

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 11, 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:

- Agenda Review and Preparation
- Weekly meetings with City Attorney, City Clerk, Fire Chief, Police Chief, and HR Director
- Biweekly budget meeting with Finance Director and Assistant City Manager
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Met with staff regarding Lodge Activities
- Attended Claims Committee Meeting
- Conducted Walking with the Manager
- Attended Team Volusia Executive Board Meeting
- Attended Veterans Day Tribute

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:

- Attended the weekly City Manager Staff meeting on Tuesday, November 8, 2011.
- Weekly Meeting with the City Manager on Tuesday November 8, 2011.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Prepared Legal Ads for Brownfield Designation public hearings scheduled for December 8, 2011 (Planning Board) and January 3, 2012 (City Commission).
- Prepared and sent letters to Invocation volunteers for 2012 City Commission meetings.
- Ordered Poinsettias for City Commission and Advisory Board members, and prepared Holiday Cards.
- Assisted the Volusia Council of Governments (VCOG) with the enhancing of their Board Meeting Agenda Packets to make them more iPad friendly.
- Agenda packet preparation for the November 15, 2011, City Commission meeting.

Status of Ongoing Projects

- Commission Chambers Audio/Visual Upgrade:
 - Completed installation of 17" LCD monitors on the dais in the Commission Chambers for the City Commission and Advisory Board members to better view visual aids.
- Elections
 - Requested schedule for 2012 Elections from the Supervisor of Elections.

- Compiled information regarding Charter Review Commission and past Charter Amendments for City Manager's and City Attorney's Office.
- Continued scanning of historical election records.
- Started working on the new "Elections Information Center" for the City website. The "Election Information Center" will include: Historical Election Information (e.g. Past Election Campaign Reports, Results, Qualifying Information, Election Forms, Commission Zone and Voting Precinct Information, Voter Registration Information, Frequently Asked Questions, and Contact Information).
- Digital Records Management System
 - Continued working on 3-year Records Management Plan and timeline for Questys CMx upgrade, testing and potential roll out to City Departments starting in 2012.
- Paperless Agenda Automation System:
 - Started second round of testing after vendor made requested changes.
- Website
 - Added Budget Information, Board & Committee links to the homepage.
 - Increased number of "News & Announcements," and "Calendar of Events" items on Homepage.

Community Development

- Planning
 - Telephone conference with Cobb & Cole with City Attorney regarding the draft Interlocal Boundary Agreement for US 1 corridor. Discussed several changes to the agreement which are being made and will be forwarded to the City Attorney's Office for forwarding to Volusia County.
 - Staff attended the FDOT PD&E public hearing at the Salty Church, Oasis Campus, located at 85 South Tymber Creek Road in Ormond Beach, Florida 32174. The informal open house began at 5:30 p.m. and was followed by a formal presentation at 6:30 p.m. The hearing ended at 7:30 p.m. The PD&E study limits 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. Staff will be requesting that FDOT consider a 12 foot wide trail as part of the study.
- Building Inspections, Permitting & Licensing
 - 69 permits issued with a valuation of \$1,588,303.00
 - 93 inspections performed.
 - 40 business tax receipts issued.
- Development Services
 - The following activities occurred today related to SPRC:
 - Approved an amended site plan for Rivergrille Restaurant
 - Approved 1001 Tomoka Avenue
 - Reviewed U-Store It site plan on US 1.

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.

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 working with an existing business on a possible plant expansion project.
- Staff met with the new CEO of Emergency Communications Management to discuss their sale to the Riverside Company. ENC 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.

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 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 prepared an RFP for the federal lobbying services contract, which will be submitted to the Commission on 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.
- Staff presented the City's economic development initiatives to the Lions Club.
- Staff participates on the Daytona Chamber Legislative Action Committee and reviewed a pending Florida Legislative bill named the "Destination Resort Act" that award exclusive full-casino licenses to 3 large scale destination resorts in Dade/Broward Counties. After a lengthy discussion, the Committee voted to request the Volusia County Delegation not to support this casino bill as currently written.

Airport Operation and Development

- Staff conducted a staging meeting at the airport this week regarding the project to address obstacle clearing near the runways and taxiways. Four quotes from area contractors were solicited for this project, from which Allen's Tree Service was selected as the successful bidder. Trees near the approach end of Runway 26 and adjacent to Taxiway "E" have been identified by FDOT as potentially hazardous to air navigation. The City is in receipt of a grant from FDOT to fund the majority of project costs.
- Staff completed work with the City Attorney and the City Clerk 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 completed work with the City Attorney and the City Clerk 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 attended a hearing of the House Committee on Transportation and Infrastructure at Embry-Riddle Aeronautical University this week. Chaired by Congressman John Mica, the panel discussed an FAA reauthorization bill that would provide a four-year blueprint for development of the Next Generation Air Transportation System (NextGen). Embry-Riddle currently operates one of three NextGen test bed facilities through a partnership with the FAA and approximately 15 private companies.
 - Staff attended a symposium on NextGen air traffic control technologies at the Daytona Beach International Airport this week. Representatives from Boeing, Lockheed Martin, General Electric and other industry partners in the NextGen initiative provided an in-depth overview of systems proposed to upgrade air traffic control operations world-wide.
 - Staff participated in a visit to the airport by representatives from the corporate headquarters of Hoyle, Tanner & Associates (HTA). Staff conducted a review of current and previous airport projects undertaken by the City with assistance from HTA.
 - The FAA-required quarterly inspection of the Automated Weather Observation Station (AWOS) was completed this week.
 - 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 44 Journal Entry Batches (# 5236 – 5252 and # 366 - 457).
 - Approved 31 Purchase Requisitions totaling \$383,148.08.
 - Issued 39 Purchase Orders totaling \$542,058.73.
 - Released Addendum No. 2 for RFP No. 2012-03, Professional Janitorial Services, on 11/04/2011.
 - Mailed “Letter of Intent to Award” for RFP No. 2011-23, Vehicle and Equipment Mobile Repair and Preventative Maintenance Service, to the two (2) companies that submitted proposals on 11/07/2011.

