

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 18, 2011

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Clerk, Fire Chief, and HR Director
- Biweekly meeting with Finance Director and Assistant City Manager, and Planning Director, and Economic Development Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Attended Veterans Day Celebration Dinner
- Met with Mayor Kelley and Commissioner Boehm
- Attended Shade Meeting with City Commission to discuss collective bargaining issues.
- Attended City Commission Meeting
- Attended meeting regarding the Waste Water Treatment Plant Rehabilitation/Influent Pump Station with staff and contractors/consultants
- Attended FCCMA Executive Committee Conference Call
- Attended Neighborhood Improvement Advisory Board Meeting
- Attended Daytona Chamber Eggs & Issues Breakfast Meeting
- Attended Pace Analytical Open House/Ribbon Cutting
- Attended FCCMA Conference Committee Online Meeting
- Spoke with Main Street Executive Director Maggie Sacks regarding banners.

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.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Sent legal advertisements for Brownfield Designation public hearings scheduled for December 8, 2011 (Planning Board) and January 3, 2012 (City Commission) to the News-Journal for publication.
- Prepared and sent confirmation letters to Invocation volunteers for 2012 City Commission meetings.
- Agenda packet preparation for the December 1, 2011, City Commission meeting.
- Completed interviews for the Office Assistant III opening in Support Services.
- Weekly Meeting with the City Manager on Friday.

Status of Ongoing Projects

- Elections:
 - Continued 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:
 - Completed second round of testing after vendor made requested changes.

Community Development

- Planning
 - Completed the final revisions from internal review of the Interlocal Boundary Agreement for submittal to Volusia County.
 - Completed evaluations for all Senior Planners that were due in October.
 - There is a retreat for the TPO Board in January to discuss the implications of the 2010 Census on the TPO. It appears that Palm Coast will join the Volusia County TPO and probably Flagler County. This joint consolidation based upon the population will directly affect the existing voting membership of the TPO Board. Combined with most of the existing Volusia County Council along with several cities due to term limits, the TPO Board is likely to look totally different than it appears today.
 - Issued a requested zoning determination from a realtor for 91 Live Oak. Department's determination was that a single family house was illegally converted (no permits on file) to a triplex. Multifamily is not permitted in R3 zoning. Since this is an unlawful use, no legal nonconforming status can be granted. The only option is to convert back to a single family house or appeal the Planning Director's determination to the City Commission.
 - The Federal Emergency Management Agency (FEMA) is currently in the process of updating the Flood Insurance Rate Map (FIRM) in the City of Ormond Beach. Adoption of the new map panels is anticipated towards the end of 2012.

Based upon a review comparing the Preliminary FIRM and the last updated 2003 FIRM, it appears that approximately 800 properties in Ormond Beach may be going into the **high risk special flood hazard area**. Any property mapped into a high-risk area will be required to purchase flood insurance if the owner has a mortgage through a federally regulated or insured lender. Also, 900 properties were identified as coming out of the high risk special flood hazard area and flood insurance will become optional for those owners. Notices will be sent out to affected property owners in January 2012 after meeting with the City Commission to provide an update. In January 2012, additional information including a list of potentially affected properties, frequently asked questions, and contact information will be posted on the City of Ormond Beach website.

- Building Inspections, Permitting & Licensing
 - 50 permits issued with a valuation of \$490,595.00
 - 201 inspections performed.
 - 6 business tax receipts issued.
- Development Services
 - The following activities occurred related to SPRC:
 - Finalizing staff review comments on the Ormond Crossing submittal.

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 worked 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 held on November 18 was well attended.
- 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 Strategic Economic Development 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 is planned to invite the proposal applicant to provide additional detail. The applicant has requested the meeting be scheduled for the week of January 9. Once the evaluation process is completed, staff will transmit the findings to the City Commission.
- 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 business survey results to the Center For Business Excellence Board of Directors.
- Staff met with the Main Street Economic Restructuring Committee to formulate strategies for redeveloping underutilized properties.

Airport Operation and Development

- Staff worked to oversee contractor activity at the airport this week regarding the project to address obstacle clearing near the runways and taxiways. 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 compiled and submitted the FDOT Active Aviation Grants Status Report this week.
- Staff completed and submitted responses to the FASP (Florida Aviation System Plan) 2025 Strategic Plan Update this week. In 2005, FDOT in cooperation with the FAA and

