

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: December 14, 2012

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:

- Beachfront park grand opening planning with Assistant City Manager and Leisure Services staff
- Biweekly meeting with Police Chief

Spoke to, attended and/or met with:

- Mayor's Fitness Challenge Walk
- DARE graduation at Pine Trail Elementary School
- Rotary board meeting
- United Way fund allocations committee meeting
- Held Meeting with the Manager, 5 citizens attended
- Met with Mr. John Brinkley regarding a possible veterans display at City Hall
- Florida Hospital Memorial Medical Center annual breakfast
- Volusia County Legislative Delegation Meeting
- Met with Servello representatives and City staff on final payment for services rendered
- Weekly conference call with FCCMA staff
- Met with Fred Bloom regarding 394 Pine Road
- Team Volusia board meeting
- Tiger Bay of Volusia County Lunch meeting with guest speaker newly elected Volusia County Council Chair Jason Davis
- Conference call regarding FCCMA membership recruitment
- Walk with the Manager, newly appointed Fire Chief Bob Mandarino as the guest walker

Community Development

- Planning Services
 - Planning Director met with Lee Khazraee to discuss inspections, timing of inspections and partial inspection issues related to the Kings Crossing Center building at Old Kings Crossing and SR40.
 - Staff attended a meeting regarding the Local Mitigation Strategy and Flood Management Plan which is to be prepared on behalf of all the jurisdictions by the East Central Florida Planning Council. Volusia County Emergency Management is the contracting agency.
 - The Planning Board met on 12/13/12 to conduct 8 public hearings on two land use plan amendments, two zoning amendments, and four code amendments related to mobility fees, doggie dining, site signage and residential rear yard setbacks.
 - Staff attended the 12/13/12 public meeting sponsored by MainStreet for the businesses that will be affected by the resurfacing and construction of medians on SR40 which begins in early January 2013.
 - The Enterprise Resource RFP Committee (Planning Director, Finance Director and IT Manager) had a WebEx demonstration of Avolve's ProjectDox software. All personnel in

- the Planning Department and the Engineering Division were invited to attend this demonstration. ProjectDox is a software package that will permit the City to move away from paper drawings and require electronic drawings from consultants. ProjectDox will significantly reduce the need for increased file storage space for paper drawings, save staff time in reviewing plan re-submittals while saving the property owner money on site and building plan copy production.
- Planning Director met with the Chairman and Vice Chairman of Lakes of Pine Run Condominium Association regarding annexation and need for upgrades to the Association's water and sewer utility system.
 - Underground utility easement letters went out to private property owners and staff has been busy addressing issues and concerns about what the effects of construction and the resultant perpetual easement will be on property. There are 53 easements needed and staff has obtained 23 of them, mostly from city lands and Highlander properties. Staff is preparing a Memorandum of Understanding, to be reviewed by Legal, outlining the City's and property owners' responsibilities for property restoration after the utilities are buried to address property owner concerns.
 - A neighborhood meeting will be held at the Trails South Forty Clubhouse on 1/9/13 at 6:00 pm for the proposed camouflaged tower that is to be located behind BodeZ. The applicant is Capital Telecom.
- Building Services
 - 52 permits issued with a valuation of \$213,266.00
 - 202 inspections performed.
 - 2 business tax receipts issued
 - Development Services:

The following SPRC activities occurred:

 - 460 S. Atlantic SUNOCO site plans – Internal review comments were discussed by the SPRC in preparation for the meeting with the property owner's agent next week.
 - A variance application for 1387 West Granada Boulevard for a side yard setback encroachment of 10' and to reduce 1 required parking space has been received. The property owner's plans to remove the residential property @ 1387 West Granada and replace it with a State Farm Insurance office were received. The one parking space will be waived by the Planning Director using the 10% administrative relief once the neighborhood meeting has been held.

Economic Development

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. Legal Department staff has reviewed the material and transmitted comments and recommendations to Tomoka Holdings. Upon resolution of the issues the documents will be at a public hearing with the Planning Board. Following the meeting with the Planning Board, staff will present the findings to the City Commission for review and approval.

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual plans for the use of the available City land located along West Tower Circle in the Business Park.
- Staff met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff walked the power line easement with FPL representatives to determine the area of vegetation clearing

necessary to reduce power interruptions to the businesses in the Park. FPL has agreed to vegetation trimming. FPL has completed their tree trimming along the power lines and they expect to notify the City and businesses of long term solutions to the ongoing incidents of power disruptions.

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 meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff is in the process of preparing draft economic development incentive programs that would cover the downtown and citywide economic development projects. The incentive program will be presented to the Main Street Board and City Commission when completed.
- Staff attended the Daytona Regional Chamber Legislative Action Committee meeting to finalize the 2013 Legislative priorities list. Staff worked with Team Volusia and Volusia Manufacturing Association to identify priorities for 2013.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact the property owners and their real estate broker of the Food Lion along East Granada Boulevard to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. The broker is in discussion with other food grocers to reuse the property. Staff is in contact with the owners of the former Texaco Gas Station at 10 Nova Road, who is negotiating with a business to redevelop the property.
- Staff is working with the Mefeedia Company, a high tech business recruited from California in 2010, to set up internship programs for high school and college students. The program includes partnerships with Daytona State College and Center for Business Excellence.
- Staff is finalizing the Growth Assistance Program to provide economic development incentives for expanding and recruitment of businesses.
- Staff attended the 2012 Annual Volusia Manufacturers' Association meeting. Several awards were given to companies in Volusia County.
- Staff, along with other cities and counties from Central Florida, attended the "Open for Business" at Osceola Heritage Park in Kissimmee. "Open for Business" was successfully advanced by the following Founding Partners: the Associated Builders & Contractors, the Central Florida Partnership, the Home Builders Association of Metro Orlando, the Metro Orlando Economic Development Commission, the Orlando Regional REALTOR Association, and Workforce Central Florida; Shelley Lauten, President of myregion.org, served as Project Director.

Airport Operation and Development

- Halifax Paving, Inc. continued to work on the Taxiway Alpha Relocation & General Airfield Improvements Project. Grading and base course work has been largely completed on the western portion of the new taxiway, and most drainage and storm water management components have been installed in that area of the project. Halifax Paving crews have been working through inclement weather in order to take advantage of reduced aircraft traffic during those periods.
- The FAA has begun instituting new security procedures at air traffic control facilities, including the air traffic control tower in Ormond Beach. Biometric identification systems were delivered to the control tower this week by FAA personnel. These devices will be used to further secure access to critical FAA systems at the tower.
- Staff continued to work with Sunrise Aviation and their vendor to plan and site a new sign location for the Sunrise Aviation fuel farm on Taxiway Bravo. Staff is also working with

Sunrise Aviation regarding additional proposed development in the southeast quad of the airport.

