

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 4, 2009

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:
 - Hunter's Ridge DRI Retail Utility Services & Conveyance Agreement
 - Hand Avenue Bridge options
- Attended:
 - MainStreet Riverfest
 - Halifax Uncorked
 - Habitat for Humanity Fund Raising – Bubba Gump's Building Block Party
 - D.A.R.E. graduation Tomoka Elementary
 - Met with Dennis Harward, Innoprise software company
 - Met with John McGrath, Waste Management, Ted and Kevin Gray on Waste Management's services and transfer station
 - Volusia County Economic Development Concept developed by BDP
 - Rotary meeting
 - United Way Board of Directors meeting
 - Held quarterly staff meeting with Directors and Division Managers
 - FCCMA Board meeting in St. Petersburg
 - Held meeting with Division Chief Osterkamp to discuss police issues
 - VLOC dinner sponsored by Oak Hill
 - EVRWA meeting

City Clerks Office

In addition to routine City Clerk activities the following projects are underway:

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
 - City Commission Regular Meeting
- Held first meeting with Departments on new website content management.

Community Development

- Planning
 - The Department conducted a sign workshop and approximately 20 people attended representing businesses, sign companies, and special interests (Chamber of Commerce). As a result, several changes to the proposed sign code are being reviewed and considered.
 - Staff will conduct a workshop with the Planning Board in December to review the draft Wetland, Floodplain, and sign amendments. The wetland and flood plain amendments to the LDC are also being reviewed the Environmental Advisory Board. The wetland and floodplain amendments have been reviewed by VCARD and changes have been made to

accommodate suggestions which improved the standard as well as the clarity of the standard. It is the intent of staff to place these amendments on the PB agenda for a public hearing in January 2010 assuming no major issues. CC will see these changes in the last meeting of February or the first meeting of March 2010.

- Building Inspections, Permitting & Licensing
 - 40 permits issued with a valuation of \$1,411,974.00
 - 105 inspections performed.
 - 3 business tax receipts issued.
- Development Services
 - No significant action reported this week.

Economic Development

- Ormond Crossings
 - Staff met with Tomoka Holdings and their transportation consultants to review the updated traffic analysis to determine the off-site transportation mitigation measures. The results of the analysis will be the basis of modifications to the draft development agreement and remedial amendments to the comprehensive plan.
 - The transportation analysis and subsequent mitigation plan will be discussed between Tomoka Holdings and County staff on December 16.
 - Tomoka Holdings has prepared the plans and agreements for the Tymber Creek Road reconstruction and presented the plans and agreements to county staff. The County will continue the discussion following the completion and review the additional traffic analysis.
 - Staff presented to County staff, a draft CRA delegation resolution and TIF program for funding a portion of Crossings Boulevard. Due to issues related to the new transportation analysis and mitigation plans and pending county resolutions to the delegation powers of existing and new CRAs, County staff is recommending to the County Council a 90 day extension of the Ormond Crossings CRA. With the deadline to have a final agreement approved by January 8, 2010, County staff has scheduled the resolution for extension on the December 10 County Council agenda.
 - Following the completion of the additional traffic analysis, discussion of the findings, and negotiation/resolution of transportation matters with all interested parties, staff will be revising the schedule for City Commission review of the documents. Once approved by the Commission, the documents will be submitted to the various state and county agencies.
- Airport Business Park
 - Continuing with the design of the new directory sign and permanent monument signs at the entrance of Sunshine Boulevard. The widening of the entrance of Sunshine Boulevard and Airport Road, as part of the County's Airport Road improvement project, is underway. Notification to Business Park owners/tenants and Airport tenants has been completed.
 - Staff is scheduling a meeting to present proposed signage plans in January as well as to discuss electric power related issues that some of the businesses would like to jointly discuss with FPL officials.
- Ormond Beach Chamber and Business Development Partnership (BDP)
 - Staff met with representatives of the Chamber, Main Street, and local businesses to develop a local promotional campaign to shop locally. The promotional theme is "Shop Independent Businesses, Keep your \$\$\$ in Ormond Beach".
 - Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.

