Cleared: 10
 - Inactive: 4
 - Fraud: 4
 - Burglary Business: 0
 - Burglary Residential: 7
 - Larceny Car break: 4
 - Grand Theft: 4
 - Auto Theft: 1
 - Offense Against Family/DCF Reports: 3
 - Sex Offense/Rape: 1
 - Robbery: 0

Comments

- Burglary at 451 Collins Street: Suspect broke in through a back window and cut himself as he entered the residence. Blood evidence was collected for examination. Investigators have identified a suspect and the blood evidence will be compared for a DNA match.
- Investigators served a search warrant at 155 Pine Cone Trail and found evidence linking the resident to several false police reports. Charges are pending.

• Records

- Walk - Ins / Window 168
- Phone Calls 189
- Arrest / NTA'S 12
- Citations Issued 174
- Citations Entered 46
- Reports Generated 126
- Reports Entered 130
- Mail / Faxes / Request 89

• Patrol

- Total Calls 1,494
- Total Traffic Stops 196

• Operations

- **10/26/11** Stolen Vehicle, Lowes: vehicle stolen from parking lot. Keys were left in the vehicle. Vehicle was recovered on W Granada a short time later.
- **10/26/11** Fraud, Alcazar: check stolen from victim and cashed.
- **10/26/11** Carbreak, Misty Falls; recreational vehicle broken into and power cords taken.
- **10/26/11** Domestic Violence/Battery, Cheaters; male subject arrested for domestic violence/battery. Once placed under arrest he complained of chest pains/cardiac issues. Subject was transported by Evac transported to Ormond Memorial Hospital for treatment.
- **10/26/11** Carbreak, N US 1; victim's vehicle was burglarized. Victim proceeded to track down and locate suspect in Flagler County and retrieved his stolen property. Victim then contacted PD to proceed with filing charges.

- **10/26/11** Resisting Officer, Colina Place; subject hid from officers and then fled on foot when officers attempted to arrest him on for violation of pretrial release. Complaint affidavit filed.
- **10/26/11** Battery/Domestic Violence, Kenilworth Ave; adult male charged with domestic violence/battery following physical confrontation with wife.
- **10/26/11** Trespassing, E Granada Blvd/CVS Pharmacy; two adult males trespassed after being contacted for suspected shoplifting.
- **10/26/11** Agency Assist, S Yonge Street/Hand Avenue; vehicle fled from HHPD after attempting to rundown officers. Stop-Sticks were deployed by OBPD at S Yonge/Hand. VCISO and FCISO continued the pursuit into Flagler County where the vehicle eventually stopped due to multiple flat tires from running over Stop-Sticks. Port Orange, VCISO and HHPD filed felony charges against driver once he was taken into custody.
- **10/27/11** Baker Act, Bear Creek Path; suicidal female taken into protective custody and transported to Halifax Hospital.
- **10/27/11** Fugitive Arrest, Tomoka Ave; adult male arrested on outstanding warrant for possession of cocaine and marijuana.
- **10/27/11** Narcotics/Theft arrest, Sounders Trail Circle; juvenile male with gang affiliation was arrested for possession of crack cocaine.
- **10/27/11** Grand Theft, Greenwood; victim had three rings taken over three-day period. Victim provided the names of several possible suspects but did not want them to be contacted.
- **10/27/11** Reckless Driver, Nova/SR 40; turned out to be an impaired driver. Adult female arrested and charged with DUI.
- **10/27/11** Fugitive Arrest, Tomoka Avenue; subject arrested on outstanding warrant for narcotics.
- **10/28/11** Public Intoxication, Kings/Division; attempts to locate anyone to take custody of intoxicated adult proved unsuccessful. Subject was transported to VCBJ under Myers Act.
- **10/28/11** Burglary, Panda Bear Path; tools taken from storage shed.
- **10/28/11** Baker Act, Lowes; store customers advised loss prevention that subject in the store was acting strange and talking about shooting people. Subject was contacted and no weapons were found. Transported to Halifax Hospital under Baker Act.
- **10/28/11** Burglary/Residence, St. Georges Rd; key possibly used to enter residence as no forced entry was found. The names of several persons as possible suspects were provided by victim.
- **10/28/11** Shoplifting, Winn Dixie; adult female arrested for felony shoplifting and violation of probation. Subject was transported to Ormond Memorial complaining of suffering from a panic attack following her arrest. Subject was medically cleared and then transported to VCBJ.
- **10/28/11** Reckless Driver, Riverside/Harvard; driver of vehicle fled from officers when a traffic stop was attempted. The driver of the vehicle was known/identified by the officer based on prior contacts. Complaint affidavit was filed.
- **10/28/11** Aggravated Battery, S Nova Road; no arrest made as victim did not want to pursue charges. An affidavit was filed based on investigation findings.
- **10/28/11** Battery/Domestic Violence; Cuadro Place; adult male suspect had fled residence on foot prior to officer's arrival and could not be located. Charges filed for domestic violence/battery.
- **10/28/11** Agency Assist/Beach Patrol, S Atlantic Ave; assisted Beach Patrol with sexual battery investigation that occurred on the beach.
- **10/28/11** Warrant Arrest, Wilmette Ave/N Orchard Street; adult male arrested on open warrant for failure to appear in court on narcotics charges.
- **10/28/11** Hit/Run, Sharon/N Beach Street; suspect fled the scene in their vehicle by driving thru yards which resulted in a second Hit/Run crash at Heather Ln when suspect

