

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 9, 2011

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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:

- Held weekly staff meeting with directors
- Weekly meeting with City Clerk
- Bi-weekly meetings with Police Chief and Planning Director

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended FWC Black Bear Management Plan Public Meeting at FDOT facility in DeLand
- Attended DARE graduation at Pine Trail Elementary
- Attended Team Volusia Executive Committee and Board meetings
- Held Walk with the Manager, Chief Building Official Joe Levrault was guest walker
- Attended VCARD membership luncheon

### **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, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway:

- Weekly Meeting with the City Manager.
- Attended the weekly City Manager Staff meeting.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Prepared and sent legal advertisements to the News-Journal for publication.
- Completed meeting minutes for the December 1, 2011, City Commission meeting.
- Agenda packet preparation for the December 13, 2011, City Commission meeting.
- Attended and provided support for the Public Works Advisory Board meeting on December 8, 2011.
- Completed office transitions in preparation for new Office Assistant III starting December 19, 2011.

### **Status of Ongoing Projects**

- Elections:
  - Continued working on the new "Elections Information Center" for the City website.
- City Website:
  - Enhanced Beachfront park webpage to make it more user friendly and added additional information regarding the Beachfront Park project.
- Paperless Agenda Automation System:

- Completed final round of testing
- Sent updated letterhead graphics to vendor

### **Community Development**

#### **Planning**

- Staff prepared a summary report of unincorporated properties for annexation on US1 North and Williamson and grouped the properties into 7 targeted compact annexation areas back in April 2011. Two groups have been tentatively scheduled for the City Commission to act on in March 2012. The first meeting between Planning, Police, Engineering, Utilities, Public Works and Legal occurred this past week. Each department has been assigned the responsibility to determine impacts of annexation upon service provision and report back to the Planning managers on this project in January 2012.
- Planning Board held a public hearing regarding the Brownfield Program, U-Stor It, Automatic Amusement Centers/Game Rooms and Accessory uses related to docks, fences, etc.
- Staff has been requested by Volusia County to comment on Plantation Oaks revised application to permit manufactured housing as a type of dwelling unit. This development was approved for only "stick build" housing based partially upon Ormond Beach objections. This item will be placed on the City Commission agenda for the December 13<sup>th</sup> discussion since staff needs to convey to Volusia County comments on the revised application. The City will not be providing sewer or water since it is outside of the established sewer & water boundary.

#### **Building Inspections, Permitting & Licensing**

- 69 permits issued with a valuation of \$917,302.00
- 229 inspections performed.
- 5 business tax receipts issued.

#### **Development Services**

- SPRC was asked by the engineer for 1001 Tomoka Avenue (Sarah House) to review proposed revisions to the grinder pump that the property owner and engineer wanted, but staff had concerns with the design. The DO was approved with a statement that the grinder pump design was chosen by the property owner and engineer of record even though staff had concerns with the design, but since the pump was privately owned the property owner was responsible for maintenance. It appears that the bids are in, the private grinder pump is too expensive and alternatives that staff suggested originally are now being explored.
- Met with Jessica Scott, homeowner of 91 Orchard Lane, regarding the completion of the drainage improvements and driveway connection to the public rights-of-way. Homeowner desires to get into the home for the holidays but the CO has been put on hold until the improvements in the ground come into compliance with the approved improvement plan, which is expected to be by Friday, December 16, 2011.

### **Economic Development**

#### **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 have been transmitted to Tomoka Holdings for a joint meeting, which will be held on December 14. The documents will be sent to the Planning Board and City Commission upon resolution of any potential issues.

##### **Airport Business Park**

- Staff is working with an existing business on a possible plant expansion project.
- Staff met with a business prospect interested in constructing a 20,000 square foot plant for manufacturing home products. Further discussions are expected over the next several weeks.

- Staff met with the new CEO of Emergency Communications Management (ECM) to discuss their sale to the Riverside Company. ECM provided staff with a presentation of the Code Red emergency notification services. Staff is in the process of evaluating the ECM service proposal. A second service provider will be interviewed on December 16.

#### 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 arranging a meeting with the local banks to discuss the lending options for Ormond Beach business development. Staff met with First Third Bank to discuss the lending program.

#### 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.
- Staff is working with a prospective tenant with a purchase option for the reuse of Memorial Hospital. The negotiations are expected to be completed in December and staff has provided an outline of available incentives for the project.
- Staff met with engineers from the Energizer plant to discuss plans on waste water treatment options, which could result in additional capital investment.
- Staff is meeting on December 12 with a potential investor for the redevelopment of the former Woody's site. Staff met with owners of Serene Pavers and Stonescapes to evaluate using a property along South US 1 for a retail pottery business. Further review of the business use and concept plan is expected.

#### Special Economic Development Projects

- The Commission's suggestion and comments were included in the draft Strategic Economic Development Plan for endorsement at the December 13 City Commission meeting.
- 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 will be scheduled. The applicant has requested the meeting be scheduled for January 12. Once the evaluation process has been completed, staff will transmit the findings to the City Commission.
- Staff is working with Florida Power and Light, who is currently preparing a tree clearing plan around the Airport Business Park power lines to reduce outages during moderate to heavy wind events. Once completed, a meeting will be arranged with the Business Park company representatives to discuss the plan.

#### Airport Operation and Development

- Staff continued work this week to oversee contractor activity at the airport 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 contractor has completed clearing of the areas identified by FDOT, and will now proceed to other areas of the airport included in the overall project. The City is in receipt of a grant from FDOT to fund the majority of project costs.
- Staff participated in a follow-up meeting to the annual FDOT airport licensing inspection this week. The follow-up visit by FDOT was required to observe the City's efforts to mitigate obstruction clearance issues for the approach to Runway 26 and the hold-short position for Runway 17 on Taxiway "E."