- Staff worked with the FAA Orlando Airports District Office to facilitate registration for the new Delphi invoicing System. Delphi invoicing is the first of multiple FAA finance and accounting systems to be implemented in accordance with the U.S. DOT Financial Systems Modernization (FSM) initiative. This unified, web-based platform will save valuable time and resources associated with current manual processes. The City will receive grant funds more quickly and FAA will have enhanced control over grant payments.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 51 Journal Entry Batches (# 5437 – 5448 and # 826 - 934).
 - Approved 26 Purchase Requisitions totaling \$2,394,962.57.
 - Issued 23 Purchase Orders totaling \$263,542.19.
 - Advertised Bid No. 2013-01, North Central Park Lake Interconnects-Division Avenue and Hammock Lane, in the News Journal and posted on DemandStar on 12/9/2012.
 - Advertised RFP No. 2013-02, Ormond Beach Aerial Fireworks, in the News Journal and posted on DemandStar on 12/9/2012.
 - Held pre-bid meeting for Bid No. 2013-01, North Central Park Lake Interconnects-Division Avenue and Hammock Lane, on 12/12/2012.
 - Rescheduled opening for RFP No. 2013-03, Ormond Beach's Andy Romano Beachfront Park Concession, from 12/12/2012 at 3:00 p.m. to 1/18/2013 at 3:00 p.m.
 - Prepared 169 Accounts Payable checks totaling \$991,558.16 and 31 Accounts Payable EFT payments totaling \$292,538.77.
 - Prepared 38 Payroll checks totaling \$34,140.53 and 324 Direct Deposits totaling \$395,964.12.
 - Transferred IRS 941 payment of \$140,863.99.
 - Processed 4,131 cash receipts totaling \$5,033,260.88.
 - Processed 808 utility bill payments through ACH totaling \$62,346.52.
 - Processed and issued 5,728 utility bills with billed consumption of water of 34,936k.
 - Issued 917 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - CodeRED All Call
 - Letters to Santa
 - Holiday Concert
 - S. Halifax Drive Right Turn Lane Closure
 - Project ROMP Dates Scheduled for Renovation
 - Harry Wendelstedt's Umpire Clinic
 - Men's Winter Softball League
 - Adult Coed Kickball League
 - Civil Air Patrol (CAP) Cadets Honored
 - Holiday Waste Collection Schedule
 - Other
 - Citizen Contacts
 - Media Contacts

- Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended Quarterly Local Mitigation Strategy (LMS) Meeting
 - CodeRED All Call
 - City Santas Preparations
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 5
- Hazardous: 5
- EMS: 87
- Motor Vehicle Accidents: 11
- Public Assists: 31

TOTAL CALLS: 141

- Aid provided to other agencies: 12 calls – Volusia County (5), Daytona Beach (6), Holly Hill (1)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 37
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 75

Training Hours

- EMT Refresher: 35
- Hazardous Materials: 15
- Incident Command: 3
- Safety: 3
- Tactics: 2

TOTAL TRAINING HOURS: 58

Station Activities

- Updated 71 pre-fire plans
- Conducted 2 fire inspections
- Provided tour of Station 94 to group of 100 children from Pathways Elementary.

Significant Incidents

- 12/5/12, 7:04 AM: S. Atlantic Ave. / E. Granada Blvd. – Motor Vehicle Accident – Two vehicle head on collision – four patients transported to hospital – a firefighter paramedic assisted EVAC during transport of one trauma alert patient.
- 12/7/12, 1:15 AM: N. I-95 / Mile Marker 270 – Motor Vehicle Accident – Sedan with two passengers rear ended stopped tractor trailer – top and right side of vehicle sheared away – two fatalities.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works Department/Utilities-Wastewater-Maintenance Worker II- Position advertised 12-11-12 on the City web site with a closing date of 12-21-12.

- Public Works Department/Water Distribution - Maintenance Worker II- Position re-advertised 12-11-12 on the City web site with a closing date of 12-21-12.
- Leisure Services/Parks- Part Time Maintenance Worker II (2) advertised 12-13-12 on the City web site with a closing date of 12-20-12.
- Leisure Services/Recreation – Part Time Recreation Leader (Nova Community Center) advertised 12-13-12 on the City web site as open until filled.
- Screening/Interviews Scheduled
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “C” was advertised on 10-25-12 on the City web site and in-house with a closing date of 11-02-12. This position will require that the person assigned to this position attain the Wastewater Treatment Plant Operator “C” license and certification within eighteen months of employment. Twenty-two (22) applications were received and are being entered on applicant tracking sheet with qualifications prior to being sent to the department for review. Interviews are scheduled for 11-30-12 and the week of 12-02-12.
 - Police Department – Police Officer position was advertised on 09-17-12 on the Florida Police Chief’s web site and the City web site and closed on 10-05-12. Forty-eight (48) applications were received. Interviews were held on December 11 & 12, 2012 with fourteen (14) candidates. A ranking sheet was sent to the Lieutenant, who will make the Board’s recommendations to the Chief.
 - Leisure Services/Administration – Part Time Office Assistant I interviews were conducted and applicant selected did not pass background. Waiting for department’s decision on second candidate.
- Demotions
 - Police Department – Voluntary demotion of a Police Corporal to Police Officer effective 01-12-13.
- Promotions/Transfers
 - Leisure Service Department/Sports - Transferred Part Time Recreation Leader (Nova Community Center) to Sports effective 12-08-12.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 11-30-12: 3.68% (excluding retirements).

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program October 2012 monthly report reflects savings of \$82,545.48 for City residents in the 28 months that the program has been in effect in Ormond Beach. Over 1,958 residents have utilized the program during this time.
- ICMA 457 Deferred compensation meeting scheduled for 12-14-12 – HR Training Room.

City Events/Employee Relations Update

- New Employee Orientation was held on 12-6-12 for two (2) new employees. This program reviews employee responsibilities, benefits, City policies and other useful information to orient a new employee on what it means to be working for the citizens of the City of Ormond Beach.

Training & Development Opportunities

- Development of Leadership for Supervisors training module.

Risk Management Projects

- Attended Mayor’s Health & Fitness Challenge planning meetings; conducted informational meetings with City departments.

- Attended Leadership 10 meeting.
- Attended United Way planning meetings.
- Preparing for Workman's Compensation Procedures Training sessions for Fire Department.