- Florida's Public Airports developed FASP. The system plan incorporates the traditional aviation system planning elements provided for in most state aviation system plans. However, the FASP 2025 includes an analysis of the Intermodal aspects of the State transportation system and a strategic planning element which identifies seven strategic goals and the approaches, measurements and recommendations to achieve these goals. This update to the system plan also includes the development of a statewide aviation database, called the Florida Aviation Database (FAD).
- 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 55 Journal Entry Batches (# 5262 – 5274 and # 464 - 573).
 - Approved 21 Purchase Requisitions totaling \$66,997.04.
 - Issued 21 Purchase Orders totaling \$58,829.03.
 - Posted Addendum No. 3 for Bid No. 2011-05, SR40 Multiuse Trail Phase 3 from Old Tomoka Road to Airport Road Extension, to DemandStar on 11/10/2011.
 - Held Evaluation Committee meeting for RFP No. 2012-03, Professional Janitorial Services, on 11/11/2011.
 - Held bid opening for Bid No. 2011-05, SR40 Multiuse Trail Phase 3 from Old Tomoka Road to Airport Road Extension, on 11/14/2011. Ten (10) bids were received.
 - Held bid opening for Bid No. 2011-27, Tomoka State Park Multiuse Trail from Beach Street to Inglesa Avenue, on 11/14/2011. Seven (7) bids were received.
 - Prepared 156 Accounts Payable checks totaling \$750,815.41 and 41 Accounts Payable EFT payments totaling \$672,379.89.
 - Prepared 47 Payroll checks totaling \$45,865.37 and 314 Direct Deposits totaling \$430,286.45.
 - Transferred IRS 941 payment of \$160,751.05.
 - Processed 3,731 cash receipts totaling \$944,737.17.
 - Processed 888 utility bill payments through ACH totaling \$63,664.78.
 - Processed and issued 5,447 utility bills with billed consumption of water of 31,348k.
 - Issued 724 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Winter Holiday Party (12/16)
 - Annual Christmas Gala (12/2 – 12/4)

- Thanksgiving Holiday Waste Collection Schedule
- Hygienic Goods Drive to Benefit the Jewish Federation of Volusia and Flagler Counties
- Men's Winter Softball League
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Holiday Parade City services meeting.
 - Submitted the Sea Turtle Grant for funding for educational displays for the Andy Romano Beachfront Park.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 5
- Hazardous: 2
- EMS: 70
- Motor Vehicle Accidents: 14
- Public Assists: 37

TOTAL CALLS: 131

- Aid provided to other agencies: 9 calls – Volusia County (6), Daytona Beach (2), Holly Hill (1)
- Aid received from other agencies: 4 calls – Volusia County (3), Daytona Beach (1)
- Total staff hours provided to other agencies: 11 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: 22
- Total EMS patients treated: 62

Training Hours

- Aircraft Accident Safety : 8
- Customer Service: 27
- Driving: 4
- Fire Protection Systems: 4
- Ladders: 6
- Policy Review: 4
- Preplanning: 5
- Terrorism: 29
- Technical Rescue: 12

TOTAL TRAINING HOURS: 99

Station Activities

- Updated 20 pre-fire plans.
- Inspected 209 hydrants.
- Provided tour of Station 91 to group of cub scouts.
- Gave presentation of fire truck to children at Calvary Christian Pre-school.
- Participated in Fall Festival at Church of the Holy Child.
- Attended Veteran's Day ceremony.

Significant Incidents

- 11/7/11, 8:55 AM: N Tymber Creek Rd – Motorcycle Accident – Two hunting dogs crossed road and was struck by motorcyclist causing bike to crash – motorcyclist was found lying in roadway blocking both lane of roadway – patient transported to hospital – dogs slightly injured and transported by Animal Control.

Operations

- Attended Volusia County Fire Chief's Association Operations Training Committee meeting.
- Participated in "Walk with the City Manager" event.

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 with a closing date of 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 with a closing date of 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 were 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. Interviews will be scheduled after the Thanksgiving holiday.
- 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.

Job Offers

- Police Department – Police Officer candidate, Michael Garner, selected from eligibility list and has started process for pre-employment requirements.
- Police Department/Neighborhood Improvement-Office Assistant III. A conditional offer of employment has been extended and candidate has been cleared for employment pending PD background check.
- Public Works Department/Fleet Operations – Mechanic II. Interviews have been completed and candidate has been selected to fill the position. Pre-employment processing began on 11-16-11.

Terminations/Resignations/Retirements

- FY Attrition – M/E 10-31-11: 0% (excluding retirements)
- Police Department – Police Officer retired effective 11-07-11.
- Public Works – Wastewater - MWII resigned effective 11-18-11.

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.

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20th and November 9th, 2011. **Last training sessions were held on 11-09-11. 98%** of full time employees have completed the Customer Service training.

Risk Management Projects

- Attend Risk Advisory Board Conference Call-2012 Education Committee Planning Session
- Attended Workers' Compensation Litigation for Risk Managers Seminar
- Attended deposition for liability claim

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Collaborating on the RFP document with Finance and Planning.
 - iSeries system (HTE Sungard Naviline) - IBM PTFs applied to the iSeries
 - Windows Servers: - All Servers updated to current Microsoft patches
 - Networking System: - None
 - Work Orders: - 47 New work - 52 completed - 34 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	26,751	Inbound E-Mails Blocked	16,838
Delivered Inbound E-Mails	9,913	Quarantined Messages	175
Percentage Good Email	37.1%	Virus E-Mails Blocked	75