- Staff worked to gather and analyze design and construction cost estimates for a project to construct Taxiway "G" to provide airside access to parcels in the southwest and northwest quadrants of the airport. This data is required for the airport CIP planning purposes.
- Staff continued work to configure and optimize the new airport security surveillance system. The IT Department is working with a network consultant to setup web-based access to the system via a high capacity microwave link. The high capacity (150 Mb) link to the airport is expected to be online by the end of this month, which will both accommodate and enable remote viewing from City Hall and other locations on the city's network. Internet-based access is expected to be available in early January.
- Staff conducted members of the Civil Air Patrol Florida Wing Headquarters Building Committee on a tour of airport facilities on Saturday, December 3, 2011. The committee members are working to create a conceptual site plan for the new Florida Wing Headquarters facility proposed for construction on the existing CAP parcel.
- Staff worked this week to finalize preparation of amended and re-stated lease agreements between the City and Sunrise Aviation, Inc. for FBO Area 1, and between the City and M.A.C. Charter, Inc. for FBO Area 2. The new lease agreements are scheduled for consideration by the City Commission at their meeting on January 17, 2012.
- 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.

#### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Preparation for year-end audit.
- Completed Projects - Weekly
  - Processed 40 Journal Entry Batches (# 5319 – 5326 and # 723 - 819).
  - Approved 21 Purchase Requisitions totaling \$111,370.39.
  - Issued 12 Purchase Orders totaling \$74,200.57.
  - Prepared 151 Accounts Payable checks totaling \$91,006.06 and 35 Accounts Payable EFT payments totaling \$107,006.41.
  - Processed 4,928 cash receipts totaling \$2,960,349.25.
  - Processed 1,044 utility bill payments through ACH totaling \$64,812.44.
  - Processed and issued 4,939 utility bills with billed consumption of water of 18,202k.
  - Issued 595 past due notices on utility accounts.
- Public Information
  - Press Releases
    - Grounded Sailboat
    - MainStreet Tree Lighting and Holiday Parade
  - Other
    - Citizen Contacts

- Media Contacts
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted Volusia County ECHO grant for proposed Skate Park Expansion Project (\$225,000).
- Miscellaneous
  - Continued working with Volusia County on the Countywide Food Drive (public employees only) for City of Ormond Beach participation which ends on Monday, December 12.
  - Completed December Employee Newsletter.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 4
- Fire Alarms: 5
- Hazardous: 2
- EMS: 84
- Motor Vehicle Accidents: 4
- Public Assists: 36

**TOTAL CALLS: 135**

- Aid provided to other agencies: 9 calls – Volusia County (5), Daytona Beach (3), Holly Hill (1)
- Aid received from other agencies: 3 calls – Volusia County
- Total staff hours provided to other agencies: 11 hours
- Total staff hours received from other agencies: 1 hour
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- # of overlapping calls: 30
- Total EMS patients treated: 72

#### **Training Hours**

- Aircraft Safety: 16
- CPR : 43
- Driving: 20
- EMT Refresher: 5
- Hose & Equipment: 3
- Policy Review: 2
- Preplanning: 8
- Terrorism: 7
- Technical Rescue: 2
- Ventilation: 18

**TOTAL TRAINING HOURS: 124**

#### **Station Activities**

- Updated 28 pre-fire plans.
- Inspected 107 hydrants.
- Provided presentation of fire truck, equipment and gave safety talk at La Petite Academy – 50 children.
- Provided station tour to Pathways Elementary – 95 children.

### Operations

- Instructed monthly healthcare providers CPR class.
- Attended meeting with Daytona Beach Shores Public Safety to coordinate interagency high rise training.

### Significant Incidents

- 12/1/11, 4:30 PM: Selma Ave – Structure Fire – Provided automatic aid to Holly Hill – upon arrival found visible smoke – fire located in carport laundry room with smoke in attic space – fire contained to carport area – State Fire Marshal called to investigate.

### Human Resources

#### Staffing Update

- Job Requisitions
  - Police Department – Police Officer
  - Public Works Department/Wastewater - Maintenance Worker II
  - Leisure Services/Casements – Part Time Custodian
- Approved/Active Recruitment
  - Leisure Services Department – Recreation Center Coordinator position was advertised in-house, on the City web site, the Florida Recreation and Parks Association (FRPA) web site, the National Recreation & Parks Association (NRPA) and the Therapeutic Recreation Association web site. Department requested to re-advertise position to create a larger pool of qualified applicants. Position closed on 11-11-11. Fifty-seven (57) applicants are being entered in applicant tracking sheet with qualifications prior to forwarding to the department.
  - Public Works Department/Engineering – Engineering Inspector advertised on the City web site and in-house and closed on 11-18-11. Thirty-four applications were received and entered on applicant tracking sheet with qualification and were copied and forwarded to the department for review.
  - Leisure Services/P.A.C. - PT Custodian was advertised on the City web site and closed on 11-30-11.
- Screening/Interviews Scheduled
  - Finance/Utility Billing – Part Time Account Clerk II advertised in-house and on the City Website 10-06-11 and closed 10-21-11. Fifty-one applications were entered in applicant tracking sheet with qualifications and were forwarded to department for review. Interviews were conducted the week of 11-28-11.
  - Leisure Services/Maintenance Foreman (Parks) was advertised in-house and on the City website and closed 10-21-11. Thirty-four applications were received and entered on 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 web site and closed 10-21-11. Eighteen applications were received and entered in applicant tracking sheet with qualifications and forwarded with applications to department for review.
  - Public Works/Utilities - Environmental Regulatory Compliance Coordinator advertised on the City web site, in-house, the APWA web site, FWPCOA web site, FRWA web site and on FWRJ web site and closed on 10-28-11. Thirty-three (33) applications were received and entered on applicant tracking sheet with qualifications and forwarded with applications to department for review.
  - Public Works Department/Streets – Maintenance Worker II advertised on the City web site and in-house with a closing date of 11-11-11. Twenty-eight (28) applications received. Interviews will be held on 12-14-11 and 12-15-11 for eight (8) applicants.