Information Technology (IT)

• Information Systems (IS)

- Work Plan Projects
 - Finance/Community Development – CRM system replacement
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - Backup Firewall failed, Cisco replacing under warranty.
 - Work Orders: - 31 New work - 61 completed - 29 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,403	Inbound E-Mails Blocked	9,493
Delivered Inbound E-Mails	10,822	Quarantined Messages	88
Percentage Good Email	53.0%	Virus E-Mails Blocked	69

- Notable Events:
 - Virtualized 2 of the 3 Email related servers: Email Archive and Email FrontEnd servers
 - The main Email server containing the email store will be next but will require a lengthy downtime of email services. We are currently working on scheduling this to minimize inconvenience.
 - Backup Firewall failed, Cisco replacing under warranty. No loss of protection, just loss of redundancy. Our contractor is handling the reconfiguration of the replacement unit as this is a complex process of re-establishing the licenses and trusts between the two firewalls.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 248 Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 4,025 (17.9%) potable 3,744, Irrigation 281
 - Notable Events: None.

Leisure Services

• Administration

Meetings attended/hosted:

- Supervisory staff meeting
- Public Works meeting
- Grounds maintenance meeting
- Project ROMP
- Central Park Paving Substantial Completion meeting
- Park visits
- Construction Site visits
- MainStreet Tree Lighting
- Parade
- Staff Meeting Review
- Events Meeting

- Staff Meeting
- One on One's with coordinators
- Senior Games Meeting
- SSOA Meeting (Sunshine State Officials Association)
- Beachfront Park Grand Opening Planning
- Holiday Luncheon at The Casements
- Lightning Detection System Meeting
- Holiday at The Casements
- Special Pops Winter Holiday Party
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Attended meeting for Ormond Beach Sports Complex multi-use fields
- Weekly meeting with Austin Outdoors to discuss landscaping contract
- Met with janitorial contractor
- Attended Pre-bid meeting for shade structure at Nova Community Center
- Attended Andy Romano Beachfront Park progress and grand opening planning meeting

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex at 1pm daily.
 - Seabreeze High School boys' and girls' soccer practices continued this week, Tuesday through Thursday at the Sports Complex soccer fields with games being held Friday.
 - Riverbend Academy Soccer practice was held this week on Monday and Thursday, Field #8.
 - The following fields are closed due to winter rye seeding: Nova fields #1 through #5, softball field #7 and quad, Wendelstedt fields #1 through #3, Kiwanis, soccer fields #1 through #3, #7, #9 and #10 and the T-ball quad.
 - The Ormond Beach Youth Basketball boys' league began games this week. Games were held Monday, Wednesday and Friday from 6pm to 9pm at South Ormond Neighborhood Center and also Monday through Thursday and Saturday 6pm to 9pm weekly and 9am to 2pm on Saturday at the Nova Community Center.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center softball outfield.
 - Cleaned tennis and basketball courts at South Ormond Neighborhood Center.
 - Performed maintenance on baseball infields, tennis and handball courts at Osceola Elementary School.
 - Mowed baseball fields at Nova Community Park.
 - Cleaned Skateboard Park.
 - Cleaned tennis and handball courts at Nova Community Center.
 - Picked-up and dropped off equipment to fleet on daily basis.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of Maintenance Building.
 - Continue mowing of the soccer fields at the Sports Complex.
 - Continue mowing of the softball fields at the Sports Complex.
 - Replaced sprinklers as necessary.
 - Daily clean up of Limitless Playground at the softball quads.
 - Mowed football fields at Ormond Beach Middle School.
 - Cleaned all sports parks of debris/trash from the events over the weekend.
 - Seabreeze and Riverbend varsity soccer teams continued their season games at the Sports Complex.
 - Over seeded the soccer fields 1, 2, 3 and 9 and closed them until January.
 - Over seeded all fields at Nova Community Park and closed them until January.

- Began preparation of baseball fields 1 through 3 for the Wendelstedt Umpire School in January.
- Prepared portable bleachers for Holiday Parade.
- Transported portable bleachers to City Hall for Holiday Parade.
- Performed Holiday Parade tasks.
- Replaced broken parts on the fertilizer spreader.
- Delivered Poinsettias to volunteers throughout City.

- Senior Center
 - Civil Air Patrol met on Monday from 6:30pm to 9:30pm.
 - Granada Squares Dance was held on Tuesday from 7pm to 9:30pm.
 - Living Word Family Church was held on Wednesday from 6:30pm to 8:30pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church met on Sunday from 9am to 1pm.
 - Big Band America met on Thursday from 7pm to 9pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club and CMT held regular classes.
 - Tuesday: Show Club, Theatre Workshop, and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club and CMT held regular classes.
 - Friday: Theatre Workshop, Show Club and CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
South Beach Dance Holiday Showcase, Saturday, Dec. 15th, 7pm to 9:30pm.

- South Ormond Neighborhood Center
 - Splash Pad (Closed until March 16, 2013).
 - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
 - Free play basketball took place from 1pm until 5:30pm.
 - Ormond Beach Youth Basketball Association held practice Monday through Friday 5:30pm to 9:00pm.
 - The fitness room was open from 1pm until 9pm on weekdays.
 - PAL held tutoring Monday through Thursday 3:30pm to 5pm.

- Community Events
 - Training and orientation of new Community Events Technician, Debra Terry.
 - Set up, worked and strike of the 22nd Home For The Holidays Parade, December 8, 2012.
 - Santa on the Go December 10th, 11th and 12th.
 - Santa Calling by the Ormond Beach Lion's Club, Tuesday, December 11th and Wednesday, December 12th.
 - Set up, worked and strike of Holidays at The Casements, Thursday, December 13th.
 - Attended Events Meeting, Weekly Staff Meeting.
 - Weekly administrative tasks, office work, meetings and activities.

- Gymnastics
 - The December/January classes for various age groups and levels were held Monday through Friday.
 - Preparing for team cheer competitions in January.
 - Open gym was held Monday evening.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Regular classes continued throughout the week, including Adult Jazzercise and Miss Debby's Dance classes.
 - 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, ping pong, pickle ball, the game room and the exercise room.
 - Challenger Basketball program ended its fall session with awards and celebration on Monday from 5pm to 6pm.
 - Youth Basketball League began competitive games Monday with games being held Monday through Friday until February.
 - Renovations on the outside handball and basketball courts will continue until January 2013.
 - "Learn the Basics of Basketball" continues to meet Mondays and Wednesdays from 4pm to 5pm until December 19, 2012.
 - The winter holiday party for special needs was held Friday from 6pm to 8pm.
 - Remodeling of the west lobby took place.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday and on Saturday from 10am to 11:30am.
 - Artist Larry Beck's Gallery Exhibit will be on display at The Casements through December 30th.
 - During the week, staff made the final preparations for Holidays at The Casements which was held on Thursday evening and Santa's Breakfast will be held on December 15th.
 - A wedding and reception was held in Rockefeller Gardens on Saturday.
 - Staff assisted with the Home for the Holidays Parade on Saturday.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Casements Guild held their Board meeting on Monday morning in the Preservation Room.
 - A photo shoot was held in Ormond Memorial Gardens on Wednesday afternoon.
 - The Farmers' Market was held in Rockefeller Gardens from 8am to 1pm on Thursday.
 - The Casements Centennial Committee met with the Mayor in the Preservation Room on Thursday morning.
 - Approximately 30 students from New Smyrna Middle School toured The Casements on Thursday morning.
 - Holidays at The Casements was celebrated on Thursday evening.
 - Staff set up for Santa's Breakfast on Friday.