- Notable Events: Attended FLGISA regional event at Cisco office in Orlando.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 1
 - Map/Information Requests: 17
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - City Manager Staff Meeting
 - City Commission Meeting
 - Review and Rank RFQ CM @ Risk Submittals
 - City Services Meeting – Holiday Parade
 - Staff Budget Review Meeting
 - Environmental Learning Meeting with FSU Students
- 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 Thursday nights.
 - The City's Youth Flag Football program finished their season this week at the Sports Complex on Thursday night.
 - The City's Coed Softball League finished their post season playoffs on Wednesday night.
 - 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 finished their post-season playoffs this week on Friday night.
 - The OBYBSA girl's softball finished up their fall game season this week at the softball quad at the Sports Complex.
 - The Seabreeze High School boy's and girl's soccer teams continued practicing at the Sports Complex on fields #6 and #8. Practices are held on fields #5, #6, and/or #8. Games were also held this week on Championship Field #7 on Monday and Friday at 5pm and 7pm.
 - The Ormond Beach Pride Football program practiced this week on Monday, Tuesday, and Thursday at Nova Field #1.
 - The City's Girl's Basketball program started their pre-season practices this week at the Nova gymnasium. Currently 10 teams are competing in 3 divisions.
 - Calvary Christian Academy soccer played their 1st home game of the season on Field #8 at the Sports Complex on Monday night at 5:30pm.
 - River Bend Academy soccer played their 2nd home game of the season on Field #8 at the Sports Complex on Friday night at 6pm.
- 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 recreational 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.
- Continued to fix irrigation problems on many fields at all locations.
- Repainted football field to host the Pride league football games on Saturday. Put out trash cans, carpets, benches and prepped for the fans.
- 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 upcoming over seeding of rye grass.
- Prepared field #7 to host Seabreeze varsity soccer teams this week.
- Began last herbicide treatment before rye grass over seeding.
- Hosted the Lady Renegades tournament on Saturday and Sunday.
- Began rebuilding the pitching mounds and home plate areas on all 4 baseball fields.
- Removed clippings and pine needles from soccer fields with turbine blower.
- Removed bleachers from Rockefeller Gardens from weekend event.

- 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.
 - Veterans Day Celebration was held on Sunday from 5:30pm to 7pm.

- 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:
 - Herbalife Seminar, November 19th, 8am to 5pm, private event.

- South Ormond Neighborhood Center
 - The splash pad was open daily from 10am until dusk.
 - The weight room was open during Center hours.

- The Neighborhood Park was open daily from sunrise until 11pm.
- Open play basketball was held from 1pm to 9pm.
- Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
- PAL Tutoring was held Monday, Wednesday and Thursday.
- Youth Basketball draft took place Wednesday from 7pm to 9pm.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended staff meeting.
 - Attended events meeting.
 - Attended Home for the Holidays Parade meeting.
 - Continued holiday event(s) planning and organization.
 - Prepared and coordinated the Veterans Dinner on Sunday, November 13th.
 - Coordinated Parade City Services Meeting on Thursday, November 17th, at 10am.
 - Continued preparations for Riverfest event.
 - Flyer creation and promotion for holiday events.
 - Parade tasks, including purchasing supplies, application tracking, and sponsorship.

- 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 Monday through Friday and Saturday from 10am to 11:30am.

- Yoga classes continued on Tuesday mornings from 10:30 to 11:30am and Thursday evenings from 6:30pm to 8pm.
- Teeny Tiny Yoga class continued Tuesday from 3pm to 4pm.
- Zumba classes were held Monday and Wednesday evenings from 6pm to 7pm.
- Tai Chi classes were held on Wednesday evening from 7pm to 8:30pm.
- Pilates classes continued on Tuesday and Thursday from 3:30pm to 4:30pm and on Wednesday from 8:30am to 9:30am.
- 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 5-12.
- The ReMix: "Second Time Around" Exhibit is featured in the gallery during normal business hours through November 28th.
- The Herb Society held a plant sale at Bailey Riverbridge from 8am to 12pm on Saturday.
- A wedding ceremony and reception was held in Rockefeller Gardens from 2pm to 10pm on Saturday.
- The Casements Guild held their Board meeting in the Preservation Room from 10am to 12pm on Monday.
- The Casements Guild held their final Gala meeting in the Gallery from 1pm to 3pm.
- Boy Scout Troop 468 toured the Boy Scout Museum exhibit on Tuesday at 7pm.
- The Casements Guild held their November meeting in the Gallery from 9am to 12:30pm on Wednesday.
- The Mainland ROTC kicked off the holiday season with the "Hanging of the Greens" outside of The Casements on Wednesday.
- The Camera Club met at Bailey Riverbridge from 7pm to 9pm on Thursday.
- A NIAB meeting was held in the Gallery from 7pm to 9pm on Thursday.
- On Friday staff set up for Ormond MainStreet's Riverfest scheduled for November 19th and 20th.
- Parks and Irrigation
 - Ran entire system, 18 zones at the I-95 overpass, replaced one 2" scrubber valve and solenoid, replaced 2 nozzles and filter, and installed a new valve box.
 - Installed tree stakes on 3 trees on W. Granada Blvd. medians.
 - Repaired valve and installed new timer and solenoid on W. Granada Blvd. median #5.
 - Tried to locate ground wire fault in the irrigation system at Cassen Park.
 - Found bad wire at Cassen Park, will need to trench in new ground wire to valve box.
 - Located water leak on streetscape, located valves on streetscape, reset timers and Bovard Ave. and Seton Trail. Scheduled for repair and valve replacement.
 - Repaired broken rotor in plant bed on W. Granada Blvd.
 - Removed worn out valve, installed new hunter valve and solenoid, repaired PVC line, and installed new valve box.
 - Ran system at Public Works reuse tank, checked and reset timer.
 - Installed new battery in timer at Fleet fuel island, checked and reset timer at Fleet reuse tank, and inspected the system.
- Building Maintenance
 - Replaced Sloan flush valve for urinal at the Senior Center.
 - Replaced plaque for sculpture at Bailey Riverbridge Gardens.
 - Secured wall damaged by an auto accident at Halifax Urban Ministries.
 - Converted 150 holiday snowflake decorations from incandescent to L.E.D. lights.