- Mailed "Letter of Intent to Award" for RFQ No. 2011-28, SR5A Nova Road Audible Pedestrian Signals at Granada Blvd, Woodlands Blvd, and Division Ave, to the three (3) firms that submitted statements of qualifications on 11/07/2011.
- Held opening for RFP No. 2012-03, Professional Janitorial Services, on 11/09/2011. Eleven (11) proposals were received.
- Prepared 125 Accounts Payable checks totaling \$102,083.62 and 27 Accounts Payable EFT payments totaling \$95,372.54.
- Processed 4,926 cash receipts totaling \$902,976.31.
- Processed 846 utility bill payments through ACH totaling \$49,795.40.
- Processed and issued 5,949 utility bills with billed consumption of water of 26,052k.
- Issued 678 past due notices on utility accounts.

- Public Information
 - Press Releases
 - Pace Analytical Open House/Ribbon Cutting (11/18)
 - Other
 - Citizen Contacts
 - Media Contacts
 - 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
 - Met with County staff regarding ECHO grant mandatory technical review submittal in preparation of final submittal in December.

Fire Department

Weekly Statistics

- Fires: 1
 - Fire Alarms: 7
 - Hazardous: 2
 - EMS: 46
 - Motor Vehicle Accidents: 10
 - Public Assists: 27
- TOTAL CALLS: 93

- Aid provided to other agencies: 8 calls – Volusia County (4), Daytona Beach (4)
- Aid received from other agencies: 2 calls – Daytona Beach
- Total staff hours provided to other agencies: 9 hours
- Total staff hours received from other agencies: 2 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- # of overlapping calls: 16
- Total EMS patients treated: 31

Training Hours

- Aircraft Accident Safety : 12
- Building Construction: 3
- EMS Protocols: 4
- Extrication: 1
- Marine Training: 4
- Rope Rescue: 3
- Terrorism: 18

- Technical Rescue: 11
TOTAL TRAINING HOURS: 56

Station Activities

- Updated 16 pre-fire plans.
- Inspected 161 hydrants.
- Provided public education to the following schools:

Children in Attendance

- | | |
|----------------------|----|
| Noah's Ark Preschool | 65 |
| Osceola Elementary | 80 |
| Kidsko | 75 |
- Participated in the Fall Festival at Tomoka Elementary.
 - Held monthly healthcare provider CPR class.

Significant Incidents

- 11/6/11, 9:29 AM: I-95 and US-1 – Motor Vehicle Accident – Responded to a single vehicle rollover with 2 people entrapped – upon arrival found minivan resting on passenger side on roadway – vehicle was stabilized and patient care established – crews cut and removed roof to extricate passengers – both occupants transported to hospital with non-threatening injuries.

Operations

- Held department administrative staff meeting.
- Attended bargaining session with IAFF Local 3499.

Human Resources

Staffing Update

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.
- Leisure Services/P.A.C. - PT Custodian was advertised on the City website and closes on 11-30-11.

Screening/Interviews Scheduled

- Public Works Department/Wastewater Plant – Treatment Plant Operator position, department requested to re-advertise position as open until filled. Removed from website 10-19-11. Interviews have been completed and selection pending.
- Support Services Department – Office Assistant III position was advertised in-house and on the City website with a closing date of 09-23-11. Typing tests have been administered and interviews have been scheduled for week of 11-14-11.
- Finance/Utility Billing – Part Time Account Clerk II advertised in-house and on the City website 10-06-11 and closed 10-21-11. Fifty-one (51) applications were entered 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 (34) applications were received and are being entered in applicant tracking sheet with qualifications and were forwarded with applications to department for review.
- Leisure Services/Administration – Recreation Program Specialist advertised in-house and on the City website and closed 10-21-11. Eighteen (18) applications were received and entered in applicant tracking sheet with qualifications and forwarded with applications to department for review.
- Public Works/Utilities - Environmental Regulatory Compliance Coordinator advertised on the City website, in-house, the APWA website, FWPCOA website, FRWA website and on FWRJ website and closed on 10-28-11. Thirty-three (33) 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.
- Public Works Department/Fleet Operations – Mechanic II position interviews have been completed and an applicant has been selected to fill the position.
- Police Department/Neighborhood Improvement-Office Assistant III position interviews have been completed and an applicant has been selected to fill the position. Police Department is conducting the background and reference checks.

Job Offers

- Police Department – Police Officer candidate selected from eligibility list and has started process for pre-employment requirements.
- Police Department/Neighborhood Improvement - Office Assistant III position, a conditional offer of employment has been extended to an applicant pending pre-employment screenings.

Terminations/Resignations/Retirements

- FY Attrition – M/E 10-31-11: 0% (excluding retirements)
- I.T. – Information Systems Specialist resigned effective 11-03-11.
- Police Department – Police Officer retired effective 11-07-11.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program October, 2011, monthly report reflects savings of \$57,534.30 for City residents during the sixteen months that the program has been in effect in Ormond Beach. Over 1,282 residents have utilized the program during that time. 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 11-8-11 assisting a total of 148 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.

Training & Development Opportunities

- LEAPS Academy conducted the final customer service workshops for all full-time employees on 11-09-11. Ninety-eight (98%) percent of full-time employees have completed the Customer Service training.

Risk Management Projects

- Chamber of Commerce Leadership 2012 meeting; steering committee planning.
- Attended Claims Committee meeting.