- Parks Maintenance
 - Repaired broken soap tray in men's restroom at Fortunato Park.
 - Assisted with set up of MainStreet Association Christmas tree.
 - Replaced missing hose bib lock at Fortunato Park.
 - Repaired loose railing at the Birthplace of Speed Park.
 - Installed two new trash cans on Cassen Park pier.
 - Repaired boat bumpers on the floating dock at Cassen Park.
 - Trimmed low hanging tree limbs over trail to the fishing pier at Riverbend Nature Park.
 - Removed graffiti from men's room at Cassen Park.
 - Assisted Building Maintenance with Christmas tree repair.
 - Removed graffiti from men's room at Fortunato Park.
 - Conducted safety inspections of parks and equipment throughout the city.

- Weekly inspections of park facilities for reservations.
- Building Maintenance
 - Completed weekly inspection of airfield lighting and signage.
 - Daily preventive maintenance of city vehicles and equipment.
 - Replaced water filters on ice machines throughout the city.
 - Performed electronic safety function on three (3) Airport gates
 - Performed electronic safety function at two (2) Water Plant gates
 - Continued Christmas decorating throughout the city.
 - Met the plumbing contractor for Police Department upgrade.
 - Repaired men's restroom toilet at Fire Station 91.
 - Replaced tank flapper at men's restroom at Cassen Park
 - Adjusted water pressure for women's restroom at City Hall.
 - Checked water cooler spill and setup carpet dryer at Finance Department.
 - Setup sponsor board at City Hall.
 - Setup outside Christmas tree at City Hall.
 - Setup bleacher banners at City Hall.
 - Installed a new threshold for the new Wastewater Treatment Plant door at operations entrance.
 - Met contractor to apply tile sealer at Nova Community Center.
 - Met Orkin at Fire Station 91 to start subterranean termite application.
 - Installed new front door at Wastewater Treatment Plant entrance.
 - Repaired street lights on Ridgewood and Tomoka Ave.
 - Replaced switch and ballast at Fire Station 93.
 - Repaired stair lights at City Hall.
 - Repaired river float at Bailey's Riverbridge Gardens.
 - Repaired snowflakes on the Granada Bridge.
 - Repaired light in Nova Gym.
 - Repaired hand dryer at Pop Warner concession.
 - Repaired wire damage on Christmas decoration at City Hall.

Police Department

Administrative Services

- Attended/participated in the Home for the Holidays Parade
- Attended the DARE Graduation Ceremony at Pine Trail Elementary School.
- Labor negotiations meeting with Fraternal Order of Police representatives.
- Bi-weekly meeting with City Manager.
- Lt. Godfrey attended FBI National Academy orientation meeting.

Community Outreach

- Contacts were made for the Annual Holiday Party to be held at the South Ormond Neighborhood Center on December 20th.
- Members of the YDC and youth PAL programs marched in the Ormond Beach Christmas Parade on Saturday, December 8th. The youths held the banner announcing the parade.
- All PAL educational programs are on break until January due to the Volusia County School Winter Break Holiday.
- PAL staff members attended a Regional PAL meeting to review items needed and plans for the Winter PAL Basketball season. The season begins in January.
- PAL basketball teams were contacted and practice times reviewed.

Criminal Investigations

- Cases Assigned: 18
- Cases Exceptionally Cleared: 12
- Inactive: 18

- Fraud: 4
- Burglary Business: 4
- Burglary Residential: 3
- Larceny Car break: 3
- Grand Theft: 2
- Auto Theft: 2

Narcotics:

- Nine Buy walks
- Two Buy Walk Attempts
- One Search Warrant

Comments:

- Grand Theft: Property stolen from a resident at the Coquina Nursing Center back in July has been located at a local pawn shop and a suspect has been developed. Investigation continues and an arrest is expected.
- Missing elderly adult male has been located after investigators notified the media and his picture was on the news. The subject in question went to a nursing home and did not want out of state family members contacted.

Community Service/Animal Service

- Animal calls : 42
- Animal Reports: 3
- Animals to Halifax Humane Society: 5, (1) cat and (4) dogs
- Notice of Violation: 2
- Animal Citations:1
- CSO 's worked the Holiday Parade

Records

- Walk - Ins / Window 116
- Phone Calls 184
- Arrest / NTA'S 31
- Citations Issued 67
- Citations Entered 119
- Reports Generated 129
- Reports Entered 143
- Mail / Faxes / Request 53

Patrol

- Total Calls 1,654
- Total Traffic Stops 195

Operations

Crime Opportunity Reporting Forms issued: 104

12-6-12 Trespassing at Cassen Park, one transient issued a trespass warning for the park.
12-6-12 Trespassing at 1520 W. SR-40, two persons were arrested for trespassing after warning.
12-7-12 Theft at 144 Myra Blvd., three UPS packages were stolen from the residence.
12-7-12 Theft at 172 Deer Lake Cir. An outside metal Christmas tree was stolen.
12-7-12 Disturbance at Econo-Lodge Motel, husband charged with domestic violence.
12-7-12 Burglary at 436 S. Nova Rd. A bicycle was stolen off of a screened porch.
12-7-12 Burglary at 61 Apian Way. Items taken from a house under construction.
12-8-12 Shoplifting at Walmart, a female was arrested for retail theft.

12-8-12 Prowler at Main Trail and Rio Pinar Trail. A suspect was found acting suspiciously in the area by an off-duty Daytona officer. The suspect was arrested.

12-8-12 Auto Theft at 1521 N. US-1, the victim was helping someone put air in their tires when a suspect jumped in their car and fled the area.

12-8-12 Disturbance at 207 Midway Ave. One arrest for an open warrant.

12-8-12 Shoplifting at Beall's on W. SR-40. One adult female charged with retail theft.

12-9-12 Disturbance at 422 N. Ridgewood Ave. One arrest for battery.

12-9-12 Trespassing at 376 Tymber Creek Rd. one arrest for entering pool area.

12-9-12 Trespassing at 1058 N. US-1. Suspect arrested for trespass after a warning.

12-10-12 Car Burglary at 131 Ponce De Leon. Cash taken from a locked car.

12-10-12 Burglary at 1219 Fernway Dr. A lap-top and TV were stolen from the home.

12-10-12 Car Burglary at 753 Riverside Dr. Items taken from an unlocked car.

12-10-12 Burglary at 792 N. Halifax Dr. Jewelry and a safe were stolen.

12-11-12 Narcotics at 690 S. Nova Rd. A suspect charged for a small amount of marijuana.