- struck a mailbox. The suspect vehicle was found abandoned on Walden Ln. Investigation is continuing.
- **10/29/11** Domestic Violence, Rio Pinar Trail: husband and wife involved in a verbal/physical altercation. Cross complaints were filed. Husband left the residence for the night.
 - **10/29/11** Drunkenness, Sandy Oaks Blvd – neighbor complained about adult female chasing younger males in cul-de-sac. The male subjects were gone upon officer's arrival. Reportee advised the female subject did not reside in the neighborhood. No activity was observed by officers at this time. A second call to the area was received about two hours later. Eight (8) to nine (9) subjects were located in the back yard with alcohol present. Only 1 subject contacted was of legal age to consume alcohol. Charges pending against property owner for having an open house party.
 - **10/29/11** Alcohol violation, Nova Skate Park; adult male arrested for alcohol violation.
 - **10/29/11** DUI/Crash, Division/US Hwy 1; driver arrested for DUI.
 - **10/29/11** Burglary/Residence, Ivanhoe Drive; no forced entry found. Door was possibly left unlocked by homeowner. Play Station 3 and \$180 in change taken.
 - **10/30/11** Car Break, First United Methodist Church; purse stolen from unlocked vehicle.
 - **10/30/11** Car Break, N Nova Road/Publix; car window broken out and a hidden purse taken.
 - **10/30/11** Trespass, Riviera Park; transients found sleeping on the dock. Trespass warnings were issued and subjects ordered off of the property.
 - **10/30/11** Burglary/Vehicle, S Beach Street/Ormond Beach Library; cell phone taken from unlocked vehicle.
 - **10/31/11** Trespassing, Walmart; adult male and female stopped for stealing a cell phone. Management declined to file charges. Both subjects were trespassed from the store. DCF was also notified as the adult subjects had a minor child with them at the time.
 - **11/01/11** Warrant Arrest, W River Oak; adult male arrested on open warrant from Brevard County.
 - **11/01/11** Grand Theft, Woodlands Blvd; gold chain missing from home following a large party.
 - **11/01/11** Narcotics, N Nova Road; two males observed in a vehicle behind building. When contacted the driver was found to be in possession of marijuana and was charged with possession under 20 grams and possession of narcotics paraphernalia.
 - **11/01/11** Disturbance, Big Bear Path; boyfriend and girlfriend involved in a verbal argument. The female advised her boyfriend had pushed her down and the male stated his girlfriend had slapped him. A witness to the argument advised there was no physical contact between the two and that the female had fallen on her own. Both parties were noted to be heavily intoxicated. No signs of physical injury to either subject. Complaint affidavits were filed by both individuals. Male subject left for the evening.