- Staff shared a booth at the Business to Business Expo held at the Ocean Center in Daytona Beach on November 18. The day long business to business event was well attended and provided the opportunity for staff to distribute literature and available properties to the businesses and visitors of the EXPO. Staff has followed up with a number of potential new businesses to locate in Ormond Beach.
- Staff attended the monthly Legislative Action Committee of the Daytona Chamber and a number of economic development initiatives were discussed including the SunRail, AmTrack, Gaming Compact, and a Central Florida Legislative delegation meeting being held on December 15 at UCF. Additional detail will be provided to the Commission on some of these items.
- Staff is appointed to represent city economic development practitioners on the Business Development Partnership Collaborative Economic Information Technology Development Delivery System Committee. The purpose of the group is to improve the BDP's economic development website to include available properties within the city and county and to enhance local marketing programs to attract prospects to their communities.
- Prospective Business Attraction
 - Participated with the surrounding community economic development practitioners on weekly conference calls with the BDP and County staffs to discuss potential business opportunities.
 - Staff responded to one request for information on the available Business Park lots and other available Ormond Beach properties for manufacturing prospects.
 - Developing an inventory of available properties, with the assistance of the real estate brokerage community, to better match the prospects and appropriate sites.
 - Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Special Economic Development Projects
 - The Halifax Area Business Development Partnership and the Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and has drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. Staff worked with the City Managers group and the municipal practitioners to make comments and suggestions on the latest draft report. The Mayor Costello, City Manager Joyce Shanahan, and staff attended a meeting on November 23 at Stetson University in Deland to discuss the eighth draft report prepared and presented by the KMK Consulting to the public and officials from Volusia County.
 - The amendments to the CRA delegation powers proposed by the county are **scheduled for December 10**. Staff has transmitted to the County staff the Commission's resolution which was passed on Tuesday night indicating concerns it has with the County's proposed amendments. Staff will be attending the county meeting to present the City's concerns.
- Airport Operation and Development
 - Staff placed on the December 15, 2009 City Commission Agenda a request to award a contract for phase 2 of the airport security upgrades project. Staff received an executed JPA from FDOT relative to Resolution #2009-60, a grant application to provide 100% funding for airport security fencing and surveillance technology. Installation of the phase one fencing is complete. A bid opening for phase two of the fencing project was held on November 4, 2009. AAA Fence Company of Daytona Beach, Inc. was identified as the

- low bidder. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
- Staff prepared and submitted documentation to FDOT in order to request an extension of the airport security fencing and surveillance technology grant. New developments in the southeast quad will require a reconfiguration of the perimeter fence in that area of the airport. Staff proposes to use funds from this grant to facilitate this reconfiguration.
 - Staff completed the final draft of the "After Action Report," a companion document to the "Report on Findings and Recommendations" of the Aircraft Noise Abatement Task Force that is scheduled for the December 15, 2009 City Commission meeting.
 - Staff prepared and submitted documentation to the United States Customs Service regarding their inquiry of any foreign trade zones (FTZ) within the City limits, which allow reduction of tariffs. The only FTZ was a small "bonded warehouse" in Daytona Beach, which may not be active.
 - Staff completed the initial drafts of three aviation leases at the southeastern quad. The three leases include BETNR Construction, Advanced Composite Solutions, and Joseph Wright. The leases are being reviewed by the lessees and are expected to be provided to the Commission in January.
 - Staff participated in a meeting with Ormond Aircraft Hangars regarding billing issues for storm water and waste management services.
 - Staff participated in the Quarterly Staff Meeting with Directors and Division Managers.
 - Staff secured FAA approval for the September 30, 2009 deadline to complete the design portion of the OMN heliport project to be extended to September 30, 2010. Site inspection for the proposed heliport has been completed, and approval of the proposed site has been received from the FAA. It is expected that the design portion will be complete before the end of this calendar year.
 - Staff is preparing a discussion item for options to develop the vacant land in the southwest quad of the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Compile information for continuation of audit by IRS.
 - Preparation of year-end audit.
- Completed Projects - Weekly
 - Processed 93 Journal Entry Batches (# 5541-5584 & 614 – 759).
 - Approved 23 Purchase Requisitions totaling \$130,559.14.
 - Issued 12 Purchase Orders totaling \$94,165.35.
 - Advertised in the News Journal and DemandStar for Bid No. 2010-05, Rehabilitation of Traffic Signals on Granada Blvd at Ridgewood Ave & Halifax Dr on 11/29/2009.
 - Advertised in the News Journal and DemandStar for FRQ No 2010-07, John Anderson Drive Roadway Improvements on 11/29/2009.
 - Held pre-bid conference for Bid No. 2010-04, South Ormond Neighborhood Center Field Lighting Upgrade on 12/1/2009.
 - Mailed nine (9) "Letter of Intent to Award" for RFP No. 2009-20, Energy Efficiency and Conservation Strategy Block Grant on 12/3/2009.
 - Mailed five (5) "Letter of Intent to Award" for Bid No. 2010-02, Ormond Beach Municipal Airport – Southwest Quad Perimeter Fencing on 12/3/2009.
 - Prepared 343 Accounts Payable checks totaling \$677,790.57 and 50 Accounts Payable EFT payments totaling \$110,265.18.
 - Prepared 62 Payroll checks totaling \$52,415.81 and 323 Direct Deposits totaling \$366,102.42.
 - Transferred IRS 941 payment of \$139,592.55.