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 – Working on RFP with Finance
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - Firewall firmware version upgrade in the planning process – very complex
 - Work Orders: - 43 New work - 45 completed - 39 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,838	Inbound E-Mails Blocked	16,761
Delivered Inbound E-Mails	11,901	Quarantined Messages	176
Percentage Good Email	23%	Virus E-Mails Blocked	23

- Notable Events: Symantec Antivirus Endpoint software upgraded to the new version with enhanced Malware protection. Software and updated definitions rolled out to all workstations and servers including the Email server module which is a vastly improved service.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 1 Corrections: 0
 - Map/Information Requests: 9
 - 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
- Review and Rank RFQ Submittals
- Meeting with OBYBSA

• Athletics

- The Ormond Beach Shuffleboard Club held their weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
- The Ormond Beach Youth Baseball Softball Association (OBYBSA) Lady Renegades continued their fall practices 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 and Cheerleading program practiced this week on Monday, Tuesday, and Thursday at the South Ormond Neighborhood Center Field, as well as the Nova Fields #4 and #5.
- The City's Men's Softball League started their post-season playoffs this week. Seven teams are competing with games held on Monday and Friday.
- The OBYBSA boy's baseball and girl's softball finished up 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 held this week on Championship Field #7 on Monday at 5pm and 7pm.
- The Ormond Beach Pride Football program practiced this week on Monday, Tuesday, and Thursday at Nova Field #1.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center (SONC) outfield and prepped the infield.
 - Cleaned the SONC tennis and basketball courts.
 - At Osceola Elementary School, tended to the infields, tennis and handball courts.
 - At Nova Park, mowed the infields and outfields, and cleaned the Skateboard Park, tennis and handball courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned the restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times during the week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Cleaned Limitless Park daily.
 - Repainted 15 soccer fields, to host the rec. 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 for Golden Spikes League daily.
 - Continue to fix irrigation problems on many fields at all locations.
 - Repainted football field to host the Calvary Christian Academy varsity football games on Friday. Put out trash cans, carpets, benches and prepped for the fans.
 - Finished fall fertilization on all fields.
 - High school soccer has begun their season at the Airport Sports Complex.
 - Began fall inspections of irrigation sprinklers on all fields to prepare for the up coming over seeding of rye grass.
 - Prepared field #7 to host Seabreeze varsity soccer teams this week.
 - Began the last herbicide treatment before rye grass over seeding.
 - Prepped 8 softball fields to host the Lady Renegades tournament.

- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - Big Band America met on Thursday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - 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, Teens, Teen/Adult Ballet, Jazz, and Tap classes.
- Tuesday: Theatre Workshop, Theatre Workshop Dance, Show Club Specialty Dance, Horan Judo, CMT Ballet, Contemporary Dance, and Jazz Dance classes.
- Wednesday: Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT Kindergarten/1st Grade, Teens, Teen/Adult Ballet, Jazz Dance, and Tap classes.
- Thursday: Devito Dance, Show Club Chorus, Show Club Skits, Theatre Workshop, Kopy Kats, CMT Pre-Primary Ballet, Jazz, Ballet, Pointe, and Contemporary Dance classes.
- Friday: Theatre Workshop, Green Dance, CMT 2nd, 3rd, 4th and 5th Grades.
- The Performing Arts Center is preparing to host the following event:
 - Daytona Beach Concert Band benefit for American Legion Post #267, Saturday, November 12th, 3pm to 5pm, \$10.
- 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.
 - Youth Basketball tryouts were held Monday, Wednesday and Thursday.
 - Youth softball tournament was held on Sunday.
 - Adult Basketball was held Tuesday from 6pm to 9pm.
 - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
- 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.
 - Continued sales of Veterans Dinner tickets.
 - Assisted with Walk with the Manager on Thursday, November 10th, 8:30am at The Casements.
 - Assisted with set-up of Ormond Memorial Art Museum Veterans Day Ceremony.
 - Continued with preparations the upcoming Veterans Dinner.
 - Purchased event supplies.
- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday and Wednesday, 1:30pm to 2:30pm.
 - Pre-School: Monday/Wednesday and Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Tuesday/Thursday, 4:30pm to 5:30pm.
 - Level 2 girls: Tuesday/Thursday, 5:30pm to 6:30pm.
 - Level 3 girls: Tuesday/Thursday, 6:30pm to 7:30pm.
 - Level 6 and 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
 - Boys 1: Monday, 4:30pm to 5:30pm and Friday, 3:30pm to 4:30pm.
 - Boys 2: Friday, 4:30pm to 5:30pm.
 - Friday Rec. Gymnastics: Friday, 3:30pm to 5pm and 4:30pm to 6pm.
 - Teen Gymnastics girls: Friday, 4:30pm to 6pm.
 - Power Tumbling: Monday, 7pm to 8pm.

- Cheer Class: Wednesday/Friday, 6pm to 8pm.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
 - Miss Debby's Dance Classes continued on Monday, Tuesday, Thursday and Friday afternoons for the fall season.
 - Miss Brenda's Activity Class for children ages 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.
 - 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.
 - The ReMix: "Second Time Around" Exhibit is featured in the gallery during normal business hours through November 28th.
 - A group of Cub Scouts toured The Casements on Saturday, November 5th at 10am.
 - The International Ministries Youth Council Concert was held in Rockefeller Gardens on Saturday, November 5th from 1pm to 6pm.
 - A baby shower was held at Bailey Riverbridge on Saturday, November 5th from 1pm to 4pm.
 - A wedding was held at Ormond Memorial Gardens on Saturday, November 5th from 4:30pm to 5:30pm.
 - The Garden Club of the Halifax Country met in the gallery on Tuesday, November 8th from 9am to 12pm.
 - The Ormond Beach Garden Club met at Bailey Riverbridge on Tuesday, November 8th from 10am to 12pm.
 - A book signing was held at the Farmer's Market on Thursday, November 10th for Pia Gregorek's new book entitled Pumpkin Girl.
 - A wedding rehearsal was held in Rockefeller Gardens on Thursday, November 10th from 3:30pm to 4:30pm.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Thursday, November 10th from 4:30pm to 5:30pm.