- Information Technology – Information Systems Specialist was advertised on the City web site, the News-Journal on-line and in-house and closed on 11-11-11. Thirty-five applicants were entered on applicant tracking sheet and forwarded to the department for review. Interviews are in the process of being scheduled for six (6) applicants.
- Background/Reference Checks
  - Police Department – Police Officer candidate background started. Candidate selected from eligibility list created from interviews conducted June 15<sup>th</sup> & 16<sup>th</sup>, 2011.
  - Public Works Department/Wastewater Plant – Selected Treatment Plant Operator candidate's background check has begun.
- Job Offers
  - Police Department – Police Officer candidate selected from eligibility list has started process for pre-employment requirements.
  - Support Services Department – Office Assistant III candidate has been selected to fill the position and has begun pre-employment processing. Anticipated start date will be 12-19-11.
  - Public Works Department/Fleet Operations – Mechanic II recruitment interviews have been completed. Applicant selected did not pass the pre-employment screening.
  - Public Works Department/Wastewater – Candidate has been selected to fill one of the operator positions. Pre-employment processing has been completed and applicant will begin employment on 12-07-11.
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 11-30-11: 1.23% (excluding retirements)
  - Leisure Services Department/Casements - Part Time Custodian terminated effective 11-17-11.
  - Fire Department – Fire Chief resigned effective 12-02-11.
  - Public Works Department/Fleet Operations – Fleet Operations Manager retirement effective 01-05-12.
  - Public Works Department/Utilities – Utility Electrician retirement effective 01-27-12.
- Promotions
  - Fire Department – Battalion Chief selected as Acting Fire Chief to begin 12-01-11.
- Public Records Requests – Request for verification of employment for former Cultural Center Director, 1982 to 1990.

#### 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. Over 1,282 residents have utilized the program during that time.

#### Risk Management Projects

- Arranged Weight Watchers at Work for on-site meetings beginning 1-6-12. Anticipate advertisement for the programs to be ready on 12-9-11.
- Attended mediations for one liability claim and one workers' compensation claim.
- Attended deposition for a liability claim.

#### Information Technology (IT)

- Information Systems (IS)
  - Work Plan Projects
    - Email system upgrade (cloud based) – researching options

- Finance/Community Development – CRM system replacement – IT involvement
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 20 New work - 30 completed - 37 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	19,504	Inbound E-Mails Blocked	11,792
Delivered Inbound E-Mails	7,578	Quarantined Messages	134
Percentage Good Email	38.9%	Virus E-Mails Blocked	8

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 6 Changes: 0 Corrections: 0
  - Map/Information Requests: 30
  - 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
  - BPS Trademark Meeting
  - Public Works Advisory Board Meeting
  - Beachfront Park Meeting
  - Park Visits
  - Agenda Item Preparation
- Athletics
  - The Ormond Beach Shuffleboard Club held its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
  - The Seabreeze High School boys' and girls' soccer teams continued practicing at the Sports Complex on fields #5, #6 and/or #8. Games were also held this week on soccer field #8 on Monday and Wednesday at 5pm and 7pm.
  - The City's Girls' Basketball program continued practices this week. Pre-season games will start next week.
  - Calvary Christian Academy soccer held games at the Sports Complex, soccer field #8, on Tuesday and Friday nights at 4:30pm.
  - The Ormond Beach Youth Basketball Association continued practices on Monday at the Nova gymnasium, as well as the South Ormond Neighborhood Center. Games are scheduled to run next week on Monday, Wednesday, Friday, and Saturday.
  - The City's Basketball Training League, for beginner players age 5 to 7, began their 2nd half of the season this week. Participants learned skills each day at Nova Gym from 4pm to 5pm.
  - The City's Men's Winter Softball program held their annual pre-season meeting on Thursday at 6:30pm at the Sports Complex. Six to eight teams are currently interested in playing. The season will start January 3<sup>rd</sup>.

- 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 2 times during the week.
  - Continued mowing the soccer and softball fields.
  - Cleaned Limitless Park daily.
  - Repainted 15 soccer fields to host the recreational league.
  - Cleaned up after soccer games.
  - Prepared fields for recreational and Lady Renegades softball practices.
  - Continued to fix irrigation problems on many fields at all locations.
  - Began winter repair on all 5 fields at Nova Complex.
  - High school soccer continues their season at the Airport Sports Complex.
  - Finished fall inspections of irrigation sprinklers on all fields to prepare for the upcoming over seeding of rye grass.
  - Prepared soccer field #8 to host Seabreeze boys' and girls' and Calvary Christian Academy varsity soccer teams this week.
  - Began last herbicide treatment before rye grass over seeding.
  - Finished rebuilding the pitching mounds and home plates areas on all 4 baseball fields.
  - Over seeded baseball field #4 with rye grass. Field will be closed for maintenance and repairs until January when the umpire school begins.
  - Over seeded all softball fields with rye.
  - Removed soccer goals from fields #1-4, #9-10 to close for winter repair and rye over seeding.
  - Poured concrete at the dugout entrances on baseball field #4.
  - Tore down old scoring stand on soccer field #7.
  
- 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 was held on Sunday from 9am to 1pm.
  
- 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 & 1<sup>st</sup> 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/1<sup>st</sup> 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 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades.
  - The Performing Arts Center is preparing to host the following events:
    - Myles Savage and Big Band America Christmas Sing Along, Dec 9<sup>th</sup>, 7pm, \$60, \$40.

- Hepler International Ministries Christmas Program, Dec 11<sup>th</sup>, 6pm.
- South Ormond Neighborhood Center
  - The splash pad is closed until spring.
  - 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 was held Monday, Wednesday, Friday and Saturday evenings.
- 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.
  - Parade tasks including: purchasing supplies, application tracking and deadline, sponsorships.
  - Finalized parade lineup and décor theme.
  - Tracking of Santa on the Go and Santa Calling applications.
  - Santa Mailboxes were placed at The Casements and Nova Gym.
  - Distribution of holidays in The Casements flyer.
  - Continued event planning for holidays at The Casements and Breakfast with Santa.
- 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 2½ to 4 years old met on Tuesday and Thursday mornings.
- Phonics was held on Tuesday and Thursday evenings.
- Preparation for upcoming Special Pops Holiday Party.
  