12-11-12 Narcotics at 100 Block of S. Atlantic Ave. A felony amount of marijuana was found in a vehicle after a traffic stop. One arrest was made.

12-12-12 Theft at 270 Hand Ave. A license plate was stolen from a vehicle.

Traffic Unit:

- 12-12-00088 – Serious head-on crash on Ocean Shore Blvd. Two passengers not wearing seat belts critically injured. One was a high school student in the back seat with a serious head injury. The other was an adult with a serious leg and hip injury.
- The traffic unit is being highly visible in the shopping plazas through the end of the year trying to prevent car breaks and purse snatches. We are also working heavily on Fire Lane and Handicapped Parking violations. We have seized 10 Handicapped Permits so far which were being used by friends and family members who are not handicapped.

- Traffic Citations 21
- Parking Citations 7
- Crash - No Inj. 8
- Crash - Injury 2
- Warnings 7

- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 1200 BLK N. US 1
 - S. Yonge Street
 - SR A1A
 - 1500 Blk N Beach St
 - Ormond Town Sq., Walmart, and Lowes
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - SR 40 / US 1
 - South Kings Road
 - Osceola Elementary School parking violations

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated
- Zone 2: 3 Cases initiated
- Zone 3: 1Cases initiated
- Zone 4: 1 Case initiated
- 14 signs have either been removed or sign cases created.

- 13 tree removal permit requests.
- Administrative staff assisted with two walk-in and thirty-two (32) 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.

Zone 1:

- 1) 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28th. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case was heard by the special magistrate at the November 26th hearing. The respondent did not attend the hearing. The special magistrate made a finding that a violation does exist, provided 30 days from execution of the order in which to comply, pay the \$100 citation, and pay case costs of \$23.25. Further that the respondent is required to contact the Neighborhood Improvement Division for a re-inspection once compliance has been achieved. Failure to comply will result in a \$50 per day fine commencing on the 31st day from execution of the order.

Zone 2:

- 1) 144 S. Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case was presented to the special magistrate on Sept. 24, 2012. The owner attended the hearing. The owner was given 60 days from the date of the hearing to achieve compliance and to pay the \$50 citation and case costs. Failure to comply will result in a \$25 daily accruing fine. The respondent contacted the Neighborhood Improvement Division on Monday, November 26, 2012 to request an inspection to confirm compliance. An inspection was conducted on Tuesday, November 27, 2012. While additional effort was made to remove items from the front porch and yard area, there was still a great deal of outside storage in the back yard. This case will be presented to the special magistrate for failure to comply on January 28, 2013.
- 2) Arlington Way – Received an anonymous complaint regarding the occupants of a duplex having garage sales at least twice a month. NID staff drove the area and found several duplexes. The address of the one in question is unknown at this time. Inspections will be made to ascertain the address and confirm the alleged violation. Thus far NID has not been able to determine the address of the alleged garage sales. Staff will continue to conduct periodic inspections in the area to determine if a violation does exist however, this item will be removed from this report.

Public Works

- Engineering
Construction Projects:
 - Roadway Resurfacing – Contractor has substantially completed resurfacing of City streets.
 - Transfer Station Pump Station – Electrical rough draft was passed; FPL purchase order was made for installation of a new meter.

- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Contractor has initiated activity for dewatering, pit excavation, and jack-and-bore across U.S. Hwy 1 at Nova Road.
- North Halifax Dr. Improvements – Corrugated metal pipe storm drain cleaning and cured-in-place lining has begun. The right turn lane onto SR40 off South Halifax Drive was closed to stage directional drilling for a reclaimed watermain extension which will cross under Granada Boulevard and continue up North Halifax Drive.
- Central Park Paving – Fleming Avenue and Hammock Lane sites are substantially complete.
- Tymber Creek Phase I – A Utility Coordination meeting was scheduled for work anticipated to begin in January 2013.
- Side Street Lighting Conversion – Materials have been ordered and should arrive for installation by year's end.
- Andy Romano Beachfront Park – The contractor is working on all aspects of the park. This includes the paver areas, concrete parking, restroom/concession facility, irrigation and landscaping, the playground and splashpark, and front towers. Dune restoration is on-going.
- Hand Avenue – The first phase of work from US1 to Coolidge is open. Paving from Nova to Stratford place was completed and this section of Road is open. We have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift the entire length of the road. For now there will be a 1-inch difference in the pavement elevation and the edge of curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. The contractor is continuing with water main installation and will complete the next section of paving from Stratford Place to Oak Brook Drive within the next couple of weeks. A meeting was held with the School Board Director to discuss and coordinate bus stop routing and student safety within the construction work area.
- Wastewater Treatment Plant Expansion and Rehabilitation – Work has been completed on Clarifier 4, Carrousel/Reaeration blowers, RAS/WAS Pump Station, Acetic Acid Feed Structure, Electrical Building and generator, Screw Pumps, and Chlorine Contact Tank. The additional work associated with the bypass pumping has been completed. The contractor is working on the carousel/post anoxic treatment trains, effluent pumps, and administration building. The majority of the new stormwater piping has been installed. The new perimeter road is being constructed. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 72 days. Operator training on completed components is on-going.
- Nova Community Park Basketball and Racquetball Courts – Contractor formed, installed structural steel and poured the northwest wing wall.
- Fire Station 91 Playground Renovation – Project is complete.
- Nova Street Light Painting – Upon inspection, the Contractor will repaint 3 poles and 41 bases as the appearance of the paint is dull and flat due to manufacturer error.
- FDOT Roadway Resurfacing- SR40 from Washington to bridge – A preconstruction meeting was held on November 20th. Construction is expected to begin in early January.
- Ormond Beach Airport Taxiway Project – Site grading continues on construction of new Taxiway Alpha. Utility relocation plan for the existing watermain and forcemain beneath it was designed and reviewed.

Design Projects:

- Environmental Learning Center – City Council approved the submittal of the ECHO grant to Volusia County on December 4. Staff has submitted the grant application to ECHO. If funding is approved in February 2013, City staff will proceed with the final design.
- Nova Community Park Master Plan - The proposed Master Plan is being revised per the Leisure Services and Quality of Life Boards recommendations and will be presented to the City Commission on January 8, 2013.