- A wedding rehearsal was held in Rockefeller Gardens on Thursday, November 10th from 6:30pm to 7:30pm.
- Staff assisted with the setup and strike of the Veterans Day event at Ormond Memorial Gardens on Friday, November 11th.
- A wedding ceremony was held in Rockefeller Gardens on Friday, November 11th from 2pm to 6pm
- A wedding ceremony was held in Ames Park on Friday, November 11th from 2pm to 3pm.
- A wedding ceremony was held in Ames Park on Friday, November 11th from 4pm to 5pm.
- A wedding ceremony was held in Ormond Memorial Gardens on Friday, November 11th from 4pm to 5pm.

- Parks and Irrigation
 - Finished flushing system, nuzzling heads, and cleaning up debris at Santa Lucia medians.
 - Repaired a stuck valve at City Hall.
 - Repaired damage from vandalism at Milton Pepper Park; relocated some heads, replaced and repaired others.
 - On West Granada Blvd. streetscapes, went through the system and repaired damaged heads.
 - At Cassen Park, went through the system and repaired broken heads.
 - Repaired broken line and rotor on the northwest side of Granada Bridge.
 - Repaired broken heads in front of Xpress Lube where the Water Dept. was making repairs.
 - Responded to a call of water line break on Country Club median. The gate valve handle was broken. The Reuse Dept. responded later and was able to turn off main.
 - Went through system at I-95 and Granada Blvd. in response to a report of a broken head or water line.
 - At Rockefeller Gardens, went through the system and repaired any problems.
 - Responded to a call to the Spanish Wells lift station that the water was running. Repaired the controller and solenoid.

- Building Maintenance
 - Trimmed palm trees at Riviera Park.
 - Installed new boat bumper guards at Cassen Park docks.
 - Installed A.E.D. devices at Airport Sports Complex.
 - Installed new rooftop AC unit at the P.A.C.
 - Installed new BBQ grill at Riviera Park.
 - Repaired fence railing at South Ormond Center.
 - Performed monthly preventive maintenance on electronic gates at controlled access facilities.
 - Repaired the ADA door at City Hall Commission Chambers.
 - Installed a new memorial plaque at Ormond Memorial Gardens.
 - Replaced steps on the front entrance at Bailey Riverbridge Gardens.
 - Replaced exhaust fan in restroom at fire station #94.
 - Repaired sink in ladies restroom at Central Park I.
 - Repaired toilet in ladies restroom at Public Works Admin. Office.
 - Repaired leaking water cooler at Sanchez Park.
 - Installed new signage on gates at the Ormond Beach Municipal Airport.
 - Conducted weekly inspections of the Ormond Beach Municipal Airport.

Police Department

- Administrative Services
 - Attended rescheduled Fall Festival at Tomoka Elementary School
 - AV Tutorial in Commission Chambers
 - Employee disciplinary hearing
 - Weekly PD and Department Head staff meetings
 - Contract negotiations with Fraternal Order of Police Union
 - Citizen Law Enforcement Advisory Board meeting

- Community Outreach
 - Twelve youth participated in the Science on Patrol program held at Ormond Beach Elementary School on Tuesday, November 8th. This week youth studied DNA.
 - Tutors R Us continued. Currently 20 youth are enrolled in the program.
 - Preparations were made for the upcoming Outback Steakhouse fundraisers.
 - READ Program schedules were reviewed for the winter session.

- Community Services & Animal Control
 - Animal calls responded to : 50
 - Animal Reports: 5
 - Animal Traps issued: 4
 - Animal Licenses: 8
 - Animals to FHS: 14
 - 1 Dog
 - 13 Cats
 - 1 kitten fostered by CSO Owen
 - Signs of bear activity in Spring Meadows Sub Division. No bear actually sighted.
 - Bear information flyers with information handed out.

- Criminal Investigations
 - Cases Assigned: 25
 - Cases Cleared by Arrest/Complaint Affidavit: 6
 - Cases Exceptionally Cleared: 5
 - Inactive: 6
 - Fraud: 5
 - Burglary Business: 0
 - Burglary Residential: 9
 - Larceny Car break: 3
 - Grand Theft: 5
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 0
 - Missing Persons: 3
 - Recovered Missing Persons: 2
 - Robbery: 0

Narcotics

- 2 Search warrants served
- 1 Knock and Talk

Comments

- There has been a recent string of residential burglaries in the Bear Creek Subdivision. Investigators have identified a male and female adult for these burglaries and

investigators have located or recovered numerous items that were stolen. Investigation continues.