- The Casements
  - Tours continued from 10am to 4pm Monday through Friday. There were no tours on Saturday due to the Christmas Gala.
  - Yoga class continued on Tuesday morning from 10:30am to 11:30am.
  - Teeny Tiny Yoga continued outside on Tuesday from 3pm to 4pm.
  - Zumba classes met Monday and Wednesday evenings from 6pm to 7pm.
  - Tai Chi class was held on Wednesday evening from 7pm to 8:30pm.
  - Pilates classes continued on Tuesday from 3:30pm to 4:30pm and on Wednesday from 8:30am to 9:30am.
  - Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 8am to 1pm.
  - The strike of the ReMix: "Second Time Around" exhibit took place this week.
  - Staff held the Christmas Gala which began Friday, December 2<sup>nd</sup> and ran through December 4<sup>th</sup>.
  - Bailey Riverbridge was tented for termites Monday through Wednesday and reopened for public use Wednesday night.
  - A tour of The Casements for the visually impaired took place on Tuesday.
  
- Parks and Irrigation
  - Repaired mainline break on S. US1 median, backfilled hole, and installed valve box.
  - Ran zone on N. Nova Road median (due to car accident), replaced 3 damaged spray heads, and installed new timer battery.
  - Installed new top on timer cabinet at Nova Rec. Center.
  - Ran 4 zones on W. Granada Blvd. medians, replaced 3 rotors, replaced 1 bad timer, reset both timers, and adjusted rotors.
  - Ran zones at Fortunato Park, moved 1 head, adjusted rotors, installed 2 new nozzles, dug up and repaired 1 zone line break, and installed 2 new spray heads.
  - Turned on timers at The Casements and Fortunato Park after Riverfest event.
  - Helped Building Maintenance set up and install a Christmas tree in City Hall atrium.
  - On US1 median, turned off reuse, dug up 2 valves, mainline and zone line, and re-piped entire assembly with new parts.
  - Replaced 3 broken timers on W. Granada Blvd. medians #15, #11 and #10, tested, replaced 1 damaged 12" rotor and adjusted.
  - Dug up and repaired broken zone line on W. Granada Blvd. median #10.
  
- Building Maintenance
  - Removed old cabinets from kitchen area at the P.A.C. for renovations.
  - Set up Christmas tree in the atrium at City Hall.
  - Repaired lift station at Riverbend Nature Park.
  - Completed tenting and fumigating for dry wood termites at Bailey Riverbridge Gardens.
  - Set up Christmas tree for MainStreet association at City Hall.
  - Completed renovations of the fountain at the PAC.
  - Repaired men's room toilet at Cassen Park.
  - Reconditioned bases and assembled new flags and poles for the Commission Chambers.
  - Started monthly safety inspections of electronic gates at controlled access facilities.
  - Installed two new Energy Star HVAC units at Ames House.
  - Repaired wooden sidewalk on South Beach St.
  - Relocated water lines in kitchen area at the PAC for renovations.
  - Installed two new Energy Star HVAC units at Nova Gymnastics.

- Repaired electrical box for auto lock door controllers at Central Park I.
- Repaired ladies' room toilet at Riverbend Nature Park.
- Conducted weekly inspections of the Ormond Beach Municipal Airport.
- Repaired sewer back-up at Fortunato Park.
- Cleared clogged toilet at Cassen Park.

### **Police Department**

- Administrative Services
  - Attending meeting with Breakaway Trails Homeowners Board regarding crime and speeding issues within community.
  - Attended Science on Patrol graduation.
  - Attended Commission Meeting and weekly Department Head staff meeting.
  - Attended Citizen Police Academy graduation dinner.
  - Attended DARE graduation at Pine Trail Elementary.
  - Attended bi-weekly meeting with City Manager.
- Community Outreach
  - Preparations were made for the upcoming Outback Steakhouse fundraisers.
  - The PAL Annual Holiday party event plans were reviewed. The event will be Thursday, December 15<sup>th</sup> at the South Ormond Neighborhood Center.
  - Practice for PAL basketball continues. Regional Basketball league play will begin in January.
  - Members of the YDC assisted with the State PAL Tournament.
- Community Services & Animal Control
  - Animal Calls responded to : 38
  - Animal Bites: 1
  - Animals to FHS: 5
    - 4 cats
    - 1 dog
  - Wildlife to Ponce Inlet Rehab: 2
  - Animal Licenses: 7
  - Animal Traps: 2
  - Kitten Adopted from PD: 1
  - TNR:1
- Criminal Investigations
  - Cases Assigned: 15
  - Cases Cleared by Arrest/Complaint Affidavit: 4
  - Cases Exceptionally Cleared: 6
  - Inactive: 5
  - Fraud: 6
  - Burglary Business: 2
  - Burglary Residential: 1
  - Larceny Car break: 0
  - Grand Theft: 3
  - Auto Theft: 0
  - Offense Against Family/DCF Reports: 1
  - Missing Persons: 1
  - Recovered Missing Persons: 1
  - Sex Offense/Rape: 1
  - Robbery: 0
  - Assaults: 0

Narcotics:

- One search warrant executed

Comments:

- Sex Offense: A known 22 year-old male has been accused of having an inappropriate sexual encounter with his 15 year-old step sister. Ongoing investigation.
- Burglary from Bear Creek: Another unreported burglary from a residence in Bear Creek has been uncovered. The responsible parties have already been arrested by investigators on numerous other residential burglaries in the Bear Creek Subdivision and they are in custody. Additional charges will be filed.
- Grand Theft of Jewelry: Several pieces of expensive jewelry stolen from a residence on Bellwood Circle have been located and the suspect was identified as the resident's granddaughter. The stolen property has been recovered and criminal charges are pending.