- Processed 7,469 cash receipts totaling \$2,443,242.01.
- Processed 1,375 utility bill payments through ACH totaling \$78,228.04.
- Processed and issued 8,429 utility bills with billed consumption of water of 36,912k.
- Issued 1,028 past due notices on utility accounts.

- Completed Projects - Monthly
 - Total billed consumption of water for November 2009 was 123,598K.
 - Completed 333 Initial Reads for November 2009.
 - Completed 120 Re-Reads for November 2009.
 - Completed 295 Final Reads for November 2009.
 - Completed 263 Delinquent Notices for November 2009.
 - Completed 199 Restore of Services for November 2009.

- Public Information
 - Press Releases
 - Holiday Events
 - Movies on the Halifax
 - John Anderson Drive/Roberta Drive Intermittent Water Outage
 - Media Contacts

 - Grants
 - Grant files maintenance, monthly/quarterly/annual reporting, reimbursements, closeouts.
 - Attended Webinar on the SAFER Grant.

Fire Department

Operations

- Continued the Flu Shot Program at Station 91. Administered 44 vaccines this week with an overall total of 2,136.

- Prepared the SAFER Grant application in anticipation of Commission approval at the December 15th meeting. If approved, will provide 100 percent funding for two years to fill 2 positions that have recently been vacated.

- Completed a comprehensive training program through the Florida Department of Forestry (FDOF). The entire department fulfilled requirements to be certified by FDOF for Wildfire Firefighting. The certification also qualifies our employees to be deployed by the FDOF for wildfires throughout the State.

- Paramedics attended an advanced training program on interpreting 12-lead ECG's. A 12-lead ECG measures electrical activity in the heart from 12 different angles. It is used to determine if someone is having a heart attack and which part of the heart is affected. This is important because not all heart attacks are treated the same. Many urgently require advanced surgical care. Our ability to provide the emergency department with diagnostics before the patient arrives in the emergency department can dramatically improve survival rates.

Weekly Statistics

3 Fires
9 Fire Alarms
2 Hazardous
76 EMS

8	Motor Vehicle Accidents
19	Public Assists
117	TOTAL CALLS

Training Hours

163	MD – 12 Lead EKG
6	Reports
6	RIT & 2 In /2 Out
14	Technical Rescue
189	TOTAL STAFF HOURS

Activities

- Updated 14 pre-fire plans
- Conducted hydrant maintenance of 14 hydrants
- Attended Ormond Mainstreet Riverfest "Touch-a-Truck" event. A program for area youths to interact with local agencies. The Fire Department presented a fire truck for display.
- Public education event at Grace Academy – 25 children
- Conducted tour of station 91 – 7 cub scouts
- Held weekly Fire Explorers meeting at Station 92