- DNA Evidence came back from FDLE linking a known subject to a armed robbery that occurred back on July 28th at the trails Publix. The subject discarded his shirt as he fled the area and the shirt was submitted for DNA analysis.
- A stolen vehicle was recovered after it was stolen from the Lowes Store. Ormond Beach Evidence processed the vehicle and lifted several prints. A known car thief's prints were found in the vehicle and charges have been filed.
- Two vehicles stolen from the Forest Hills were found scrapped at a local junk yard. The investigation revealed that a subject currently in the Branch Jail was responsible for the theft. Charges Filed.
- Records
 - Walk - Ins / Window 147
 - Phone Calls 163
 - Arrest / NTA'S 14
 - Citations Issued 121
 - Citations Entered 122
 - Reports Generated 109
 - Reports Entered 106
 - Mail / Faxes / Request 68
- Patrol
 - Total Calls 1,492
 - Total Traffic Stops 181
- Operations – 11/02/11 – 11/08/11
 - 11/02/11** Burglary/Residence – Beartooth Path; suspect took Poulan chainsaw from work shed.
 - 11/02/11** Trespass – Birthplace of Speed Park; two intoxicated males found drinking mouthwash were trespassed from the park.
 - 11/02/11** Warrant Arrest – McIntosh; disturbance call regarding several subjects wrestling in front yard of residence. One subject had open warrant and was arrested.
 - 11/02/11** Battery/Domestic Violence – Shadow Lakes; husband struck his pregnant wife during an argument and claimed she had struck him earlier. The husband was arrested and a complaint affidavit was filed on the wife, both for domestic battery.
 - 11/02/11** Burglary/Vehicle – W Granada Blvd/Walmart; subject entered the victims vehicle through the front door that was left standing open while the victim was loading items in the back. Subject took the victim's purse that was on front passenger seat and which contained multiple credit cards and cash.
 - 11/02/11** Burglary/Residence – Northbrook Dr; front door of residence was left unlocked and suspect entered residence and took a bottle of prescription medication/pills. Identity of a suspect is known.
 - 11/02/11** Narcotics Arrest – W. Granada Blvd.; adult female arrested for possession of prescription pills during a search of her vehicle following a positive alert for narcotics by K9 Dawny.
 - 11/03/11** Marchman Act – Rivergate Plaza; intoxicated subject wandering around the plaza. Officers were unable to contact any friends or relatives to respond and take custody of the subject. Subject was taken to VCBJ.
 - 11/03/11** Burglary/Business – Clyde Morris; paint sprayer removed from shed – serial number entered into NCIC/FCIC database.
 - 11/03/11** Suicidal Person – Granada Bridge; Suicide Prevention Hotline advised they were on phone with suicidal female attempting to jump off bridge. The subject was located and Baker Acted without incident.

11/03/11 Battery/Domestic Violence - Bryant Street; adult female head butted her live-in boyfriend. The female, who is 23 weeks pregnant, was charged with domestic violence/battery. The boyfriend left the residence for the evening.

11/03/11 Theft/Criminal Mischief – Buena Vista Avenue; two adult males were arrested for stealing copper wire from an FPL power pole and causing minor damage. One suspect also had open warrant for violation of probation.

11/04/11 Car break – Byron Ellinor Dr; purse taken from an unlocked vehicle.

11/04/11 Death/Undetermined – Parkside Drive; elderly female of apparent natural causes. No foul play suspected. Medical Examiner responded to scene.

11/04/11 Fight – Moreland/S Nova; two juveniles got into a physical altercation while at the bus stop. The parents of both juveniles were contacted. Both declined to press charges.

11/04/11 Fraud – Ocean Pines; victim discovered unauthorized activity on her bank account. Credit card was cancelled by victim.

11/04/11 Grand theft – Fisherman's Circle; jewelry taken from victim's residence and pawned. Suspect has been identified/confirmed through pawn shop records.

11/04/11 Car break – Gold's Gym; money taken from unlocked vehicle.

11/04/11 Domestic Disturbance – New Britain; female arrested for hitting boyfriend during an argument. She became combative with officers when they went to place her under arrest, attempting to bite the two officers.

11/04/11 Missing Juvenile – Ormond Beach Middle School; juvenile male got in trouble with School Resource Officer for possession of narcotics paraphernalia while at the school and didn't go home.

11/04/11 Warrant Arrest – S Atlantic Avenue – Adult female arrested on two (2) open warrants for fraud.

11/04/11 Agency Assist – Daytona Beach Police Department; Ormond Beach Breath Test Operator assisted DBPD in arrest of subject for driving under the influence in their jurisdiction.

11/05/11 Trespassing – S Nova Road/Sunrise Café; adult male trespassed from Café.

11/05/11 Traffic Crash – N Nova Road/N US Hwy 1; female driver failed to see red arrow to turn left on US1 and pulled into the path of a northbound vehicle in US-1.

11/05/11 DUI Arrest – S Yonge St/Hand Ave; adult male arrested for driving under the influence. BTO breath analyzer results of .212 and .204 BAC.

11/05/11 Battery/Domestic Violence – Mary Ann Terrace; adult female arrested for domestic violence battery on husband.

11/06/11 Burglary/Residence – Koala Bear Path; TroyBilt generator stolen from open carport.

11/06/11 Burglary/Residence – Grizzly Bear Path; suspect entered rear of home by cutting rear screen to porch. Two guitars taken.

11/06/11 Sexual Abuse – report of possible abuse between juvenile family members occurring in Daytona – DBPD contacted and advised report had been filed on 11/05/11 – DCF contacted to confirm – case turned over to DBPD.

11/06/11 Stolen Vehicle – Maplewood Trail; victim stated he allowed female friend to use vehicle and she didn't return the vehicle at the time agreed upon. While report was being filed the female showed up with the victim's car. Victim declined to press charges.

11/06/11 Domestic Violence arrest – Thomas Street; male subject began throwing items at his girlfriend who fled to bathroom for safety. The female subject called her sister who called 911 while male subject could be heard kicking the bathroom door. The male subject was arrested for domestic violence battery.

11/06/11 Baker Act; victims boyfriend called 911 advising his girlfriend had fallen asleep after taking several prescription pills and drinking alcohol heavily and he could not wake her. The victim was transported to Halifax by EVAC under Baker Act for treatment.

11/07/11 Shoplifting – Walmart; adult female issued a Notice to Appear for retail theft.

11/07/11 Domestic violence – River Ridge Trail; girlfriend claimed boyfriend pushed her during a dispute over his motorcycle and had also pushed girlfriend's 16 year old daughter as

he was leaving. The male was arrested for domestic violence battery. During his arrest he was found to be in possession of a small amount of codeine and methamphetamine in his pocket. Possession of narcotics charge also filed.

11/08/11 Burglary/Residence – Misty Falls; tools and power cord taken from shed.

11/08/11 Domestic Disturbance – E Victoria Circle; boyfriend and girlfriend involved in a physical altercation. The male subject was arrested for domestic violence battery.