- Records

- Walk - Ins / Window 162
- Phone Calls 181
- Arrest / NTA'S 18
- Citations Issued 119
- Citations Entered 28
- Reports Generated 130
- Reports Entered 103
- Mail / Faxes / Request 70

- Patrol

- Total Calls 1,419
- Total Traffic Stops 182

- Operations

- 11/30/11 **Warrant Arrest** – Granada and I-95 – local transient had open warrant.
- 11/30/11 **Suspicious Incident** – S Yonge – Business owner thought a computer brought into his shop for repair was stolen. It was determined to have been stolen from S Yonge in the county. VCSO notified.
- 11/30/11 **Burglary/Residence** – Tomoka Meadows – laptop taken from home.
- 11/30/11 **Baker Act** – N Ridgewood – seven year old autistic boy out of control. He was Baker Acted and transported to Halifax by EVAC.
- 11/30/11 **Theft** – Ormond Beach Middle School – two iPods taken and later recovered during investigation. Student involved in the thefts. Charges pending.
- 11/30/11 **Grand Theft** – Kodiak Path – several items taken – possible suspects are victim's son and girlfriend.
- 12/01/11 **Theft** – S Washington – meter reader discovered resident had illegally hooked up to City services.
- 12/01/11 **Recovered stolen vehicle** – Tomoka Oaks – vehicle stolen out of county area found abandoned in Tomoka Oaks. – VCSO responded and processed vehicle.
- 12/01/11 **Narcotics arrest** – S Beach Street – vehicle found in city park after sundown (closed). K9 search revealed some marijuana. Juvenile was charged with possession of controlled substance and turned over to parent.
- 12/01/11 **Trespass** – W Granada Blvd/Caffeines – adult male trespassed from property per request of management.
- 12/02/11 **Grand Theft** – Woodlands Blvd – victim stated two handguns were taken from him by female dancer he picked up from Diamond Dolls who he had invited to spend the weekend with him.

- 12/02/11 **Domestic Violence/Battery** – Cypress Circle – adult male arrested for beating up his live-in girlfriend. He was also charged by DBPF with felony criminal mischief of a business in Bellair Plaza.
- 12/02/11 **Driving under the influence** – W Granada Blvd – adult female arrested for DUI.
- 12/02/11 **Fraud** – Laurel Oaks Circle – caregiver used victim's credit cards without her knowledge several times over the past year.
- 12/02/11 **Burglary/Residence** – Dix Avenue – known suspect took bicycle from victim's residence. Charges pending.
- 12/02/11 **Burglary/Residence** – Iroquois Trl – response to burglary alarm found back door broken open. VCSO K9 responded to clear the home. Unknown items missing at this time.
- 12/02/11 **Stolen Vehicle** – W Granada – intoxicated female took a cab from a bar back to the area of where she had parked her vehicle and discovered it missing. The victim took the cab home. Her vehicle was located in Daytona on Seabreeze Blvd.
- 12/02/11 **Fraud** – N Nova Road – victim's credit card number used at business.
- 12/02/11 **Violation of Injunction** – Julian's – suspect not supposed to be on property apparently fell off of the roof while visiting his cousin. He suffered an injury from the fall and was transported to the hospital for treatment. Charges pending.
- 12/03/11 **Trespass** – N Nova Road – adult male trespassed from Ormond Steak House at the request of management for being disorderly.
- 12/03/11 **Domestic Violence/Battery** – Wellington Station – adult male arrested for shoving his live-in boyfriend several times.
- 12/03/11 **Driving under the influence/Narcotics** – W Granada Blvd – adult male arrested for driving under the influence and possession of 4gm marijuana.
- 12/03/11 **Habitual traffic offender** – N Yonge/Lincoln Ave – adult male arrested for habitual traffic offenses.
- 12/04/11 **Domestic Violence/Violation of Probation** – Ann Rustin – adult male arrested for battery/domestic violence and violation of his probation requirements.
- 12/04/11 **Trespass warning** – N Nova Road/Nova Rec – adult male transient arrested for trespassing after warning and transported to Volusia County Branch Jail.
- 12/04/11 **Failure to Appear Warrant** – Tomoka Avenue – adult male arrested for Volusia County failure to appear warrant and driving while license suspended/revoked.
- 112/05/11 **Shoplifting** – Bealls/Towne Square – adult female issued a Notice to Appear for retail theft.
- 12/05/11 **Burglary/Residence** – Pine Valley Cir – rear French doors pried open.
- 12/05/11 **Vandalism** – Pine Valley Cir – burglary attempt – rear doors to residence.
- 12/05/11 **Trespass Warning** – E Granada Blvd – two adult male transients issued trespass warnings.
- 12/05/11 **Hit & Run** – N Nova Road/Volusia Memorial Cemetery – adult male ran off of Nova Rd straight through cemetery and crashed into a tree. Damage to grave stones, markers, grass and shrubs. Cemetery representatives did not respond. Driver was identified and arrested at Carrington Ln.
- 12/05/11 **Aggravated Assault** – Bryant Street – suspect pulled up in front of victim's house and pointed a BB gun rifle at him and fired. No injuries. Suspect was arrested for aggravated assault.
- 12/05/11 **Shoplifting** – Walmart – adult male arrested for retail theft.
- 12/06/11 **Burglary/Business** – W Granada Blvd/ICON Salon – forced entry through front glass door. Cashbox taken with approximately \$300. Nothing else disturbed.
- 12/06/11 **Warrant arrest** – Pace Center for Girls – juvenile female arrested on outstanding warrant.
- 12/06/11 **Domestic Violence** – S Orchard Street – originally a verbal dispute called in by neighbor. Evidence of old marks and bruises on female's face and arms. Juvenile child on scene said her parents were arguing but did not observe any physical

- confrontation. Cross complaints filed on both subjects for domestic violence. Male subject left the premises for the night.
- 12/06/11 Domestic Disturbance** – Cedar Street – adult male arrested for violation of DV Injunction for making a death threat.
- 12/06/11 Suspicious Incident** – Peninsula Dr – possible burglary reported after long time lapse – reporting party did not want to do anything about it.
- 12/06/11 Disturbance** – Cambridge Ct – initial report of aggravated battery – victim refused to press charges.
- 12/06/11 Fraud** – N Beach Street – bogus email from Regions Bank – victim answered email and provided personal and bank account information. \$900 was removed from his account.