Human Resources

- Job Requisitions
 - Police Officer (waiting CM signature 9/4/09)
 - Approved/Active Recruitment
 - Screening/Interviews Scheduled
 - PT Rec Leader Sports (selection made, waiting for signed memo to hire)
 - Interviews completed for Senior Planner
 - Police Officer (applications forwarded for review)
 - Three (3) In-house employees applied for Community Service Officer position forwarded applications on 11/23/09
 - Twelve (12) applications for PT OA I - received and forwarded on 12/1/09
 - Twelve (12) application for PT Custodian received and forwarded on 12/1/09
 - Background/Reference Checks
 - WW Trt Plant Operator
 - Job Offers
 - OA II-Neighborhood Imp. Positive results on background, physical and drug screening. Will start on Dec. 7, 2009.
 - Treatment Plant Operator "A" – Wastewater, new hire processing 12/2/09
 - Terminations/Resignations/Retirements
 - Sgt. Police effective 12-18-09
 - Promotions
 - Police Sergeant Annual Promotional Selection Process underway. Exams and assessment exercises conducted – awaiting results.
 - Demotions
 - Transfers
- Leave Status & Restrictions Update
 - FMLA (Intermittent) - FD – request made 11-4-09. Approved, must recertify every 30 days.
 - FMLA –Public Works – request made 11-11-09 – awaiting return of paperwork – expected return to work date unknown at this time.

- FMLA –Neighborhood Improvement, will start December 7th – expected return unknown at this time. .
- FMLA –Wastewater Plant -- requested leave for birth of child expected February 13.

- Union Issues
 - PBA wage reopener – Staff evaluating union’s proposed options and preparing for next session. Meeting scheduled for 12-07-09.
 - IAFF negotiations – final contract proposal presented to union on 11-19-09; also presented was the articles that the City would take to impasse along with City’s position should contract not be accepted.
 - GEA – no news on potential ULP charge
 - PBA Grievance – n/a
 - IAFF Grievances - n/a
 - GEA Grievances – n/a
 - PBA – arbitration – settlement discussions underway – early indication is there’s a lack of interest in settling – new attorney has been assigned and is reviewing case

- Policy Under Review
 - Update email policy to expand proper use of email.
 - Update cell phone use policy to include language regarding visual distractions while driving, i.e., texting, emailing, etc.
 - Finalize ‘Community Health Alert policy’ (Also needs to be renamed. Internal policy to address with employments issue resulting from potential H1N1 outbreak.
 - Update/Clarify Certification pay policies
 - Update No Smoking policy – ban to extend to City vehicles

- Disciplinary Issues & Status
 - FD - Last & Final Warning and suspension of certain privileges through 04-12-10
 - FD - Suspension of certain privileges through 04-26-10
 - FD - TBD, pending legal proceedings – currently restricted from driving City vehicles
 - PD - TBD, pending meeting between CM and Chief Longfellow

- Risk Management
 - Incident – rider in Police car bumped/scraped their head on the door frame when exiting the vehicle. First aid was provided.
 - Incident – day camper fell down after being hit in the stomach by a ball; he is reportedly ok.
 - Incident – mva; city vehicle sb on US1 near Airport Rd hit a vehicle crossing the lane of traffic; no injuries; other party cited for causing the accident. Vehicle damage \$1,086.80; subrogating total cost of damage.
 - Subrogation demand for Police Department vehicle totaled in October mva (\$11,500.13); at-fault driver’s insurance company is indicating may deny-due to FHP citation indicating Officer was driving over the posted limit prior to the crash.
 - Denial letters sent for two claims.
 - Sewer back-up due to tree roots in pipe. Claim for replacement of damaged carpet (\$1,100) and Roto-Rooter service call (\$176).
 - Claim for replacement of solenoid valve for washing machine. Claimant alleges sediment in water damaged valve (\$177).
 - Received payment in full for PD vehicle damaged in October mva (\$1,308.76).
 - Facilitated PD Safety Committee meeting on 12-03

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - HVAC – Waiting on electrical contractor for power availability.
 - Electrical – Contractor is 95% complete, estimate 10 days to complete.
 - Server Virtualization – Implementation planning: modeling current environment.
 - Document Imaging – City Clerk project – Preparation for RFP.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: None
 - Networking System: None
 - Work Orders: 42 New work - 43 completed - 49 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	44,672	Net Inbound E-Mails	31,543
Inbound Bad E-Mail	13,043	Percentage bad mail	29.4%
Virus Messages Blocked	86		

Notable Events: Utilized Thanksgiving holiday weekend to perform extensive server maintenance on all 30+ windows servers. All servers current on updates and patches.

- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 20 Corrections: 1
 - Map/Information Requests: 4
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: Geocode 3rd quarter crimes.