- Repaired men's restroom sink at Central Park II.
- Repaired parking lot lights at the Police Dept.
- Repaired running toilet at Sanchez Park.
- Repaired broken floor drain at Sanchez Park.
- Repaired/replaced water stained ceiling tiles City Hall.
- Installed new flat screen monitors in the Commission Chambers.
- Completed quarterly preventive maintenance on air conditioner units city wide.
- Repaired two decorative streetlamps on S. Ridgewood Ave.
- Repaired sign lights at the Police Dept.
- Replace a bad D.O.T. light on Granada Bridge.
- Conducted weekly inspections of the Ormond Beach Municipal Airport.
- Opened locked ladies restroom for citizen to recover belongings.

Police Department

- Administrative Services
 - The Police Department honored Officer Bob Grim on the 7th anniversary of his line-of-duty death by flying the Fallen Officer Memorial Flag at the Police Station over the weekend.
 - Attended DARE graduation exercise at Tomoka Elementary.
 - Attended weekly PD and Department Head staff meetings.
 - Attended FBINA re-training conference meeting.
- Community Outreach
 - Ten youth participated in the Science on Patrol program held at Ormond Beach Elementary School on Tuesday, November 14th. The final crime scene was completed and youth solved the case of Who Stole the Cheese?
 - Tutors R Us continued. Currently 20 youth are enrolled in the program. The program concludes this week.
 - Preparations were made for the upcoming Outback Steakhouse fundraisers.
 - PAL staff and Members of the Police Department attended the Margarita Society Ball as hosts for the event. The Margarita Society provides toys to PAL for our annual Holiday Party.
- Community Services & Animal Control
 - Total Animal Calls: 70
 - Animal Bites: 0
 - Animal Reports: 13
 - Animals to FHS: 16 (All Cats)
 - Sick Animals: 2 (1 Squirrel and 1 Fox rehabilitation)
 - Animal Licenses: 4
- Criminal Investigations
 - Cases Assigned: 16
 - Cases Cleared by Arrest/Complaint Affidavit: 24
 - Cases Exceptionally Cleared: 8
 - Inactive: 10
 - Fraud: 1
 - Burglary Business: 2
 - Burglary Residential: 5
 - Larceny Car break: 1
 - Grand Theft: 3
 - Auto Theft: 0

- Offense Against Family/DCF Reports: 1
- Sex Offense/Rape: 2
- Robbery: 1

Narcotics

- Investigator assisted VBI on a major case investigation
- One Buy-Walk
- One Search Warrant

Comments

- The two subjects suspected of committing numerous residential burglaries were spotted as they entered the OK Pawn Shop in Daytona Beach. As Ormond investigators approached the couple, one of the subjects (Russell Gluz) fled on foot. The woman was taken into custody and Gluz was captured a short time later as he hid in the area behind a home. Both subjects were charged in the recent burglaries and more stolen property was recovered from their vehicle.

- Records

- Walk - Ins / Window 125
- Phone Calls 157
- Arrest / NTA'S 27
- Citations Issued 114
- Citations Entered 212
- Reports Generated 118
- Reports Entered 150
- Mail / Faxes / Request 46

Patrol

- Total Calls 1,488
- Total Traffic Stops 174

- Operations

- 11/09/11 Carbreak, S Beach Street; window broken out and purse stolen.
- 11/09/11 Domestic Disturbance, Orchard Avenue; daughter struck father with a telephone. Daughter was arrested and charged with Domestic Violence Battery.
- 11/09/11 Domestic Disturbance, Margarita Circle; subject punched his girlfriend in the mouth and then locked himself in the residence and refused to come out when officers arrived. Victim was taken to a shelter for the night. Domestic Violence Battery charges filed against the victims boyfriend.
- 11/09/11 Robbery, W. Granada Blvd (WalGreens Pharmacy); male subject went to pharmacy and told the pharmacist he wanted their oxycodone pills. The pharmacist gave the suspect the pills and an employee began to follow him at which time the suspect pulled up his shirt, indicating he had some sort of weapon. The suspect then fled in a pickup truck westbound on SR 40.
- 11/09/11 Battery/Domestic Violence, S. Orchard Street; male subject arrested for grabbing his live in girlfriend and shoving her. Criminal charges were also filed by affidavit on the victim for having allegedly striking her boyfriend during the argument.
- 11/10/11 Battery/Domestic Violence, Sanchez Avenue; male subject arrested for hitting and threatening his father during an argument.
- 11/10/11 Grand theft, N. St. Andrews; known suspect took money and jewelry from victims residence.
- 11/10/11 Narcotics, Breakaway Trails Pavilion Area; suspicious vehicle reported in the area of the park. Upon officer's arrival, three juveniles were contacted and found to be in