Number of Crime Opportunity Reporting Forms distributed: 89

- Traffic Unit
  - 11-11-00043, DUI, Granada Bridge: Westbound vehicle stopped for speeding (51/35). Arrested for DUI after failing Field Sobriety Test.
  - 11-11-00057, DUI, US 1 / SR 40: Northbound vehicle observed driving carelessly after a complaint called into HHPD. Driver observed possessing narcotics. Arrested for DUI after failing Field Sobriety Test.
  - Holiday Parade roster and operational plan complete.
  - Research conducted for Ormond Main Street / speed awareness issues for downtown area.
  - Speed survey conducted on Breakaway Trail. SMART Trailer deployed. 2,831 vehicles. Average speed 23.91 MPH
  - Heavy enforcement of parking violations in shopping areas during holiday season. 20 citations issued. Two handicap placards were seized as they were used by unauthorized persons.
  - Traffic Citations 61
  - Parking Citations 20
  - Crash - No Inj. 17
  - 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
    - Enforced Complaints:
      - Clyde Morris Blvd.
      - 700 BLK Fleming Avenue
      - Riverside Drive
      - Old Kings Road
    - Parking Enforcement:
      - Wal-Mart
      - Ormond Towne Square
      - Lowe's
      - Trails Shopping Center
      - Granada Plaza

- Neighborhood Improvement  
Weekly inspection statistics by Commissioner Zones
  - Zone 1: 1 Cases Initiated
  - Zone 2: 3 Cases initiated
  - Zone 3: 2 Cases initiated
  - Zone 4: 1 Case initiated
  - 7 tree removal permit requests
  - 7 signs either removed or sign cases created.
  - Administrative staff assisted with one walk-in and twenty-six (26) telephonic inquiries.

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

#### Zone 1

41 Rockefeller – Received a complaint that when the neighbor, believed to reside at 41 Rockefeller, has a garage sale, the attendees park on the front yard of the complainant's house. The concern is that the complainant takes care of the grass and has sprinklers in the area, both of which are subject to damage due to the parking. The area referred to is not technically the complainant's front yard; but the grassy portion of the right-of-way. If patrol responded to a call, it is appropriate that they would advise the complainant that the vehicles are not blocking traffic. The other concern is with regard to the actual number of garage sales being conducted by the alleged respondent. By enforcing the three garage sales per year would ultimately limit the amount of parking that is taking place along the complainant's street. The complainant is to contact NID when a sale is taking place so that we can determine the actual address where the sale is occurring. NID will also conduct Friday inspections in hopes to make that determination. The respondent, once determined, would be advised of the limit of three sales per year and the need for a permit for each.

#### Public Works

- Engineering  
Construction Projects
  - Alcazar-Buena Vista Drainage Area Improvements - Roadway milling and resurfacing has begun. Approximately 75% of site restoration is complete. The new watermain along Arroyo Pkwy was pressure tested and is being prepared for clearance.
  - Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Award of bid and construction engineering inspection services will be presented to City Commission on December 13, 2011. Gopher tortoise relocation permit for the project was obtained.
  - 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. The sign permit has been issued by staff and 40 proposed locations were staked so utility locates could be marked. We are anticipating having them installed before the holidays.
  - Rockefeller Gardens Water Wheel – The new wheel was delivered and installed on the existing stone pillars. The contractor will install new mounting studs, level the existing cap and adjust the overhead water source by shifting the drop box to the west to slow the wheel down.
  - SRA1A to Nova Interconnect- Boring is 90% completed along with the pullbox installation. Hit two AT&T pressurized conduits; however, service was not affected. Processed Certified Payrolls.

- 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 Planning Board unanimously approved the PBD for the project which will now be forwarded to the City Commission for approval. The consultant is continuing to coordinate the various permit submittals and design details.
- US1 & Nova Rd.- Provided FDOT construction with specifics of project.
- N. Halifax Drive Improvements- Horizontal Directional Drill plans have been prepared for permit submittal to the FDOT for crossing SR40.
- Granada Utilities Underground- Prepared scope and task for the streetlight design. Contacted consultant for fee negotiation. Send to Legal information on utilities agreements for this project.
- Wooden Pedestrian Walkway Lighting Replacement – Staff is soliciting quotations to repair the existing railings and replace decking per the \$25K budget.
- Central Park Paving – Prepared grading and drainage plan for Hammock Ln parking area.
- Tomoka State Park- Prepare CC memo and routed for approval.
- Audible Pedestrian Signals- Conducted fee negotiation. Consultant to resubmit.
- SR40 Washington to Beach St.- Sent comments to FDOT regarding minutes on meeting.
- Ormond Scenic Loop- Contacted various entities and coordinated a meeting to resolve issues.
- Transfer Station Pump Station - Prepared grading and drainage plan for Hammock Ln parking area.
- 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 modified to accommodate inclusion of paving the City Hall parking lot and The Casements' parking lot.
- 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.
- 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.
- John Anderson Drive – On November 15<sup>th</sup> the City Commission requested staff to revisit the sidewalk for the project with the residents before finalizing their decision on whether to include the sidewalk with the project or delete it. Staff will be working with Zev Cohen & Associates regarding the public information process.
- 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 have 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 2009 storm event. Sent final plans to FEMA for approval. Modification No.1 to the agreement was approved by the CC at Nov. 1<sup>st</sup> meeting to reallocate a portion of the Phase 2 construction cost to the Phase 1 design cost and extend the performance period.