Crime Opportunity Warning Forms handed out by patrol officers: 92

- Traffic Unit
 - 11-10-00446, Crash / City Vehicle, 65 Greenwood Avenue: During a medical call, an EVAC ambulance drove into one of our patrol cars. Minor damage. No injuries.
 - 11-10-00460, DUI, SR 40 / Nova Road: Received several complaints via radio about a reckless driver. Officers Carini and Kasper located the vehicle and arrested the driver after DUI investigation.
 - 11-10-00487, Crash w/Injuries, 7 Tropical Falls Drive: Mail truck backed over a pedestrian / resident while delivering mail. Injuries were not life-threatening. USPS supervisors responded to the scene.

- 11-10-00534, Crash / City Vehicle, 501 N. Orchard Street (Public Works): City truck turned too sharply around a corner and struck a privately owned vehicle in transit. Minor damage. No injuries.
- 11-11-00009, Crash / City Vehicle, Nova Road / FEC Railway: Officers were looking for suspicious persons near the FEC Railway. One officer backed into a crossing arm stand. Minor damage. No injuries.
- Assisted a bicycle group from the Wounded Warrior Project through the city along SR A1A.
- Another major power failure on the beachside caused by downed lines. Three traffic signals out. Deployed personnel to block Amsden Road (where the lines went down) and to intersections experiencing power failures to direct traffic. City personnel responded with generators to run the traffic signals until FPL completed repairs about four hours later.
- FDOT permit for temporary state road closure obtained for the Holiday Parade.
- Participated in the FDOT Halloween "Drive Sober or Get Pulled Over" campaign.
- Traffic Citations 97
- Parking Citations 2
- Crash - No Inj. 16
- Crash – Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 600 BLK Division Avenue
 - 600 BLK Hand Avenue
 - 1100 BLK N. US 1
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - Riverside Drive
 - Old Kings Road
- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 5 Cases Initiated
 - Zone 2: 4 Cases initiated
 - Zone 3: 1 Cases initiated
 - Zone 4: 2 Case initiated
 - 13 tree removal permit requests
 - 30 signs either removed or sign cases created.
 - Administrative staff assisted with three walk-in and forty-four (44) 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.

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. The specific locations and actions are as follows:

- 205 Highland Avenue – The owner is out of state. The owner has contacted staff and advised that the situation will be taken care of by next week. This has been rectified.
- 135 N. Yonge Street – a Notice of violation was sent and the property posted on October 15, 2011. The owner contacted staff and does not agree that the property needs to be cut. The site has been mowed.