11/08/11 Burglary/Residence – Jamestown; jewelry and money taken.

11/08/11 Baker Act – Putnam Ave; female subject left a Facebook message that she was going to kill herself. A friend of the subject read the Facebook message and contacted OBPD. The subject was located at her residence with signs of small cuts to her wrist from a piece of broken glass. Subject was Baker Acted and transported to Halifax Hospital for treatment.

11/08/11 Disturbance – Scottsdale Drive; an adult female was heard yelling profanities to her boyfriend over the phone while standing outside of her residence. An anonymous neighbor called OBPD reporting the female subject outside of her residence yelling and disturbing the peace. The female would not initially comply with officer's request to stop yelling and was secured for safety purposes. She was turned over to her mother after she had calmed down.

11/08/11 Suspicious Vehicle – Ormond Lakes Clubhouse; adult male and female found sitting in their car behind the Ormond Lakes Clubhouse were arrested by officers after they were found to be in possession of narcotics paraphernalia.

Crime Opportunity Reporting Cards handed out to citizens: 100

• Traffic Unit

- 11-10-00103, Single motorcycle crash in the 400 block of N. Tymber Creek. Two dogs ran out in front of a motorcyclist and the motorcycle rider locked up his brakes to avoid hitting the dogs, sliding approx. 50ft. He had minor injuries but was transported to the hospital. Tymber Creek was closed for 20 minutes due to the crash.
- 11-10-00075, Crash / City Vehicle, 1521 West Granada Blvd. Ofc Brennan was involved in a minor rear end crash. He stopped for a red light in his police car and was rear ended by a pick up truck. No injuries were reported and there was minor damage to the police car. No damage to the truck.
- 11-10-00109, Crash at Nova Road and Fleming Ave. The crash had minor injuries however southbound Nova Road had two lanes closed for 30 minutes and eastbound Fleming was closed for 30 minutes.
- Three officers attended a motorcycle training seminar at Destination Daytona. There were over 70 other motor officers from all over the southeast United States. Ofc Borzner finished first place in his class.
- SMART trailer was deployed in the 600 BLK of Riverside Drive for a 24 hour survey.
- Traffic Citations 85
- Parking Citations 1
- Crash - No Inj. 8
- 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
 - 300 BLK S. Ridgewood Ave
 - Enforced Complaints:
 - Clyde Morris Blvd.

- Old Kings Road
- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 3 Cases Initiated
 - Zone 2: 9 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 5 Case initiated
 - 9 tree removal permit requests
 - 31 signs either removed or sign cases created.
 - Administrative staff assisted with twenty-eight (28) 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 one, two and three are new cases.

Zone 2

Case 1 - Riviera Park – Received a complaint about derelict/abandoned vessels at Riviera Park. Both vessels have current registrations. Both vessels have had a transfer of registered owner within the past 5 months. NID will attempt to make contact with the owner of the 31' Trojan and inquire as to his storage intentions (registration reflects an Inverness, FL address). Fresh Water Commission (FWC) has advised that the new owner of the 23' Olympic plans on relocating the vessel to Daytona Beach (registration reflects a Daytona Beach address). FWC will provide us with a contact phone number for the owner of the 23' Olympic.

Case 2 - 104 Ormond Parkway – Received a complaint about a boat parked in the driveway. The boat was observed at the time of the initial inspection. The boat has since been removed.

Case 3 - 114 Ormond Parkway - Received a complaint about a boat in the driveway. The boat was observed at the time of the initial inspection. The boat has since been removed.

Public Works

- Engineering
Construction Projects
 - Alcazar-Buena Vista Drainage Area Improvements - The new 8" watermain installation along Arroyo Pkwy was completed and pressure tested and tied into the South Beach Street watermain. Site restoration was worked on along the south side of Alcazar, the east side of Seville St, north half of Buena Vista Ave and on Cordova Ave. Driveways and sidewalk impacted by the utility work were replaced along Alcazar Ave and Seville St.
 - Selden Avenue Road and Utility Improvements – Completing final contract closeout.
 - Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Received and opened bids. Four bidders submitted. Staff and consultant are reviewing the bids for award recommendation.
 - 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 the Don Bell. Hall submitted the permit application and structural engineering 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 with many new upgrades.
 - Fortunato Park Medjool Palm Transplant – The raised brick planter at the corner of Granada and John Anderson is scheduled to be removed by the end of the month. The

- palm root ball has grown too large and slowly broken the concrete planter. The palm tree will be pruned and installed in the ground at the same location.
- CCTV Surveillance - Updated DVR Firmware and programmed the functions and CCTV's installed in Sports Complex office.
- US1 & SR40 - Contacted FDOT on contractor not completing the installation of standby switch.
- 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 Planning Board on the PBD submittal was scheduled for November 10th.
- SR40 Sidewalk / Trail Phase III - Responded to FDOT construction regarding schedule.
- Ormond Scenic Loop Wayfinding Signage Assessment Plan - Coordinated with consultant on issues arising from meeting and work to be done. Contacted CME for volunteer hours and issues that came up in City Commission meeting.
- Granada Utilities Underground - Coordinated and conducted a meeting for AT&T, FPL and Bright House. Provided additional plans and aerials.
- Wooden Pedestrian Walkway Lighting Replacement – Staff is soliciting quotations to repair the existing railings and replace decking per the \$25K budget.
- Central Park Paving – Design plans are approximately 70% complete.
- Tomoka State Park - Responded to FDOT construction regarding schedule.
- SR40- Nova to A1A Interconnect - Boring on beachside is completed. Bored from US 1 to 80 feet east of Orchard. Compiled Change Order #1 for additional camera at Orchard St.
- Mast Arm Replacement - Attended pre-construction meeting.
- 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 from County once the widening project is approved.
- Roadway Resurfacing - Plans and specifications are being finalized 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.
- 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.
- 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 bids to purchase the replacement fixtures.