- Nova Recreation Center Skate Park Expansion – This project will be presented to the City Commission on February 19, 2013 for approval of the Bid Package for a Design Build Project.
- Mainland 2-inch Water Main Replacement – Several streets with possible high restoration costs in the right-of-way were investigated to determine if an alternative construction method is feasible. Milling and resurfacing may reduce impacts to driveways and resurfacing.
- North Peninsula 2-inch Water Main Replacement – Comments from Volusia County were received. Consultant was instructed to proceed with amending the FDEP water distribution permit to three applications.
- South Peninsula 2-inch Water Main Replacement - Final (100%) plans are being completed; Staff will be scheduling this for disposition approval prior to bidding.
- FDOT Roadway Resurfacing- US1 – Met with FDOT and other franchise utilities to discuss project design revisions.
- Downtown Underground Utilities – City Commission voted in favor of execution to FPL of those easements located on City-owned property. A public meeting on the resurfacing of Granada Boulevard was held on Thursday, December 13 in the Human Resources Training Room at City Hall.
- Audible Pedestrian Signals – Comments were received from FDOT. Our consultant anticipates resubmittal to FDOT by December 21, 2012.
- SR40 Washington to Beach St - FDOT has approved the proposed street light relocation design plans for permit.
- Downtown Banner – Project consultant is finalizing design plans for FDOT permit review.
- Downtown Medians – FDOT is working to finalize and issue the permit. The project should begin the second week of January and take about 105 days to complete.
- City Welcome Sign – Bomar Construction is preparing a proposal for staff review under its construction management continuing contract.
- Beach Ramp Beautification – County agreement executed and returned to the County to finalize.
- John Anderson Drive- Met with the SJRWMD and they have indicated that a permit should be a staff issue permit. Staff's consultant has submitted the permit application. Once the permit is received the project should be ready for bidding. Volusia County has indicated they would cost share in drainage Improvements at the north end of John Anderson Drive. A cost share agreement is being prepared for this. Staff met with residents that have easements on their property which would be impacted by stormwater piping improvements. All residents were in favor of the project and informed of the temporary impacts that would result during construction.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane - Project to interconnect the Central Park lakes 1 & 2 and 2 & 3. At a workshop the issue with regards to Paul Duncan's claim of ownership of the water rights was discussed. Legal indicated they were confident that the City had legal authority and ownership of the water rights. The City Commission approved the disposition item to allow staff to proceed with bidding of the project. The project is currently advertised for bids.
- Riverside Drive Drainage Improvements – The CDM Study on the 2009 Storm has been reviewed. A meeting was held with ZCA to discuss the recommendations in order for them to provide a scope of work for the project design. Staff has received this and sent back comments and is waiting on the final draft with costs. The FEMA agreement was approved for the grant at the December 4th CC meeting.
- 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. FEMA has provided a modification to the existing agreement to include funding for

construction. Staff will submit the modification to the City Council at the meeting on January 8, 2013.

- SR40 / Granada Blvd – FDOT Roadway Resurfacing Project - Met with FDOT staff and consultants to discuss improvements along SR40 from Tymber Creek to Perrot Drive, which includes milling and resurfacing, installation of mast arms to replace string line poles for signalization, and sidewalk improvements. Staff is working on coordinating a City utility work plan with the FDOT project.
- Tomoka Avenue, South Beach Street to U.S. Hwy 1 - Investigated repairs on a leaking pipe joint of the 30-inch reinforced concrete stormdrain to determine if recent patches were in the vicinity of those repairs or if additional work is needed in order to maintain subsurface integrity for road resurfacing.
- Ormond Crossing C-LOMR – City Engineering and Planning staff met with the developer's engineer last week to discuss their application to FEMA. The City signed and returned the Community Acknowledgment for the Letter of Map Revision application.

Administration:

- Regional Utilities Project Coordination – Met with FDOT, franchise utilities, Volusia County and other regional municipal utility providers to discuss upcoming projects to coordinate location and relocation of existing and proposed utilities.
- FDOT Bridge Inspection Program – Attended workshop updates. Inspections are conducted annually by consultants contracted through FDOT on all municipal and State maintained bridges.
- Calle Grande Sidewalk - Attended coordination meeting with Holly Hill, Volusia County, TPO, and FDOT to discuss the proposed sidewalk along Calle Grande and Golf Ave. The TPO will be performing a feasibility study, to be prepared by a consultant, after which the applications for grant funding will be considered.
- Nova Road Landfill Closure Site Assessment – The reporting of the additional site assessment study required by the FDEP was finalized, submitted, and is being reviewed by FDEP.
- Roadway Drainage – Staff met on-site to investigate a stormwater drainage problem on Ocean Terrace. Staff will be performing survey elevations to determine how the roadway grade and curb and gutter can be modified to drain properly.
- Watermain Extension – Staff met with County representatives and residents from Shockney Drive, located in a county enclave, about a watermain extension along the road, to be served by the City.
- Prepared NPDES permit renewal application and the Phase II MS4 annual report for FDEP.
- Attended FDOT 5 year work program public hearing.
- Held weekly progress meeting for Andy Romano Beachfront Park.
- Held weekly progress meeting for Hand Avenue Improvement project.
- Residential SWMP Permits review and filing (on-going)
- Magnolia wall measurement (on-going)
- Researched and provided utility drawings of Booth Road and the surrounding area as requested by Sliger Surveying for the Halifax Drive Oncology Center expansion.
- Researched and located FDOT benchmarks along SR40 and began an elevation bench loop survey needed to begin the As-Built survey.
- Researched OBSC property for surveys of boundary lines and City-owned property related to the T-ball fields.
- Completed a tree locate at 7 Seton Trail Cemetery per N.I.D. request.
- Updated Casements survey drawing and forwarded it to the consultant, BFP, for the gazebo design.
- Provided elevations and diameters of all City water storage tanks per a Utilities Division request.

- Researched and provided drawings of sewer service of OBMA Lease Area behind Sunrise Aviation per Airport manager request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Parade Route & Public Works Yard, cleaned up after Christmas Parade
 - Pulled barricades from 228 Sanchez Ave.
 - Asphalt repair at 98 Royal Palm Ave.
 - Pulled forms, barricades and backfilled at 98 Royal Palm Ave.
 - Removed concrete sidewalk on S. Orchard St.
 - Repaired potholes at various citywide locations
 - Removed old curbing and replaced with new at the Performing Arts Center
 - Repaired a broken wire that was cut during removal of the driveway at 228 Sanchez Ave.
 - Poured a concrete sidewalk at S. Orchard St. & Tomoka Ave.
 - Assisted Parks Department with concrete slabs for garbage cans at Central Park II

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleaned up the route after the Christmas Parade
- Removed a dead bay tree at 1537 Oak Forest Dr.
- Removed dead trees at 828 John Anderson Dr., Seton Trail Cemetery and 9 Choctaw Trl.
- Trimmed trees on Ormond Parkway, on Blockhouse Ct., and on Sterthaus Dr.
- Removed (2) palm stumps at 89 S. Atlantic Ave.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted Ballfield Maintenance with loader and forks at Airport Sports
- ROW trimming at various citywide locations
- Cleaned up parade route after the Christmas Parade