Public Works

- **Engineering**

- **Construction Projects**

- **Alcazar-Buena Vista Drainage Area Improvements** - Watermain sections completed and being processed for clearance include: 8" water main on Buena Vista Blvd. between Seville St. and Alcazar Ave.; 4" water main on Alcazar Ave. between Buena Vista Ave & Seville St.; 8" water main on Seville St. up to S. Beach Street. Held progress meeting with contractor. Restoration has begun in some areas of the project. Construction is expected to wrap up in late December.
 - **Selden Avenue Road and Utility Improvements** – Reviewed As-Built submittals.
 - **Airport Rd. Forcemain Ext. / Reclaimed Water Ext** - Addendums 1, 2 and 3 have been issued for the prequalified bidders, with the bid opening held November 2, 2011.
 - **Oleander Ave - Harvard Dr Stormdrain** - Purchase order is being processed to replace various sections of stormdrain at the intersection prior to the paving of Oleander Dr. which will be a joint effort between Daytona Beach and Ormond Beach.
 - **Downtown Way Finding Signage** - The signs are being fabricated by Don Bell. Hall submitted the permit application and structural engineering drawings on Monday for staff review.
 - **Rockefeller Gardens Water Wheel** – A new wheel is being fabricated that was specifically designed for the park's corrosive environment.
 - **CCTV Surveillance** - Two cameras lost video at Nova Community Center. Tested system and found faulty outlet strip. Replaced the strip, and cameras are now operational.
 - **US1 & SR40** - Tested the automatic standby switch that connects secondary power to signal at US1 and SR40. Contacted contractor for remaining work.
 - **Wastewater Treatment Plant Expansion and Rehabilitation** – Contractor is working on Clarifier No.4, underground piping, chlorine contact tanks, RAS/WAS Pump Station, ABW Filter #3, swing zone blowers, fermentation tank, Acetic Acid feed station, and the main electrical building.

- **Design Projects**

- **Andy Romano Beachfront Park** – The Consultant has submitted 60% plans to the FDEP, and City SPRC for permitting. The consultant has also met with the FDOT to discuss the project prior to submitting for the driveway and drainage connection permit. On October 18th the consultant presented the 60% plans to the City Commission and stated that they would be proceeding through SPRC under the PBD process in order to seek approval for several non-conforming features of the site plan. A meeting with the FDEP in Tallahassee was held on October 31st.
 - **SR40 Sidewalk / Trail Phase III** - Produced a second addendum on question submitted and issued new opening date.
 - **Ormond Scenic Loop Wayfinding Signage Assessment Plan** - Made presentations of Draft Report to VTPO Board, coordinated with consultant on issues arising from meeting and work to be done. Discussed project with Finance Director.
 - **Granada Utilities Underground** - Coordinated and provided plans for AT&T, FPL and Bright House.
 - **US1 & Nova Rd.** - Provided utility mark up plans.
 - **Central Park Paving** – Design plans are approximately 60% complete.

- Tomoka State Park - Produced an addendum on question submitted and revised the bid opening date to November 14th.
- SR40- Nova to A1A Interconnect - Work began on October 24. Started directional drill on beachside, located pullboxes under RR and began drilling from US 1 west. Started pullbox replacement on beachside. Processed USDOL labor rates that were approved for this project.
- Mast Arm Replacement - Marked up plans and sent no conflict letter.
- Transfer Station Pump Station - Final plans and specifications are being prepared.
- Tymer Creek Phase I & II – County is determining funding allocations for the project. County has City Utility relocation plans and staff is awaiting JPA form from County once the widening project is approved.
- Roadway Resurfacing - Plans and specifications are being prepared for the fiscal year 2012 resurfacing program.
- North Halifax Dr. Improvements - Design plans are approximately 80% complete. Directional Bore plans and permitting for crossing Granada Blvd with a reclaimed watermain extension are being prepared for FDOT permitting for crossing SR40. The reclaimed water main will serve the Ormond Art Museum irrigation and pond water needs.
- Cardinal Beach Approach – Staff was informed that the County has waived the ROW permit for the beautification project. The County is currently in the process of approving the City's grant application so they can allocate funding for construction.
- SR40 Washington to Beach St. - Provided utility mark up plans.
- Nova Road Tree Relocation - Staff is soliciting written quotations to transplant and modify the existing median irrigation. This work must be completed by 12/1/2011.
- Side Street Lighting Conversion - Staff is testing a sample fixture that has been installed on Tomoka Avenue by the library entrance. Staff is waiting for County funding approval before soliciting bid to purchase the replacement fixtures.
- Wooden Pedestrian Walkway Lighting Replacement - Staff is soliciting quotations to repair the existing railings and replace decking per the \$25K budget.
- John Anderson Drive – The City Commission directed staff to delete the sidewalk, design 10 foot lanes, and include high back Type F curbing. Staff is negotiating with the consultant on the costs that were submitted for revising the design plans in accordance with the revised scope of work and also the additional costs the consultant incurred for preparing the design alternatives that were presented to the City Commission. This is scheduled for presentation to the City Commission on November 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 submitted plans and staff is reviewing.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May storm event. Sent final plans to FEMA for approval. Modification No.1 to the agreement was approved by the City Commission at the 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