- Wooden Pedestrian Walkway Lighting Replacement - Coordinated with consultant on issues arising from meeting and work to be done. Contacted CME for volunteer hours and issues that came up in City Commission meeting.
- 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 submitted plans and staff has reviewed with the consultant and the consultant is addressing staff's final comments.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May storm event. Sent final plans to FEMA for approval. Modification No.1 to the agreement was approved by the CC at 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.

Department Activities

Administration

- Arranged meeting and compiled documents relating to the Well 21A easement with surveyor and staff.
- Reviewed submittals of qualifications for candidates for the construction manager at-risk contracts.
- Processed project invoices/pay requests totaling \$4,217
- Prepared work authorizations totaling \$76,740
- Prepared requisitions/purchase orders totaling \$23,257

Customer Service

- Completed and provided additional documents and sketches relating to the location and ownership of the south line of Casements Drive per Streets Div request.
- Completed final update of the exhibit sketch for proposed dock requirement changes for insertion in the LDC per Planning Div request.
- Began finalizing the sketch and legal descriptions pertaining to the multiple right-of way vacations at the Water Treatment Plant per GIS Div. request
- Tree locate at 200 Central Ave. per Streets Div request.
- Researched and located and provided documents relating to the ownership and maintenance responsibilities of the stormwater retention pond located at 60 Bramblewood Ln per Utilities Div. request.
- Contacted consultant for TECO on permit for Hull Rd and the downtown project with various conflicts.

Meetings

- FDOT EEO/DBE training update on changes to reporting.
- City Commission made presentation on OSL final report.

Other

- 12 projects were inspected.

- Environmental Management

- Street Maintenance

- Asphalt / Concrete

- Sidewalk concrete repairs at 1406 N. Beach Street, 166 Roberta Road and at Harvard & A1A
 - Pulled forms & backfilled on N. Beach Street and at 166 Roberta
 - Pulled forms on Buckingham
 - Asphalted a patch on Orchard & Arroyo
 - Asphalted a utility patch at Poplar & Acacia Court
 - Repaired an asphalt depression at Rosewood & US1
 - Backfilled and formed a sidewalk at Harvard & A1A

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
 - Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
 - Trimmed at various bus stop benches
 - Maintenance and tree inspection citywide
 - Hauled debris Nova/Transfer Station
 - Saw and Equipment Maintenance at Public Works
 - Trimmed trees on N. St. Andrews, Hernandez Ave., Highland Ave., Arroyo Parkway, Sauls St., 533 S. Atlantic, and Nova Rd. at the RR tracks
 - Trimmed on FDOT Right-of-Way locations
 - Stump removal at various citywide locations
 - Cleaned up the hill on Nova Road
 - Cut up holly tree on Williamson and tree at 54 Melrose Ave.

- 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 on SR40
 - Changed out Streetscape banners to "Birthplace of Speed" on SR40 (Granada Blvd)

- Sign Shop

- Repaired or replaced signs at the following locations:
 - Reinstalled the OB Presbyterian Church sign at the NE corner of Amsden Road
 - N/end Nova Recreation, reinstalled a stop sign hit by a vehicle
 - Vining Ct. & S. Atlantic Ave., straightened the stop sign post
 - Bosarvey Dr. & S. Atlantic Ave., straightened the stop sign post
 - Seville St. & S. Beach St., replaced the missing Seville St. street name
 - Byron Ellinor Dr. at Fire Station #91, repaired a playground warning sign
 - Fortunato Park, installed a "No Parking on Grass" sign
 - Continuing renovation of the way finding sign located on S. Yonge St. just north of Arroyo Parkway. To date the Sign Shop has completed the 48" x 36", "Welcome to Ormond

Beach" sign. The 30" x 12" Casements sign has also been completed. Staff is currently working on the wording to be used on the two 32" x 46" panels.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Prepped dump trailer E182 – steam cleaned & put rust inhibitor on
- Cut down trees over FPL ditches to assist McLane Excavating in digging ditches
- Vacon – used on Arroyo Parkway at Garden Lane and on Orchard
- Cleaned out weeds in Central Park III pond around dock for the Fire Department so they could test vehicles there
- Reachout Mowing and Slope Mowing on SR40
- Spraying ponds on SR40
- Ditch spraying on Arroyo Parkway
- Ditch inspections on US1, SR40 and Northbrook
- Outfall inspection at 1501 Oak Forest Drive
- Worked on Central Park III fire truck test system for Fleet
- Met with homeowner about cleaning pond on his property at 60 Bramblewood Drive

Street Sweeping - Streetsweeper

- 125.6 miles of road cleaned
- 30.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week

26,935

PM Services completed for the week:

Emergency—Vehicles and Equipment

5

Non-Emergency Vehicles and Equipment

21

Road Calls for the week:

0

Accidents for the week:

2

Quick Fleet Facts:

- Fleet has 11,159 gallons of unleaded 7,013 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 – Reviewing Draft Report for modified operating protocol. Meeting with the consultant is scheduled next week.