- possession of a small amount of narcotics and alcohol. The juveniles were charged and turned over to their parents.
- 11/11/11 Theft - IHOP on S. Atlantic; three juveniles attempted to run out of the restaurant without paying for their meals. All three were charged and turned over to their parents.
 - 11/11/11 Burglary/Residence, Village Drive; entry to residence made through bedroom window. A laptop, .38 revolver and silver rings were reported missing. The burglar alarm box was also ripped off of the wall.
 - 11/11/11 Trespassing, Arrowhead Circle; ex-husband arrived at his ex-wife's residence and a verbal argument ensued. The ex-husband was trespassed from residence.
 - 11/12/11 Fugitive Arrest, Byron Ellinor; officers responding to a report of a civil disturbance arrested involved male subject on an outstanding warrant.
 - 11/13/11 Baker Act – Bovard / SR 40; suicidal male taken into protective custody.
 - 11/13/11 Domestic Disturbance, Myra Blvd.; adult female arrested for Domestic Violence Battery.
 - 11/13/11 Baker Act – Oakwood Park; suicidal male taken into protective custody.
 - 11/13/11 Warrant Arrest, Charleston Square; adult male arrested on open warrant for failure to appear for possession of narcotics under 20 grams.
 - 11/13/11 Burglary-Business, Kickstart Saloon; response to alarm discovered forced entry attempted by prying on rear door. Entry was eventually made through the front of the business by breaking out a window. Coin boxes of video gaming machines were broken into and coins stolen.
 - 11/14/11 Burglary-Residence, Three Bears Path; generator taken from patio/porch area within the past two weeks. Suspect has been identified through pawn records where the generator was sold.
 - 11/14/11 Illegal Recording of Telephone Conversations, Bosarvey Dr., victim claims his wife illegally recorded several of his phone calls. Complaint affidavit filed.
 - 11/14/11 Narcotics – S. Yonge St; male and female subjects were issued a Notice To Appear for possession of narcotics under 20 grams during a routine traffic stop.
 - 11/14/11 Narcotics – Sanchez Park; officer stopped a juvenile within the park for truancy. A small amount of marijuana and a pipe was found on his person. The juvenile was arrested and turned over to his parent.
 - 11/14/11 Agency Assist, Cheaters; Ormond officers apprehended a car burglar suspect at this location after a BOLO was put out by the Sheriff's Office. Deputies responded to the scene and took custody of suspect.
 - 11/15/11 Domestic Disturbance, River Ridge Trail; adult male arrested for Domestic Violence Battery.
 - 11/15/11 Carjacking, Flamingo Dr.; adult female gave a new acquaintance male subject a ride home from a party. The male subject started battering the driver, forcing her to stop the vehicle. Once stopped the male subject pulled the victim from vehicle and fled the area in her car.
 - 11/15/11 Crash, N US 1; adult male arrested for driving under the influence of a controlled substance (narcotics).
 - 11/15/11 Burglary-Residence; ex-boyfriend removed side door and made entry into the victims residence. Once inside, the subject spray painted several doors, walls and a bathroom toilet, broke door handles and nailed one interior door closed. Charging affidavit completed on subject for breaking and entering, aggravated stalking and criminal mischief.
 - 11/15/11 Burglary-Business, Veranda Pampering; filing cabinet and cash stolen from business during the night.

- Traffic Unit
 - FDOT permit for temporary state road closure obtained for the Holiday Parade.
 - Stealth Stat survey completed for 500 BLK Sandy Oaks Blvd.: Average speed 21.78 MPH with 270 vehicles counted.
 - Stealth Stat survey completed for 50 BLK Riverside Drive: Average speed 16.18 MPH with 1204 vehicles.
 - 11-11-00130, Crash into Structure, SR 40 / Washington Street: Vehicle pulled out from northbound stop sign, directly into path of an eastbound vehicle, causing a right-angle crash. The at-fault vehicle was redirected into the Halifax Urban Ministries building, causing structural damage. Fire Department and Building Inspector were notified and responded. No injuries occurred.
 - 11-11-00146, Crash w/ Injuries (School Bus Involved), US 1 / Wilmette Avenue: Northbound school bus en route to Pine Trail Elementary ran the red light at Wilmette Avenue as a vehicle was crossing the intersection, causing a right-angle crash. Two children in the bus received minor injuries that did not require medical transport. All appropriate personnel notified, to include PIO in reference to News-Journal response.
 - Stealth Stat survey completed for 700 BLK Riverside Drive: Average speed 34.75 MPH with 4364 vehicles.
 - Traffic Citations 72
 - Parking Citations 4
 - Crash - No Inj. 13
 - 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: 1 Cases Initiated
 - Zone 2: 10 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 2 Case initiated
 - 17 tree removal permit requests
 - 28 signs either removed or sign cases created.
 - Administrative staff assisted with thirty-four (34) 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. Items No. 1 and 2 are new cases.

Zone 2

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. The 23' Olympic (sailboat) is gone. The 31' Trojan should be moving this week.