Leisure Services

- Administrative Services
 - Administrative Services highlights
 - Public Works Staff meeting
 - City Manager's Staff meeting
 - City Commission meeting
 - Supervisory Staff meeting
 - Facilities Maintenance Supervisor meeting
 - Soccer Club meeting
 - Beach signage issue
 - Movies on the Halifax issue resolution
 - Cobb memorial discussion
 - Leisure Services Goals
- Athletics
 - The City Men's Softball Winter League started their season this past Tuesday at the Dale Buttleman Softball Quad #4. This is the first Winter Season since 07-08. Seven (7) teams are competing, with games running through February.
 - The Ormond Beach Soccer Club competitive program will continue practices for a few more weeks, leading up to the Holiday Break. They are preparing for the Challenger Cup Tournament that they play host to every year over Martin Luther King's Birthday weekend.
 - Seabreeze Girl's and Boy's Soccer continued their practices & games this week on Soccer Fields #6, #7, & #8 at the Sports Complex.

- Girl's Basketball Games started this week at the Nova Gymnasium for the 3 age groups, Monday through Thursday. Currently, 14 teams are in the program.
- Calvary Christian Soccer continued their practices & games this week on Soccer Field #5 at the Sports Complex.
- OBYBA Boy's Basketball began games this week at Nova, as well as the South Ormond Neighborhood Center. They play Monday through Saturday at Nova Gym and Monday, Wednesday, and Friday at S.O.N.C.
- The City's Basketball Training League, designed for beginners aged 6-8, continue their 6 week program. This is week #5. The program is there to teach the fundamentals skills of basketball, ranging from dribbling to team/game play.
- Many of the Fields at the Sports Complex, as well as the Nova Community Park, are closed currently for the annual Winter Rye Seeding. Currently, that number is 17, with more to follow next week. Most fields will re-open January 4th.
- South Ormond Neighborhood Center
 - The Splash Pad has been closed for the winter season and will reopen on March 13, 2010.
 - While the splash pad is closed, staff will perform routine maintenance duties to the above ground features, pump and filter systems.
 - Working on improvements by repairing tennis courts and gym floor, mulching around park and lighting repair.
- Athletic Field Maintenance
 - Mowed infields, outfields of baseball fields #1 - #4
 - Mowed soccer fields #1 - #10
 - Mowed common areas
 - Painted soccer fields #1 - #10
 - Mowed softball fields #1-#5
 - Prepped softball fields for practice
 - Went to South Ormond Rec. to clean tennis and basketball courts
 - Mowed and prepped softball field at S. Ormond Rec.
 - Went to Osceola Elementary to prep softball fields
 - Also to clean tennis, basketball, and handball courts
 - Nova Park- mowed infields and outfields
 - Cleaned skateboard park
 - Cleaned tennis and handball courts
 - Prepped fields #1 - #5 for Fall season down time
 - Fixed soccer goals and nets, replaced sandbags
 - Painted and prepped the football field for Thanksgiving Tournament
 - Scheduled employees to work Holiday Tournament.
 - Inspected then fixed or replaced sprinklers on all baseball and softball fields, soccer fields #1-#6
 - Removed Player benches and garbage cans from closed soccer fields.
 - Prepped, painted foul lines dragged and marked softball #7, Co-ed.
 - Prepped softball #1 - #2 for nightly games.
 - Removed soccer goals from #1-#4 and #9 and #10.
 - Prepped soccer #5-#8 for games.
 - fertilized the football/soccer field #7
 - Picked-up and dropped off equipment to fleet on daily basis.
 - Made fuel runs for equipment.
 - Cleaned up the fields that were used over the weekend and during the week.
 - prepping baseball fields #1-#4 for Fall season down time
 - Cleaned restroom, offices and lunch area of Maintenance Building.