- Completed national survey of City stormwater utility and infrastructure, maintenance and capital improvement outlay.
- Prepared work authorizations totaling \$948,094

- Contacted consultant for TECO regarding permit for Hull Rd.
- Completed field measurements at the Birthplace of Speed Park regarding the property line and concrete pad locations per Planning Div request.

Customer Service

- Provided digital as-built plans (New Britain, N & S Washington, and Corbin Streets) of the downtown corridor per consultant's request.
- Provided property line location for the Misners Branch development per the HOA request.
- Researched and provided information relating to the location and ownership of the south line of Casements Drive per Streets Div request.
- Researched and staked out the property corner at 890 S Atlantic Ave per Neighborhood Improvement Division request.
- Continued developing sketch and legal descriptions pertaining to the multiple right-of way vacations at the Water Treatment Plant per GIS Div request.
- Created requested PDF's of the WWTP Expansion plan set per Utilities Div request.

Meetings

- Attended East Volusia Traffic Safety committee.
- VTPO Board made presentation on Ormond Scenic Loop final report.
- Meeting with Planners, Dock Builders and Designers to finalize comments regarding the LDC update changes.

Other

- 12 projects were inspected.

- Environmental Management

- Street Maintenance

- Asphalt / Concrete

- Pulled forms at Loyola and Peninsula
- Cut concrete and formed sidewalk/driveway at 3 Buckingham
- Asphalted a patch for Water Department on Laws Lane
- Asphalted a spillway for Stormwater at Peninsula and Loyola
- Asphalted potholes at Wilmette and US1

- 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
- Tree removal at 95 Hickory Hills
- Tree trimming at John Anderson Drive @ Halifax, Fleming at Brookside, SR40 ROW, at the Villages, PW Wash Rack and 852 Lucerne Circle
- Stump removal at citywide locations
- Picked up debris on Old Kings Road and hauled to the Transfer Station

- 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
- DOT weed control at Nova and Granada
- Load concrete into roll off at Public Works Yard
- ROW trimming at citywide locations

Sign Shop

- Repaired or replaced signs at the following locations:
 - S. Beach St. @ Lorillard Pl., repaired the stop sign hanging upside down
 - Tennessee Ter. & Arroyo Pkwy, installed new street name
 - Entrance road to Fleet, installed a "Truck Fill Station" sign next to the reclaimed water outlet
 - Fleming Ave. E/of S. Center St., installed a new stop ahead sign & post
 - Bovard Ave. & E. Granada Blvd., replaced missing street names
- Way finding sign on S. Yonge St. near Arroyo Parkway – working on determining a cost to renovate the (30) signs that are set in the frame of the sign. Civic organization signs would be provided by the organizations.
- Checked signs citywide for repair
- Finished checking signs on federal classification roads that need to be upgraded to the new FHWA minimum standards. The number of signs and cost were included in the report.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin cleaning – all zones due to heavy rains
- Reachout Mowing – westbound SR40 – ponds and FDOT
- Gradall – dug boat ramp out on Hammock Lane for Leisure Services (pictures)
- Mowed ponds with tractor mower – SR40 while Reachout is being serviced
- Vacon – cleaned pipes and basins on Garden Lane (pictures)
- Pipe Repairs – Spring Meadows back yard (pictures) and at 43 Lincoln Ave. – wrapped joints with typar
- Met with homeowner at 60 Bramblewood Lane about cleaning pond
- Everyone attended Wellness Cove Health Care Assessment Program on Wednesday, November 2nd.