Case 1) 503 Lakebridge Drive – Received a complaint from the Lakebridge Property Owners Association regarding the site condition of this property and the mail boxes without doors. Staff investigated and has initiated a site maintenance case. There are no City codes that address the mail boxes. The complainant has been notified of staff's actions.

Case 2) 513 Lakebridge Drive - Received a complaint from the Lakebridge Property Owners Association regarding the condition of the roof of the garage, the view of bottles and trash from under the slightly opened garage door and the mail boxes without doors. There are no City codes that address any of these conditions. The complainant has been notified of staff's limitations concerning these matters.

Public Works

- **Engineering**

- **Construction Projects**

- **Alcazar-Buena Vista Drainage Area Improvements** - Watermain construction on the entire project is installed and services have been converted except for along Arroyo Pkwy which was tested for clearance. Driveway replacement and sod restoration is being completed in various areas throughout the project site. Roadway resurfacing throughout the site and stormdrain installation along Arroyo Pkwy and at the intersection of Buena Vista-Seville remains.
- **Selden Avenue Road and Utility Improvements** – Reviewed As-Built submittal.
- **Airport Rd. Forcemain Ext. / Reclaimed Water Ext** - Met with consultant to discuss bid reviews and recommendation of award.
- **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 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 to solve issues of the first wheel.
- **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** - Corrected IP scheme at Sports Complex. Submitted the updated list of IP and locations of equipment.
- **SRA1A to Nova Interconnect** - Bridge attachment of pipe continues. Sent request for time extension. Processed certified payrolls and issued deficiency letter. Directional bores were installed across Orchard St.
- **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** – A meeting with the Planning Board on the PBD was held on November 10th. The project received unanimous approval. The project will now proceed to the City Commission for approval of the PBD on December 13th. The Consultant is preparing responses to the RAI received by the FDEP.

- Casements Parking Lot Resurfacing - Investigated area for resurfacing improvements and possible correction of ponding in various locations of the parking lot. Resurfacing plans are being developed.
- SR40 Sidewalk / Trail Phase III - Responded to questions and issued addendum number 3.
- Ormond Scenic Loop Wayfinding Signage Assessment Plan - Coordinated with consultant on issues arising from meeting and set up meeting to discuss needed work.
- Granada Utilities Underground - Provided additional plans and files to FPL. Worked on scope of work for street lighting.
- Wooden Pedestrian Walkway Lighting Replacement – Staff is soliciting quotations to repair the existing railings and replace decking per the \$25K budget.
- Central Park Paving – Initial design plans have been prepared and submitted.
- Tomoka State Park - Responded to questions for project.
- Mast Arm Replacement - Coordinated removal of decorative street lights with contractor that were in conflict with proposed mast arm installation at SR40 and N. Halifax Ave.
- Audible Pedestrian Signals - Sent requested information to Purchasing Coordinator.
- Transfer Station Pump Station - Final plans and specifications are being prepared.
- Tymber Creek Phase I & II – County is determining funding allocations for the project. County has City Utility relocation plans and staff is awaiting JPA form from County once the widening project is approved.
- Roadway Resurfacing - Plans and specifications are being finalized for the fiscal year 2012 resurfacing program.
- City Hall Parking Lot Resurfacing - Resurfacing layout plan was developed.
- Cardinal Beach Approach – Staff was just informed that the County has waived the ROW permit for the beautification project. The County is currently in the process of approving our grant application so they can allocate funding for construction.
- 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.
- John Anderson Drive – The City Commission approved Task 1 of Amendment No.1 and the Public Involvement and Coordination Service contract with Zev Cohen. The City Commission has requested staff to meet with the public in an attempt to garner the public's consensus on keeping a sidewalk along the project limits or constructing a sidewalk from SR40 to Colonial Circle. The City Commission has requested this be brought back to them within 90 days.
- 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. Staff has requested the inclusion of a fiber optic conduit for future use.
- 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 Nov. 1st meeting to reallocate a portion of the Phase 2 construction cost to the Phase 1 design cost and extend the performance period.
- Central Park Lake Interconnects – Consultant is designing project to include interconnection between lakes 1 & 2 which when combined with interconnects proposed

for Hand Avenue will complete the Phase 1 stormwater recommendations contained within the Report prepared to address the flooding that occurred following the May 2009 No Name storm event.

Administration

- Responded to lane closures on Granada Bridge.
- Assisted Volusia County on LAP agreement procedure.
- Prepared CIP schedule for Engineering.
- Sent request to add Halifax Dr. resurfacing to VTPO.
- Sent request for attendance to FHWA/FDOT pedestrian safety training.
- Responded to FDOT permit application regarding Level 3's fiber installation along Nova.
- Processed Franchise permit for ATT SR 40 and Old Kings road.
- Processed project invoices/pay requests totaling \$888,765
- Prepared requisitions/PO's totaling \$960
- Created multiple maps showing the 2" watermain replacement priorities throughout the city and provided to Utilities Div. and Asst City Mgr. per their request.

Customer Service

- Completed the sketch and legal descriptions pertaining to the multiple right-of way vacations at the Water Treatment Plant per GIS Div. request.
- Completed measurements of the sidewalk in front of Billy's Tap Room for Risk Management request.
- Provided requested utility information and drawings to Teco Gas.