- laid out and painted a soccer field on #7 for Seabreeze boys and girls, and C.C.A. varsity and J.V. teams
- Senior Center
 - Staff hosted normal evening programming including, Kinetic Expressions Dance Academy, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Chinmaya Church, Tai Chi and the Daytona Community Church.
- Performing Arts Center
 - The Theatre Workshop spent Tuesday on stage preparing for their January production of Annie Get Your Gun. The Theatre Workshop is one of the PAC's internal show groups with proceeds from their shows going directly to benefit the PAC.
 - The PAC hosted the quarterly City Manager staff meeting this week on Tuesday in the Studio.
 - The PAC Supervisor along with the PACE center for girls decorated the Holiday Tree in the atrium of City Hall on Wednesday.
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Open Dance, Children's Musical Theatre, KEDA
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet, Judo
 - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children's Musical Theatre, KEDA
 - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
 - Friday –Greene Dance, Children's Musical Theatre
 - The Performing Arts Center is preparing to host the following events:
 - December 4th ♦ FCC Southern Gospel Concert - \$10 – 7 pm
 - December 6th ♦ Jerry Honigman's Book Seminar FREE – 7 pm
 - December 12th ♦ KEDA Holiday Dance Show 2:30 pm -\$8
 - December 19th ♦ South Beach Dance Holiday Show -\$15- 7 pm
 - December 22nd ♦ Theatre Workshop on Stage– 9 am
- Community Events
 - Parade Committee meeting held.
 - Distributing flyers to area business' and residents about upcoming holiday events
 - Continued tracking sponsorships received.
 - Tracking Parade applications received.
 - Mail boxes are in place at the Casements and Nova Community Center and the letters are being picked up daily by Santa's Elves! Hurry to get your letters in before the deadline of December 21, 2009.
 - Continuing to organize for the Holidays at the Casements, Free Holiday Concert, this features the Moonlighters Orchestra. This is held on Thursday, December 17th @ 6:30pm. Light refreshments will be served.
 - Forms for Santa calling, Santa on the Go and letters to Santa are now available online at www.ormondbeach.org/Events.
 - Santa's breakfast tickets are still available; get yours before they are all gone. Tickets are available at the Casements, for \$5.00 each.
 - Continuing to prepare for Breakfast with Santa
- Gymnastics
 - Team girls did well at their last meet.
 - All of the team girls have qualified for state and are looking forward to the competition.

- The Ormond Beach Flames Cheerleading group will begin a new session this week.
- The gym was closed for the Thanksgiving week.

- Nova Community Center and Special Populations
 - The Activity Class for 2 to 5 year olds and Miss Debby's Dance Classes continued their fall season of classes throughout the week.
 - Nova conducted regular adult classes in jazzercise, "take the pounds off sensibly" (TOPS) and Yoga.
 - FitGyms conducted their personal training, tennis lessons and Fit Moms throughout the week.
 - Athletics met for girl's basketball practice on Monday through Friday in the evenings at Nova.
 - Athletics met for the Basketball Training League on Monday and Wednesday in the afternoons at Nova
 - Challenger Basketball for special needs met at Nova for their fifth practice on Tuesday. Girl Scouts troop volunteers assisted with the drills and the game.
 - The annual Winter Holiday Party was on Friday, December 5 from 6:00-8:00 pm for the special needs community. Over 140 participants attended the event that included Santa Claus, photographs, arts & crafts, games, a DJ, dancing and dinner.
 - Girl Scouts Troop 195 met in the small classroom on Wednesday evening.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place during the week for those who participated in basketball, the game room and the exercise room.

- The Casements
 - Yoga Classes continue on Tuesday & Thursdays at Bailey Riverbridge
 - Tai Chi continues on Wednesdays at The Senior Center
 - Casement staff assisted with set up and strike of the Farmers Market on Thursday.
 - Preparations for the 30th annual Gala event for Friday, Saturday and Sunday
 - Confirmed deliveries and entertainment for weekend
 - Assisted Guild members with set up of 15' Christmas tree in Rockefeller Garden
 - Prepared home for the Tree/Home lighting ceremony for Friday evening at 7pm.
 - Worked with Community Events and Parade Chairman to set line up for parade.
 - Attended Weekly staff meeting
 - Attended Parade Board Meeting

- Facilities Maintenance
 - Replaced AC unit at meals on wheels..
 - Repaired the toilet at Nova Recreation Center outside restrooms.
 - Repaired the vandalized fountain at Bailey River Bridge Gardens.
 - Repaired the AC unit at city hall.
 - Ran the power cords for the remainder of the Christmas decorations.
 - Applied ant bait at various locations in fire station #91.
 - Repaired the ladies room sink at Fortunato Park.
 - Installed a new photo cell for snowflakes at the utility panel on Ridgewood Avenue.
 - Installed brackets on new lamp posts for snowflake decorations at Rockefeller Park.
 - Installed new trash receptacle at fire station #91.
 - Installed new rope on poles at Cassen Park and Bailey River Bridge Gardens.
 - Installed new trash receptacle at the bus stop on Thompson Creek Road.
 - Removed graffiti from the walls at Central Park 1.
 - Repaired the west exit gate at the police station.
 - Installed new channel marker signs in river at Cassen Park.