Street Sweeping Streetsweeper

- 121.8 miles of road cleaned
- 34.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
34,130

PM Services completed for the week:

Emergency—Vehicles and Equipment
5

Non-Emergency Vehicles and Equipment
20

Road Calls for the week:

5

Accidents for the week:

3

Quick Fleet Facts:

- Fleet has 13,309 gallons of unleaded 8,004 gallons of diesel fuel on hand.
- Fleet completed 55 work orders this week.

• Utilities

Projects Summary

- Response to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report at SJRWMD. Collaborating with District staff for determination of year end water consumption totals for refinement of per capita values prior to preparation of draft Technical Staff Report. City forwarded notice of waiver to District providing additional time to evaluate results of 2011 year end water use data prior to final report preparation.
- Concentrate Disposal Study –Daily measurements of conductivity at the plant and storage tank are completed. All requested data was sent to the consultant to submit to FDEP to support changing the compliance sampling location. Reviewing Draft Report for modified operating protocol.
- A proposal from McKim and Creed is under consideration for optimizing configuration of the Division Avenue well field raw water piping to optimize use of low pressure reverse osmosis process at the water plant and for improving meter flow into plant. The estimated cost for this proposal is \$29,690. McKim and Creed requested a copy of the current hydraulic model. A scope of services for update of hydraulic model is being drafted.
- WWTP Dewatering Station Bypass – Sketches were given to the Engineering Department to prepare plans for constructing a force main connection from the dewatering pump station to the influent line discharging through the bar screens in order to reduce rag build up through the plant whenever the influent pump station is being bypassed. A sketch for the work performed by Brasfield and Gorrie to relocate the dewatering station force main is being prepared.
- 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 were received on November 2nd. The apparent low bidder is Masci Corporation at \$6.4 million.
- Fire Hydrant Replacement Program – The deductive change order was processed. The first year of the contract was completed. A City Commission memo was prepared recommending extension of the contract for another year.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pumps 1 and 2 are presently in service. Pump 3 is out of service. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items. A meeting is being scheduled with the contractor, manufacturer and consultant to determine a resolution to the pump station problems.
- Ormond Beach Wastewater Treatment Plant Expansion–Project underway and proceeding near to intended project schedule. Operations staff continues to coordinate plant operations activities with on-site contractor. New secondary clarifier nearing completion. Additional work activities include chlorine contact tank bypass channel and

- main electrical building construction. Quotations solicited for replacement of two isolation valves found defective inside RAS/ WAS Building.
- Lift Station Repair and Replacement Project –A letter from the contractor and bonding company stating that no future claims will be made is being requested prior to release of final payment. All work completed.
 - Town Square and Lift Station 4M1 Rehabilitation –Specifications are being prepared in-house to accompany final plans for eventual bidding purposes.
 - Water Plant Aerator Rehabilitation – A sole source award will be recommended for CC consideration for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
 - Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
 - SPRC: – Revised plans were reviewed for 1001 Tomoka Road and comments were sent to the Engineer.
 - Transfer Station Lift Station Upgrades – Final plans are being prepared by the consultant
 - Final edits of Sewer Use Ordinance underway with Legal and forwarded to FDEP for review.