Meetings

- Attended Halifax Utilities Meeting.
- TECO met for plans submitted and conflicts with City's utilities.
- Attended presentation on Ormond Scenic loop to VTPO BPAC.
- Met with surveyor for proposal discussion relating to the Well 21A easement.
- Met with Planning Div. regarding the creation of legal descriptions for the US Highway 1 Opportunity Zone Boundary and the additional upcoming annexations along the US1 Corridor.

- Environmental Management

- Street Maintenance

- Asphalt / Concrete

- Removed sidewalks at Division & S. Center and at Fleming & Brook Station
- Formed and backfilled sidewalks at Division & S. Center, Fleming and at Fiesta Heights
- Poured concrete at Division & S. Center, Fleming and at Fiesta Heights

- 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 removals at 160 S. Ridgewood, 165 Neptune, Nova Recreation, Ames Park, Grove St. and Memorial Gardens
- Removed palmettos on Quail Run
- Put up flags on Granada Bridge for Veterans Day and then took down after holiday

- Trimmed at FDOT Right-of-Way locations

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Finished repairing Streetscape banners on bridge and Granada Blvd.
- Moved coquina rocks at Melrose Park
- ROW trimming at various locations
- Unloaded shell for hole in front parking lot at Central Park I
- Cleaned sidewalk at Buena Vista after construction work was finished

Sign Shop

- Continued to work on the way finding sign project. The “Welcome to Ormond”, “Chamber of Commerce” and the “Casements” signs were installed with help from the tree crew and the bucket truck. On the large side panels, we added the names & addresses of various city buildings. Panel #1 includes City Hall, Performing Arts Center, South Ormond Neighborhood Center, Nova Community Center, Airport Sports Complex and the Senior Center. Panel #2 includes the Police Department, Public Works Department, and Fire Stations #91 to #94. The Sign Shop has installed these panels, also.

The next part of the project is to include the name and addresses of Ormond Beach churches on individual panels. To date (10) churches have said, “Yes” to having a sign. The Sign Shop is currently designing and fabricating the various church signs.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ditch cleaning and mowing by Contractor, McLane Excavating – Sterthaus Ave to SR40, Bennett Lane to SR40 and all connecting ditches (pictures)
- Delivered new recycle bins to City Hall
- Final inspection of Olive Grove, Phase I System on West Granada
- Bush Hog Mowing – Airport
- Slope Mowing – Airport and US1
- FDOT Pond Spraying on SR40
- Reachout Mower taken to Daytona
- Ditch Inspection – Division Ave. and Hand Ave.
- Reachout Mowing – SR40, Airport Road and Orchard St.
- Vacon – Assisted Building Maintenance at Performing Arts Center pond; 20 Warwick Ave., 3 basins, 624’ line; Byron Ellinor, 1 basin; and, Shady Branch Trail, 1 drywell, 124’ line
- Maintenance on Vactor

Street Sweeping -Streetsweeper

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

- Fleet
Mileage Traveled by all City Departments for the week
31,189

PM Services completed for the week:
Emergency—Vehicles and Equipment
9

Non-Emergency Vehicles and Equipment
10

Road Calls for the week:
3

Accidents for the week:
0

Quick Fleet Facts:

- Fleet has 8,513 gallons of unleaded 5,691 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 – Reviewed Draft Report with consultant for modified operating protocol. Awaiting final report with staff comments included.
- A proposal from McKim and Creed is under consideration for modifying configuration of the Division Avenue well field raw water piping to optimize use of low pressure reverse osmosis process at the water plant and for improving meter flow into plant. The estimated cost for this proposal is \$29,690. McKim and Creed obtained a copy of the current hydraulic model. A scope of services for update of hydraulic model is being drafted.
- WWTP Dewatering Station Bypass – AutoCAD files of the Record Drawings for the Wastewater Rehabilitation and construction drawings for the Wastewater Plant Expansion Projects were provided to Engineering Department to prepare plans for constructing a force main connection from the dewatering pump station to the influent line to reduce rag build up through the plant whenever the influent pump station is being bypassed. A sketch was prepared for the work performed by Brasfield and Gorrie to relocate the dewatering station force main.
- Cross Connection Control (CCC) Program Management Services: Developing final CCC plan, ordinance and manual updates to meet current state regulations. Adjustments proposed to Operations Budget for next phase of program funding.
- Airport Road Force Main Extension – This project is the City's Alternative Water Supply Project as associated with the SJRWMD Water Supply Plan. Plans were bid and the apparent low bidder is Masci Corporation at \$6.4 million. An award memorandum is being prepared by the Engineering Dept. for CC consideration.
- Fire Hydrant Replacement Program – A City Commission memo was prepared recommending early renewal of the contract for another year based upon contractor efficiencies and budget availability.
- 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 was held with the contractor, manufacturer and consultant to determine a resolution to the pump station problems. The manufacturer indicated that the VFD repairs would be made under warranty. The motor for the pump will be checked to determine the cause of failure. The Contractor will work with the programmer to install a control system to alternate the pumps. The City will provide data for operating speeds and flows for a first phase solution approach. A 2nd phase solution includes an additional alternate impeller design proposed for retrofit by the manufacturer.
- Ormond Beach Wastewater Treatment Plant Expansion—Project underway and proceeding near to intended project schedule. Operations staff continues to coordinate plant operations activities with on-site contractor. New secondary clarifier 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. Brasfield and Gorrie provided the lowest cost to furnish and install the valves.
 - 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. A notice of final completion will be sent requesting a timely submittal of the final pay application.
 - 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. Plans for Garden Plaza Stor-It were reviewed and comments 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.
 - SJRWMD – The annual water supply progress report was prepared for the Breakaway Trails and Hunter’s Ridge reclaimed water main extension included in the Airport Road Force Main Extension project.