#### Administration

- Coordinating repair efforts to the well pump and electrical system at Rima Well 41R.
- Gathered information for Nova Community Center replacement to the AC, racquetball and basketball courts.
- Looked at South Ormond Beach Center for surveillance system.
- Processed project invoices/pay requests totaling \$129,367
- Calculated the proposed pond volumes for the Central Park Phase 4 paving project.

#### Meetings

- Meeting EVCTSC.
- Meeting with Zev Cohen concerning the conduit under RR and specifications.
- Negotiation Meeting with Metric Engineering for Nova Rd Audible pedestrian signals and ADA design.
- Proposed North US1 annexation meeting with Planning Div.

#### Other

- 7 projects were inspected.
  - Created exhibit map of the proposed improvements related to the Hand Ave collector road upgrade project.
  - On site visit to 714 Alcazar to determine driveway material location and requirements.
  - Researched the Timberline Trail sanitary as-builts for pipe location verification per Wasterwater Div request.
  - Tree locate at Winding Woods entrance per Streets Div request.
  - Finalized sketch and legal descriptions for recording of the five right-of-way vacations located at the water treatment plant per GIS request.
  - Began composing the US1 Opportunity Zone Meets and Bounds Boundary Description for Planning Dept.
- Environment Management
  - Street Maintenance
  - Asphalt / Concrete
    - Pulled forms and backfilled stress cuts at Division & S. Center, at Fleming & Brook Station and at Fiesta Heights
    - Patched holes with asphalt at the Water Plant, 7 Staghound Look in Hunter's Ridge, 50 Seville, Buena Vista at Church, Amsden at John Anderson Drive, Colonial and John Anderson Drive, Orchard Lane and at N. Beach & Lincoln
    - Pulled barricades and cones at Staghound Look
    - Filled concrete around a water box on Cordova
    - Cut stress in concrete slab at City Hall

#### 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 at SR40 and S. Halifax, on S. Beach St., on Eileen Butts and on N. Yonge St.
- Picked up debris at Grove and Central
- Cleaned truck #284 in the Public Works Yard
- Filled ruts on Nova Road
- Ground stumps on Melrose
- Flagged for tree work done at Cassen Park (2 trees) and at Bailey Riverbridge Park (2 trees)
- Forklift training for (3) employees at Safety Council Building on N. Beach St.

#### 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
- Removed brick planters on John Anderson and SR40
- Cleaned the sidewalk on Buena Vista
- Changed Streetscape banners to "Happy Holidays" on SR40
- Picked up and delivered poinsettias to various city locations

#### Sign Shop

- Repaired, replaced or installed signs at the following locations:
  - Railroad St. S/of Willow Pl., replaced a broken post on a 25 MPH sign & also on a "No Dumping/No Parking" sign
  - Made a label for a well at the Nova Landfill as required by a DEP inspector
  - Hernandez Ave. & N. Beach St., replaced a broken stop sign post
  - Main Trail, installed a 25 MPH speed limit sign and post
  - Main Trl. & Shady Branch, installed new stop sign and post & street names from damage
  - 154 Jamestown Dr. & Loyola, installed nut and bolt on stop sign
  - 131 Ponce De Leon Dr., installed bolt & nut in 25 MPH speed limit sign
  - Citywide maintenance check on various signs
  - Delivered barricades to various locations

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Menzi Muck – cleaned from Cherrywood Ave. to Division Ave.
- System Inspection – Park Ridge subdivision complaint that basins are full
- Reachout Mowing – Sanchez ditch, Arroyo Parkway ditch and pond, SR40 ditches and US1 ditches
- Vacon – cleaned systems on Hernandez (522'), and at Fortunato Park (365')
- Vacon – cleaned basins on Mayfield and at Cassen Park, also turned basins into open throats on Ellsworth
- Forklift Training class for (2) employees at Safety Council on N. Beach St.
- DOT pond maintenance and mowing
- Picked up litter on US1

Street Sweeping/Streetsweeper

- 125.1 miles of road cleaned
- 36.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
23,179

PM Services completed for the week:  
Emergency—Vehicles and Equipment  
3

Non-Emergency Vehicles and Equipment  
21

Road Calls for the week:  
0

Quick Fleet Facts:

- Fleet has 9,687 gallons of unleaded 3,373 gallons of diesel fuel on hand.
- Fleet completed 42 work orders this week.

- Utilities

Projects Summary

- Response to 2<sup>nd</sup> 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 – Awaiting receipt of final report from QLH Associates with staff comments included prior to submittal to FDEP for request of operating protocol modifications.
- 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 and are evaluating its content. Informed consultant that the primary use of the hydraulic model is to determine the optimum pipe size for the raw water piping.
- WWTP Dewatering Station Bypass – Revised plans were received from the Engineering Division. Specifications need to be prepared.
- Energizer – A meeting was held with the manufacturer to discuss their request to connect to the sanitary sewer system. Further information and sampling results were requested to evaluate the feasibility of their request.
- 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 Division for CC consideration.
- Fire Hydrant Replacement Program – A City Commission memo recommending early renewal of the contract for another year was approved. The contractor (R&M Services) was notified of the approval.