- 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 – Record drawings for the influent structure bypass were received and are being used to prepare design drawings for the 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 was prepared and sent to the engineering drafting department for use in preparing the design.
- 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. The apparent low bidder is Masci Corporation at \$6.4 million. Bidders are being evaluated for eventual award recommendation to CC.
- Fire Hydrant Replacement Program – A City Commission memo was prepared recommending early renewal and 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. Daily operation reports are being prepared and distributed to the contractor, consultant and pump manufacturer to keep all of the parties apprised of the pump operation. 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 scheduled on November 15th 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. Conduit is being installed from the electrical building. Obtained Operation and Maintenance Manuals for the bar screens and distributed them to the maintenance group. Quotations solicited for replacement of two isolation valves found defective inside RAS/ WAS Building.
- Lift Station Repair and Replacement Project – All work completed. A final acceptance form is being prepared to send to the contractor requesting that a final pay application be submitted.
- Town Square and Lift Station 4M1 Rehabilitation – Front end specifications through section 0800 are completed. Technical 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 Garden Plaza, U Stor-It and draft comments were prepared. Discussed 1001 Tomoka Road at the SPRC meeting and reviewed revised comments from the design engineer. An FDEP permit application for the pump

- station and force main was requested from the Engineer. A final walk through was performed at Tire Kingdom on Williamson Boulevard.
- Transfer Station Lift Station Upgrades – Final plans are being prepared by the consultant
 - Sewer Use Ordinance – received additional review comments from FDEP this week. Will prepare requested modifications for return submittal and coordinate same with Legal Department.
 - Attended Coffee with Commissioner Kent to discuss water quality and Fluoride application for the City's Water Distribution System.
 - Coordinating meter investigation and accuracy sampling activities with Finance Dept.
 - Utilities Mgr. completed self study of NIMS EMI 200, 700 and 800 Courses. Forwarded certificates to Fire Admin.

Public Works – Utilities Division

- Water Distribution
 - Exchanged 36 residential water meters, Installed 5 new water service.
 - Responded to and/or repaired 10 water service leaks, Assisted 2 customer with misc. water complaints.
 - Flushed 1 cloudy water complaints, 4 low pressure complaints, replaced 9 meter boxes
 - Repaired and tested 2 City owned backflow preventers.
 - Performed an accuracy test on a 3" water meter, tested accurate.
 - Connected 25 water services to the new water main on Alcazar Ave. recently cleared for use.
 - Connected the 2" water main on Arroyo Parkway to the new 8" water main on Buena Vista Ave to keep Arroyo Parkway in water until the water/stormwater project is complete.
 - Water main breaks: 2-2" GSP mains on Azalea Dr and Roberta Rd, and an 8" break on the northwest corner of S. Atlantic Ave and Harvard Dr.
 - Replaced the fire hydrant on Sandpiper Lane in Hidden Hills Subdivision.
 - Flushed the Arroyo Parkway Area. Replaced the filter and flushed and exercised valves for a scheduled fire hydrant replacement.
 - Repaired the permanent flushing device on Creek Bend Way; installed a flushing device for McClain Insurance at the Ormond Mall; flushed 59 Arroyo Parkway.
 - Utility locate service for Water/wastewater/reuse: 46 normal, 1 emergency locates this week.
 - Rescind the boil water alert for Sandpiper Lane and S. Atlantic Ave shutdowns.
 - Backfill and compact excavations on Sandpiper Lane, S. Atlantic Ave, Azalea Dr, Cordova Ave.
 - Clean and organize all storage areas and service trucks.
- Water Treatment
 - Delivered to the City 34.409 million gallons for the week ending Nov. 6th, 2011 (4.916 MGD)
 - Backwashed 9 filters for a total of 353,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full operational load for routine PM.
 - On Oct. 31st began temporary disinfectant conversion to free chlorine to last for 3 weeks ending on Nov. 21.
 - Sampled, cleared and rescinded three Precautionary Boil Water notices.
- Waste Water Collection - Reuse
 - Crews responded to one trouble call out west in the Breakaway/Hunters Ridge area and two in town.
 - Rehabbed pep tank at Central Park for building maintenance.
 - Installed new pep tank at 25 Lake Vista Way and 19 Black Pine Way.
 - Televised six sewer laterals.

- Blow off US-1 6" force main due to high pressure. Replaced 2" blow off with new this week.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course.
- Checked irrigation system at Breakaway Trails and Hunters Ridge.
- Cleaned all buildings and fueled all equipment for the weekend.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.30 Million Gallons.
 - Produced 14.75 Million Gallons of Reuse.
 - Produced 12.55 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.90 MGD, plant designed for 6 MGD.
 - Hauled tons of sludge 120.50 (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 pump and motor on Well 33H.
 - Checked Standish storage tank level indicator, found indicator functioning properly. Found automatic fill valve leaking by. Ordered replacement 8" butterfly valve and actuator.
 - Attended Rotork Valve actuator training class.
 - Completed alignment of High Service pump #4. Machine shop has to fabricate new coupler for plug valve and air actuator as new 12" plug valve stem is larger.
 - Continued with installing new pipe support clamps for LPRO equipment. Contractor did not allow for vibration wear on piping when selecting proper clamps.
 - Water plant Foreman out for 4-6 weeks for surgery.
 - Rebuilt Caustic pump and placed on shelf for inventory.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
 - Performed PM's to LPRO and Lime Softening Plant equipment.
 - Performed Booster Station PM's.
 - Cleaned shop and put away spare parts.
 - Performed Reuse pump station PM's and repairs.
 - Attended Weekly staff meeting.
 - 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. Having to deragg every 24 Hours of runtime per pump. Pump 3 still out of service.
 - Replaced VFD cooling fans on RAS pump #2.
 - Removed old 220 volt electrical equipment at Central Park liftstation and replaced service feed with 120V PEP system for Collections Division. This will allow them to install a Tsumi grinder pump system which is the same as installed in Breakaway Trails and Shadow Crossings.
 - Digester Blower #1 – adjust drive belt as needed.
 - H.D.C. – underground water leak – dig up and repair pipe as needed.
 - Training – Riley – M.O.T. Recertification @ Daytona NSC.
 - Reaeration Tank – deragg all 4 submersible aerators – repair foot on #1 Outboard.
 - Continue welding and fabrication of Post anoxic drop bearing assembly housing.
 - 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.
 - 5M – pump down and wash down wet well – break up scum layer in wet well.

- Submersible Aerator #2 Inboard – replace with refurbished inventory
- 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.