Departmental Activities

Public Works – Utilities Division

- Water Distribution
 - Exchanged 32 residential water meters, Upsized 1 residential water meter.
 - Responded to and/or repaired 10 water service leaks, Assisted 1 customer with misc. water complaint.
 - Flushed 10 cloudy water complaints, replaced 21 meter boxes, assisted 2 customers w/low pressure complaints
 - Tested 4 city owned backflow preventers
 - Performed an accuracy test on a 2 residential water meters due to billing issues, found to be leaks in customer homes
 - Replaced 5 residential water services.
 - Connected 15 water services to the new water main on Buena Vista Ave, Seville St, Alcazar Ave
 - Scheduled and performed a shutdown on Buena Vista Ave, JD Weber construction connected new water main to existing water main
 - Water main breaks: 2” GSP main on Imperial Heights Dr

- Leak Detection: Correlated possible leaks on River Dr, Plaza Dr, and the intersection of John Anderson Dr/ N. Halifax Dr. No Leaks found at this time, further investigation is required.
- Assisted Wastewater Dept. with a 2" reuse main leak
- Utility locate service for Water/wastewater/reuse: 73 normal, 2 emergency locates this week
- Rescind the boil water alert for Buena Vista Ave shutdown.
- Sod excavations on Highland Falls Dr, Sandpiper Lane, Imperial Heights Dr, Marvin Rd, W. Granada Blvd

- Water Treatment
 - Delivered to the City 35.669 million gallons for week ending Nov. 13, 2011 (5.096 MGD)
 - Backwashed 8 filters for a total of 307,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators under 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 two Precautionary Boil Water notices.

- Waste Water Collection - Reuse
 - Crews responded to five trouble calls out west Breakaway/Hunters Ridge area and four in town.
 - Rehabbed pep tank at 12 Lake Vista Way
 - Installed new pep tank at 16 Westland Run.
 - Televised six sewer laterals.
 - Cleaned seventeen sewer laterals.
 - Root controlled four sewer laterals.
 - Disconnect sewer service at 68 Lake Park Circle.
 - Blow off US-1 6" force main due to high pressure near Microflex.
 - 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 27.25 Million Gallons.
 - Produced 17.65 Million Gallons of Reuse.
 - Produced 9.60 Million Gallons of Surface Water Discharge.
 - Influent flows average for the week 3.89 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 143.80 (14%-18% Solids)
 - Completed the EPA 503.13 residual biosolids sampling.
 - Completed annual pretreatment sampling of Thomas and Betts located at 1 Aviator Way.
 - Completed annual pretreatment inspection of Florida Production Engineering.
 - FDEP performed their annual treatment plant inspection on 11/09/11
 - 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 overloads on Well 33H.
 - Replaced Sand Filter Blower 40 HP VFD. Reprogrammed new one and placed in service.
 - Completed 8" Schedule 80 PVC Repairs for LPRO Cleaning System.
 - Replaced 120 volt receptacle on well 18SR.
 - Weed control and clean up activities at Division Ave Wells.
 - Truck 358 to dealership for repair.
 - Water Plant Foreman out for 4-6 weeks for surgery.

- 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 – List Stations – Reuse System

- Influent Room – deragg pump #1 and 2 daily, pump 3 inoperable.
- Replaced Alternator at 4P liftstation.
- Changed Motor Starter heaters at US Foods liftstation. Station is having a hard time pumping into forcemain. Collections crew changed out Air Release valve on US 1. Continuing to coordinate main clearing ops with collection division.
- Assisted Collections division with rehab at 63 Creek Bluff Way.
- Reset Centrifuge Main Drive VFD after power fault.
- Riverbend liftstation – clean & deragg check valves
- Centrifuge Building – assist plumbing contractor at drain blockage with fork lift to remove grates from floor drain for cleaning line.
- Clarifier #2 – repair spray head at center ring
- Sodium Bisulfite Pump – repair broken pvc plumbing
- Shop work - assemble 5hp motors for inventory for use at Fermentation mixers
- Poly Blend #1 – replace motor to mixer coupler
- Clean parking lot around Maintenance Building
- US Foods – repair check valve #1flapper
- Reaeration Tank – deragg all 4 submersible aerators
- 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 & wash down wet well – break up scum layer in wet well
- Monthly PM's to 18 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. (pull pumps and inspect and change seal oil)
- Utilities Division completed 65 work orders as reported in MP2 computerized maintenance management system, of which 46 were PM work requests and 19 were repair work orders.