- 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. The manufacturer indicated that a voltage surge was responsible for the damage to the motor for pump 2. The manufacturer's warranty does not cover this item. The cost for repairs is \$7,008.35. The City is providing data for operating speeds and flows for a first phase solution approach. One pump is being operated during the day time to determine if lower operating speeds contribute to rag build up. Pump 2 was shown to collect rags at the higher speeds during one daily period. Results of the experiment were sent to the consultant and the manufacturer. The experiment is being repeated with pump 1 operating during the daytime hours. The Contractor will work with the programmer to install a control system to alternate the pumps. 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. Temporary power is installed to operate the new clarifier. Additional work activities include chlorine contact tank bypass channel and main electrical building construction. City staff is checking the viability of the existing dewatering system for Clarifiers 1 and 2. Dewatering using a 6-inch pump was unsuccessful. A larger pump will be tried to determine if the dewatering effort improves. Excavation and dewatering is underway to construct the new foundation for new Filter #3.
- 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 Certificate of Final Completion was sent to the contractor requesting a timely submittal of the final pay application. No response has been received from the contractor.
- Root Control Services – The Contractor is scheduling to perform the 2nd annual period root control work beginning in January 2012. Staff is determining and coordinating location of contractor activities.
- Town Square and Lift Station 4M1 Rehabilitation – Plans completed and specifications are completed through Division 11.
- 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 – Met with the developer and engineer for 1001 Tomoka Road. A request was made to utilize a septic tank effluent pumping system instead of the lift station that was submitted. Data on the tank and the pumping system will be provided. Received revised plans and permit applications for Andy Romano Beachfront Park.
- Transfer Station Lift Station Upgrades – Final plans are being prepared by the consultant
- Final edits of Sewer Use Ordinance underway with Legal for responding to FDEP current request for information.
- WWTP Sludge Conveyor System Replacement – Scheduled a meeting with the conveyor system's manufacturer's representative to review the scope of the project.

- Interviews scheduled for Environmental Regulatory Compliance Coordinator candidates during first week of January.
  
- Water Distribution
  - Exchanged 12 residential and 2-2" commercial water meters, installed 3 new and upsized 1 residential water meter
  - Responded to and/or repaired 13 water service leaks, Assisted 1 customer with misc. water complaints
  - Meter testing: 4" meter at 1155 Ocean Shore Blvd, meter tested accurate
  - Replaced 12 and disconnected 2 water services
  - Flushed 2 cloudy water complaints, replaced 4 meter boxes
  - Tested 3 city owned backflow preventers, Installed 50 insulated backflow covers to protect from upcoming seasonal freezing. Wastewater Maintenance will cover all lift stations and Water Distribution will cover all other city owned backflow preventers
  - Water main breaks: 2" leak on Greenwood Ave
  - Rebuilt 3 city owned fire hydrants, performed flow test on a fire hydrant on Parque Ave
  - Valve Maintenance: 51 valves located, marked and exercised for future shutdowns due for fire hydrant replacements
  - Utility locate service for Water/wastewater/reuse: 46 locates, work ongoing with directional drilling company installing gas main on US1, we have been assisting them with main locations at intersections that are congested with underground utilities
  - Clean and organize all storage areas and service trucks
  
- Water Treatment
  - Delivered to the City 34.147 million gallons for the week ending Dec. 4, 2011 (4.878 MGD)
  - Backwashed 8 filters for a total of 289,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, cleared and rescinded one Precautionary Boil Water notice.
  
- Waste Water Collection - Reuse
  - Crews responded to one trouble call out Breakaway/Hunter's Ridge area and two in town.
  - Repaired 2" irrigation blow off at 40 Fox Field Look.
  - Repaired Irrigation line at 165 Deep Woods Way.
  - Televised nine/ cleaned three sewer laterals.
  - Root controlled four sewer laterals.
  - Dug up 8" drain line valve for #2 fermentation basin to exercise valve for future construction project related tank debris removal and cleaning.
  - Set up two six-inch dewatering pumps at clarifier #1 to check dewatering system. Ongoing investigative efforts underway for determining that existing dewatering manifold and well points are sound for upcoming dewatering activities necessary to support existing clarifier rehab.
  - Set up 6" gate valve & 6" tee for US1 force main blow-off.
  - Took main camera transporter to Cues for repairs.
  - Blew off US-1 6" force main due to high pressure.
  - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
  - Checked irrigation system at Breakaway and Hunter's Ridge.
  - Cleaned all building and fueled all equipment for the weekend.

- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 24.51 Million Gallons.
  - Produced 16.44 Million Gallons of Reuse.
  - Produced 8.07 Million Gallons of Surface Water Discharge.
  - Influent flows average for the week is 3.50 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 115.00 (14%-18% Solids)
  - Ground Water Sampling completed.
  - Issued Notice Of Violation (NOV) to Thomas and Betts on Aviator Way
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

#### Water Plant - Well Fields - Booster Stations

- Installed rebuilt 60 HP Clearwell transfer pump motor on Sandfilter #1-4.
- Replaced 8" Actuator Valve at Standish storage tank fill line.
- Pulled well 6P pump, motor and piping and disposed off. Covered well. Well is used for monitoring only now.
- Sealed crack on centrifuge discharge chute and secured drain line.
- Installed air release valve on Breakaway Trails irrigation well #3.
- Troubleshoot Leeway Trails drain valve, pulled and brought to shop for further disassembly and evaluation.
- Repaired broken water line in South pit.
- NIMS Training (on-line)
- Checked all irrigation wells for proper operation, all good
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Reuse and Booster Station PM's.

#### Wastewater Plant – Lift Stations – Reuse System

- Replaced motor starter and float at Towne Square liftstation.
- Influent Room – deragged both pumps – set up schedule made by Project Manager – saved rags for quantification - daily
- 7M1 – pull pump #2 – replaced impeller & wear ring – pull pump #1 – cleared blockage at Mix/Flush valve – replaced impeller & wear ring
- Breakaway Trails – reinstalled drop chute covers
- Repaired aerator blower motor starter
- Replaced 25 hp submersible aerator blower
- Assisted Collections Division with rehab at 72 Deep Woods Way
- Replaced bad control fuses on sand filter #2
- Re-aeration Tank – deragged all 4 submersible aerators
- SCADA liftstation repair to 7 stations
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers
- Performed PM Service to all plant equipment
- Master Liftstations – pumped down & washed down wet well – broke up scum layer in wet wells
- Cleaned shop and put away spare parts
- Monthly PM's to 11 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program
- Annual PM's to 1 liftstation ( pull pumps and inspect and change seal oil)
- Utilities Division completed 83 work orders as reported in MP2 computerized maintenance management system, of which 49 were PM work requests and 34 were repair work orders.