- Parks and Irrigation
 - Inspected median on Granada after car accident – repaired one damaged rotor head.
 - Dug up and repaired damaged mainline at Fortunato Park. (Tent stake damage) Installed two inch slip fix.
 - Turned off water on the broken backflow valve on the Beach Street median. (Servello hit with truck)
 - Replaced valve at Forest Hills medians.
 - Ran test on the timer on Granada medians and ordered new timer.
 - Cleaned two valves on S. US1 medians and ran test on system.
 - Replaced two spray heads on N. Nova road median as it was damaged.

Police Department

- Administrative Services
 - Attended Department Directors' meeting with City Manager.
 - Several conference calls and Web meetings regarding possibility of severe weather on Dec 2-3; briefings provided to Department Directors.
 - Attended City Commission meeting.
 - Preparation for PBA negotiations
- Community Services & Animal Control
 - 20 Animal Calls responded to.
 - 1 Animal Bite
 - 4 Animals to FHS
 - 3 Animal Reports
 - 2 Solicitor Permits
- Criminal Investigations
 - Cases Assigned: 42
 - Cases Cleared by Arrest/Complaint Affidavit: 2
 - Cases Exceptionally Cleared: 6
 - Inactive: 1
 - Fraud: 5
 - Burglary Business: 2
 - Burglary Residential: 9
 - Larceny Car break: 16
 - Grand Theft: 4
 - Auto Theft: 1
 - Missing Persons: 1
 - Recovered Missing Persons: 0
 - Sex Offense/Rape: 3
 - Assaults: 1

Narcotics:

- 4 Buy Walks
- 3 Buy walk Attempts
- 1 Search warrant

Comments:

- Rape case cleared by arrest. Suspect picked up a woman in Daytona and transported her to the Northbrook area. Suspect entered a vacant residence by cutting the back porch screen and forcibly raped the victim. The suspect held a screwdriver to the victim's throat. The victim was able to get a hold of the screwdriver and stabbed the suspect in the side of his head. The victim was dropped off on Beach St. by the suspect and she

- was able to steal his wallet as she exited the vehicle. The suspect was also charged by VCSO for assaulting a woman at a vacant residence in Ormond By-The-Sea.
- Two residential burglary suspects have been identified (charges pending).
 - Walgreens Shooting: The suspect has been identified by investigators and an arrest warrant will be issued for the arrest of a black female who shot into an occupied vehicle in the Walgreens parking lot. The victim was struck by the bullet but not critically injured.

Crime Trends: Numerous car burglaries on the west side of the city. Investigators continue to work these cases.

- Records
 - Walk ins / Windows 191
 - Phone Calls 186
 - Arrests / NTA'S 17
 - Citations Issued 120
 - Citations Entered 53
 - Reports Generated 89
 - Mail / Faxes / Records Requests 86
- Operations
 - 11/19/09 – Burglary Residence – Riverside Drive – units responded to alarm sounding; window broken out, no entry gained.
 - 11/19/09 – Burglary Residence – S. Atlantic Avenue – resident arrived home and discovered individual in his home; suspect fled; area search found suspect a few blocks from home; this same suspect had been cashing checks from a previous burglary.
 - 11/19/09 – Home Invasion – Whipperwill Circle – two males wearing hoodies and bandanas entered home and threatened resident with firearm; suspects fled when another resident came in; suspects located by victim could not make identification; victim has declined to participate in further investigation.
 - 11/19/09 – Attempted Sexual Assault – Harbor Lights – female grabbed by suspect in garage; called several minutes later; investigation continuing.
 - 11/20/09 – Burglary Business – S. Beach Street – TV taken; witness described a suspicious vehicle in the area; investigation continuing.
 - 11/20/09 – Burglary Residence – Fair Oaks Circle – electronic items taken.
 - 11/21/09 – Burglary Carbreak – Cumberland Avenue – unlocked vehicle; GPS taken.
 - 11/21/09 – Aggravated Battery – S. Nova Road – after words were exchanged in the parking lot of a business one subject fired a shot into the rear of another vehicle; bullet went through trunk and into the rear seat of the vehicle; victim was struck in the back but the bullet did not penetrate the rear seat; victim received bruise and swelling; investigation continuing (suspect identified).
 - 11/23/09 – Narcotics Trafficking/Fleeing & Eluding – Reynolds Drive – suspect fled from VCSO Deputy attempting traffic stop; vehicle stopped with Stop Sticks, suspect fled on foot; apprehended; found 38 grams of Cocaine and \$900+ in vehicle.
 - 11/24/09 – Burglary Carbreak – W. Granada – vehicle entered cash taken.
 - 11/25/09 – Burglary Residence – Laws Lane – forced entry; possible suspect information from neighbors who saw a subject in the area of the home during the time frame.
 - 11/26/09 – Burglary Carbreak – Woodlands Blvd. – no signs of forced entry; laptop, camera and firearm taken.
 - 11/26/09 – Burglary Carbreak – Red Maple – unlocked vehicle; GPS and camera taken.
 - 11/27/09 – Burglary Business – S. Yonge Street – suspect entered compound and shed; radio taken.
 - 11/27/09 – Burglary Residence – Military Blvd. – window broken out; 2 firearms and jewelry taken.