Public Works – Utilities Division

- Water Distribution
 - Exchanged 24 residential water meters, Installed 1 new water service
 - Responded to and/or repaired 12 water service leaks,
 - Flushed 2 cloudy water complaints, 2 low pressure complaints
 - Replaced 12 meter boxes, replaced 4 water services
 - Moved a leaking water service away from a large oak tree on Windsail Cr.
 - Performed tests on 11 city owned backflow preventers, all tested good.
 - Connected 14 water services to the new water main on Cordova Ave
 - Repaired a water service, 6' deep on the 16" water main that had been hit by a directional drill on SR40
 - Performed repairs to 3 city owned fire hydrants
 - Flushed the Arroyo Parkway Area. Replaced the filter and flushed and exercised valves for a scheduled fire hydrant replacement.
 - Utility locate service: 56 normal, 6 emergency locates this week
 - Rescind the boil water alert for the Seville St. shutdown.
 - Backfill / compact excavations on Windsail Cr, SR40, and Setting Sun Dr.
 - MOT recertification for 2 crew members
- Water Treatment
 - Delivered to the City 35.439 million gallons for the week ending Oct 30, 2011 (5.062 MGD)
 - Backwashed 9 filters for a total of 354,000 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.
- Waste Water Collection - Reuse
 - Crews responded to three trouble calls out west Breakaway/Hunters Ridge area and five in town.
 - Locate sewer lateral at 620 Main Trail.
 - Root control application and cleaned two sewer laterals.
 - Televised twelve sewer laterals.
 - Relieve pressure @ 6" force main on N. US1 three times this week. Replacement of air release valve scheduled this week.

- Pump out PEPSystem on Pleasant Wood Way due to bad screens in pump chamber. Chamber replaced.
- MOT recertification for two employees at Sunshine Safety Council.
- 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 27.55 Million Gallons.
 - Produced 19.86 Million Gallons of Reuse.
 - Produced 7.69 Million Gallons of Surface Water Discharge.
 - Influent flow average for week @ 3.94 MGD. Plant rated capacity 6 MGD.
 - Hauled tons of sludge 144.4 (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
 - Replaced motor starter at well 33H, motor is bad.
 - Checked well 26H for operations, all ok
 - H.S.P. #8 pulled apart check valve after it stuck open, found center plate stem snapped off, this will be the 6th time this check valve has failed, solicited quotes and submitted PO request for 3 new 12" check valves to replace 1, 7 and 8.
 - Reassembled Milton Roy polymer chemical feed pump with new parts and placed on shelf for spare.
 - Repair piping on R.O. cleaning system drain line.
 - Checked out well #37R and found the air release valve leaking and Bermad valve pressure feed pipe in disrepair. Replaced all – OK.
 - Continued work on alignment of new High Service Pump #4 with laser aligning tool.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
 - Performed PM's to LPRO and Lime Softening Plant equipment.
 - Performed Booster Station PM's.
 - Performed Reuse pump station PM's and repairs.
 - Wastewater Plant – Lift Stations – Reuse System
 - Influent Room – deragg pump #1 and 2, pumps are problematic and getting excessive rag build up after short run time. Pump #3 out of service.
 - Attended manufacturers training on Parkson Bar Screens.
 - R.A.S. /W.A.S. #4 – replace pump with rebuilt inventory – begin disassembly of old pump.
 - Harley Davidson – check force main pressure – relieve force main into wet well – force main pressure at zero – wet well back filled for a moment and then stopped – both pumps running shows 12psi at peak and quickly drops to zero pressure showing no resistance at force main.
 - Deragg #2 check valve at 4P liftstation. Exercise all 3 discharge valves at riser stacks – flush riser stacks – replace sump pump in dry well & re-plumb as needed
 - 5M – check SCADA issue – pump #3 no starts – pulled pump – found blocked at impeller with a half brick – cleared volute & replaced impeller & wear ring
 - Begin welding & fabrication of Post anoxic drop bearing assembly housing
 - R.A.S. #2 – replace pump packing
 - Assisted Collections Division with Rehab at 81 Foxcroft.
 - Repaired 4-20 ma signal to flowmeter at Wastewater plant.
 - SCADA liftstation repair to 5 stations
 - Assisted contractors with plant rehab activities
 - Assisted operations staff cleaning tele-valves on clarifiers.

- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Cleaned shop and put away spare parts.
- Monthly PM's to 14 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 2 stations(Pull pumps, etc)
- Utilities Division completed 87 work orders as reported in MP2 computerized maintenance management system, of which 77 were PM work requests and 10 were repair work orders.