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Chardon Rd. & Fernway Dr., replaced a stop sign post due to damage
- Fluhart Dr., replaced (3) delineators around curve
- Robin Rd. & Cardinal Dr., replaced a stop sign post and anchor
- Hand Ave. & Bryant St., picked up an old stop sign & post due to construction
- Fire Station #91 at 364 S. Atlantic Ave., installed "Adopt-A-Park" sign
- South Ormond Recreation Center, installed additional lighting warning sign
- Parade Route, retrieved and took apart signs & barricades from parade
- Various Locations, checked for signs that may need attention or replacing

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Returned equipment back after painting Stormwater Bay
- Sprayed Nova Recreation pond

Vactor

- Lincoln Ave., cleaned (6) basins
- Chrysanthemum (in Southern Pines) - cleaned (10) basins, 720' line cleaning
- 10 Cypress View – cleaned (1) basin and patched & repaired hole in line
- Maintained and repaired equipment

Mowing

- Ditch Mowing – Hammock Ln., Division Ave. and boat ramp area on Division Ave.
- Reachout Mowing – SR40
- Bush Hog Mowing – SR40 and ponds
- Slope Mowing – SR40 ditches

Street Sweeping/Streetsweeper

- 166.6 miles of road cleaned
- 80.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

33,859

PM Services completed for the week:

Emergency—Vehicles and Equipment

6

Non-Emergency Vehicles and Equipment

21

Road Calls for the week:

4

Quick Fleet Facts:

- Fleet has 12,085 gallons of unleaded and 3,535 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,289 gallons of unleaded and 942 gallons of diesel.
- Fleet completed 56 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – A meeting was held with the consultant on site to determine the optimal piping configuration to discharge concentrate via air gap configuration into the reclaimed water storage tank to eliminate the health department requirement for installation of redundant backflow prevention devices. A proposal for design services from the consultant is pending. The contractor confirmed acceptance to perform the original project scope of work less the concentrate piping (bid item no. 3) and extend the bid prices for the remaining items until the end of January 2013. A City Commission memo was submitted to award the contract to McMahan Construction for a renegotiated \$87,000 for the January 8, 2013 agenda.
- Division Avenue Well Field Raw Water Piping - A proposal was requested from the consultant to include additional design services needed to provide water and sewer

- service to the proposed Environmental Learning Center on Division Avenue. Proposal for design services from the consultant is pending.
- WWTP Dewatering Station Bypass Project – Operation data is being compiled for final report due to FDEP in Jan 2013 in concert with Pollution Prevention (P2) Project.
 - Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations to include backflow protection device configuration for implementation of reuse service area expansion to the Breakaway Trails and Hunter's Ridge areas. Draft specifications are being reviewed for procurement of dual check valve backflow devices and re-build kits by the City. Draft specifications for installation services were prepared and awaiting further results of existing device field inventory activities. A wastewater facility permit modification was prepared by staff to support the reuse service area expansion.
 - Airport Road Force Main/ Reuse Main Extension – The jack and bore at US1 and Nova Road is under construction.
 - FDOT State Road A-1-A Left Turn at Lynnhurst Drive – A utility permit is being reviewed by FDOT.
 - North Peninsula 2-inch Water Main Replacement – Project design activities nearing completion. An inventory of meters is being performed to determine scope of meter/service relocation - collaborative effort between operations and engineering departments.
 - South Peninsula 2-inch Water Main Replacement – Received revised plans from the consultant for review. A joint review of the plans is scheduled with engineering and the consultant on 12-17-12.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 was installed. The pump needs to be tested at a minimum speed to meet the manufacturer's requirements for the allowable operating range (AOR) for the test impeller. Testing will be performed during higher flow periods as a result. A partial substantial completion certificate for the dewatering pump station is pending. Once the testing period for the dewatering pump station is completed, a start-up date for Pump #3 will be scheduled. With the holidays approaching, less staff will be available during the testing period. Testing for pump #3 will be scheduled after the holidays.
 - Ormond Beach Wastewater Treatment Plant Expansion – Carousel #2 was drained and the second anoxic tanks are being cleaned. Work at the dewatering pump station to replace the associated pumps and piping is completed. Controls are being tweaked for maximum efficiency prior to issuing a certificate of substantial completion. Drywall is being installed in the operations building. Storm drain piping is being installed. Operations staff making necessary adjustments for minimizing disruption to plant stability and corresponding effluent quality.
 - Lift Station Repair and Replacement Project – Contractor (Worsham) final pay request acceptance remains pending - no claim filed to date.
 - North Halifax Drive Rehabilitation – Directional drilling of the reclaimed water main is being performed.
 - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. The revised design proposal prepared by John Searcy & Associates for the project is being reviewed.
 - Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
 - SR 40 at Williamson, Clyde Morris and Old Tomoka Intersection Improvements - A field meeting will be scheduled by FDOT consultants to review various options to resolve a noted conflict at Clyde Morris Boulevard intersection. Red, green and brown mark ups were sent to FDOT's consultant.
 - SR 40 from Tymber Creek Road to Perrot Resurfacing – Operations staff will field check the mark ups and verify the number of valve boxes and manhole rings to be adjusted or replaced.

- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Plans received from Engineering incorporating the site survey of Lift Stations 9M and Wal-mart are being reviewed. Received electrical plans from the consultant for review.
- Tymber Creek Road Phase 1 Utility Relocation Project – A meeting to discuss utility relocations was held on December 11th. The utility relocations and shut down procedures were discussed at the meeting. Project will start with right-of-way clearing on January 7, 2013. A preconstruction meeting will be scheduled prior to beginning the utility relocation portion of the project.
- Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
- SPRC: Received revised plans for the Sunoco station to be constructed at 460 S. Atlantic Ave.
- Transfer Station Lift Station Upgrades – Electrical control modifications are being finalized.
- Continuing collaboration with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration.
- Water Distribution
 - Exchanged 16 residential/commercial water meters
 - Responded to and/or repaired 11 water service leaks
 - Replaced 6 water services due to aged piping, disconnect 1 abandoned water service - Volusia County Stormwater Project on N. Beach Street.
 - Connected 13 water services to the new 12" water main on Hand Ave
 - Repaired/replaced 6 meter boxes
 - Responded to 2 low pressure and 2 cloudy water complaints
 - Repair 2" water meter and piping broken by contractor at the Nova Recreation Center racquetball courts
 - Performed 2 backflow tests, repaired a 1" irrigation backflow that was struck by a vehicle on S. Atlantic Ave
 - Assisted 3 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
 - Performed a water main shutdown on Hand Ave, between Oak Brook Dr and S. Center St to accommodate the water service connections and the capping on the existing 8" water main for future storm drain installation
 - Performed valve maintenance and exercising on 8 valves for current and future water main shutdown activities
 - Water Main Breaks: 2-2" GSP water mains on Cypress View Trail and Warwick Ave, 2- 6" water mains on Petrea Cir and Ocean Shore Blvd
 - Located, exercised, and initiated one of several mock shutdowns on Tymber Creek Rd between SR40 and Moss Point subdivision
 - Performed a shutdown to disconnect abandoned existing 8" and 6" valves at Andy Romano Park, valves served hotel that had been demolished
 - Rescinded the boil water alerts on Petrea Cir and Hand Ave
 - Assisted contractor - Ormond Hospital located valves & shutdown water main
 - Backfill/ sod at Concord Dr and Woodgate Ct due to excavations
 - Utility locate service for Water/wastewater/reuse: 73 regular and 3 emergency utility locates have been completed
- Water Treatment
 - Delivered to the City 35.767 million gallons for the week ending Dec. 9, 2012 (5.11 MGD)
 - Backwashed 10 filters for a total of 391,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Sampled, cleared and rescinded two Precautionary Boil Water notices

- Wastewater Collection – Reuse
 - Crews responded to two trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Total rainfall for Breakaway Trails (0.25”) and Hunters Ridge was (0.25”) from 12/06/12 to 12/12/12.
 - Televised five, cleaned three and root controlled eight sewer laterals.
 - Ten inch force main on Ocean Shore Blvd. Pressure is at 9 psi 12/11/12.
 - Six inch force main at 1800 N. US-1 @ 5 psi.
 - TV truck went to Cues for new equipment installation.
 - Repaired 4” sewer lateral at 23 Parkview Dr.
 - Installed new pep tank control panel box at 1 Echo Woods Way.
 - Checked all known trouble spots around town. All good.
 - Cleaned main line and manhole - replaced broken cleanout 53 Lorillard Pl.
 - Low pressure sewer psi reading Westland Run 20/15 psi, Foxhunters Flat 21/16 psi and 4” on Shadow Creek Blvd. 19/14 psi.
 - Contractor still working on bore & jack at US1 and Nova Rd. Has completed 80% of bore under US 1.
 - Ongoing flushing of reuse on beach side. Cleaned bermad filter at Tomoka Oaks Golf Course.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 24.96 Million Gallons.
 - Produced 14.20 Million Gallons of Reuse.
 - Produced 10.76 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.57MGD, plant designed for 6 MGD
 - Hauled tons of sludge 145.41 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Continued installation of control boxes at Claricone blow down valves.
 - Installed new 50 HP VFD to main drive on Bird Centrifuge.
 - Returned Generator 340 from fleet to the water plant
 - Installed door chains on the sodium hypochlorite system control panels
 - Loaded the scrap truck with old steel – delivered to salvage.
 - Repaired discharge line for sump pump in south meter vault
 - Kathy Harper Painting - painting of R.O. clear well motors and pipes. Pulled the shaft guard off the clear well pumps for the painters
 - Attended training class for Water Distribution System Operator License
 - Reamed the injection port on Claricones and greased tube pumps.
 - Monitored BAT & HR irrigation system pumps, storage tanks and wells.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields according to MP2 Schedule.
 - Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
 - Performed Booster Station PM's.
 - Cleaned shop and offices and put away spare parts.
 - Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations

- Replaced SCADA antenna and cable on 8M2 liftstation. Replaced both motor starters to match other stations to promote interchangeability and reduction of spare parts inventory.

- Replaced receptacle and cover to Alum pump skid.
- Rewired FLYGT pump with new submersible cable and placed in inventory.
- 7P removed blocked vacuum pump needle valve, suction line not priming.
- 5M – grounds keeping – blew leaves – trimmed outside fence line
- 9M – SCADA – no starts pump #2 – replaced pump with new inventory
- 1P – replaced both dome & probe assemblies – repaired vacuum lines – replaced both filters
- Shop – assembled new cabinets and work benches for Alum Room
- Charleston Square – SCADA – pump #2 stuck on – adjusted floats as needed.
- Deragged Influent pumps.
- R.A.S. Room –assembly & installation of new priming water manifold.
- Barscreens weekly wash down of screens and chutes
- Assisted Contractor with Plant rehab activities.
- Deragged Submersible aerators daily.
- Performed PM's to plant equipment according to MP2 schedule.
- Liftstation SCADA repairs to 11 stations.
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 24 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 96 work orders as reported in MP2 computerized maintenance management system, of which 76 were PM work requests and 20 were repair work orders.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunters Ridge. Utility staff is gathering information and preparing documentation for application for a wastewater permit modification to include these areas in the reclaimed water service area.
 - Annual Reuse Report: Staff is preparing the report for submittal to the FDEP and St. Johns River WMD. The information allows the State to view a summary of our production and utilization of reuse water.
 - Public Education of Sewer Users: A brochure is posted on the City's website to inform customers of proper use of the City's sewer system with special consideration to oil and grease being contributed to the sewer as the holidays approach. The brochure outlines the detriment of oil and grease to the collection system. Appropriate disposal methods are also described to include additional information regarding disposal of non-flushable items and medicines. Staff is also considering other public outreach avenues such as the Earth Day event.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program: The City's CCC contractor is inspecting the potable water meters in the western Ormond Beach subdivisions that will begin receiving reuse water in 2013. In accordance with the City's CCC program, the inspections are to ensure all of the residential service connections are equipped with backflow prevention devices.
 - The City's Cross Connection Control contractor issued a comprehensive commercial facility inspection and survey report to staff. Staff is currently reviewing the data to pursue any follow up activities with regard to the City improving compliance with this program. Staff is also discussing the current contract as a renewal period is approaching. The scope of work may need to be revised to compliment the City's current needs.

- **Consumptive Use Permit Unaccounted for Water:** Staff has received the results from the City's contractor that tested the accuracy of 121 selected residential water meters. The data is valuable in determining how to improve the percentage of unmetered and unaccounted for water in the City's distribution system. Staff is continually trying to minimize unaccounted for water percentage.
- **Water Treatment Conversion to Free Chlorine:** The City's water treatment plant is temporarily disinfecting the water supply with Free Chlorine rather than the Chloramines normally utilized. The change will continue until December 17th to minimize holiday impacts for this necessary distribution system maintenance period.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, 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 or have been completed:

- Staff attended and provided support for the December 12, 2012, Pension Boards Meeting.
- Agenda packet preparation and creation for the January 8, 2013, City Commission Meeting.

Status of Department Projects

- **Agenda Automation System**
 - Project Status: On Going
 - Continued to provide one-on-one support to City staff.
- **Emergency Notification System (CodeRed)**
 - Project Status: In Progress
 - Vendor preparing for citywide "all call".
 - Waiting on vendor to update customer database and geographic information.
 - Staff assisted citizens in signing up for the program.
- **Mobile Phone Application (myOrmondBeach)**
 - Project Status: Application available for download
 - Staff investigated issues with the report a concern feature and alerted vendor
- **Records Management System Upgrade**
 - Project Status: On Going
 - Waiting on selection of new Enterprise Resource System before we proceed with the Records Management System upgrade.