- 11/28/09 – Burglary Motel Room – S. Atlantic Avenue – purse, cash and medication missing from room.
- 11/29/09 – Burglary Carbreaks – Oak Avenue – unlocked vehicles (2); cigarettes and XM radio taken.
- 11/29/09 – Aggravated Assault – Bridget Terrace – suspect reportedly swerved her vehicle at victim in an attempt to strike victim's vehicle; complainant affidavit submitted
- 11/30/09 – Burglary Carbreak – Fiesta Heights – five vehicles entered and items taken overnight.
- 11/30/09 – Fraud – W. Granada Blvd. – suspect produced counterfeit payroll checks then paid homeless individuals to check them at local stores; three suspects in custody.
- 12/01/09 – Strong-arm Robbery – W. Granada Blvd. – victim reported that while riding his bicycle a known suspect jumped out of a vehicle, punched him and took a plastic bag containing socks and beer; victim later refused to cooperate with investigation.
- 12/01/09 – Burglary Residence – Janet Circle – door removed from hinges; cash taken; known suspect.
- 12/01/09 – Armed Robbery – Barcelona Trail – victim attempting to contact female he met on line; masked suspect jumped from bushes and hit victim in head with gun, took victim's clothes and wallet; officers had previously checked an individual who met the description of the suspect (prior to call); gun matching description provided by victim located in area; investigation continuing.
- 12/02/09 – Burglary Residence – Pleasantwood – victims out of town, offense discovered by neighbor; jewelry known missing at this time.

- Traffic Unit

- 09-11-00290 - Fatal Crash/DUI - Riverside Drive / Fluhart Drive: Two adult males on a Suzuki sport bike crashed into a guardrail and tree at high speed after leaving the roadway, northbound on Riverside Drive. The passenger was killed instantly. The driver was transported to the hospital with major injuries – suspected of DUI. DUI Manslaughter charges pending investigation. Ofc. Jarrell assigned THI.
- 12/01/2009 0730 - Hit and Run Crash - Nova Road / Hand Avenue: Suspect rear ended a motorist and fled the scene. Victim obtained a tag number. Ofc. Sanders tracked the suspect to an address in Holly Hill. Suspect was charged with careless driving and leaving the scene of a crash.
- 12/02/2009 - Traffic Stop - Felony Arrest for Habitual DL Violations S. Orchard Street / Cherrywood Lane: Suspect was observed by Sgt. Smith passing vehicles on Orchard Street at 40 MPH. Upon stop, suspect had no license, and DHSMV revealed several suspensions and a felony habitual violator status. Suspect was charged and arrested.
- Traffic Citations Issues - 99
- Parking Citations 11 Parking areas in shopping centers will be strictly enforced for the holiday season.
- Crash - No Injury 20
- Crash - Injury 3
- Crash - Fatal 1
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 55
 - Self-Initiated Enforcement Locations:
 - 500 BLK Division Avenue
 - 600 BLK Hand Avenue
 - N. Ridgewood Avenue
 - OBMS School Zone
 - US 1 / Hand Avenue
 - SR A1A
 - Granada Bridge
 - Enforced Complaints:

- 100-500 Block Clyde Morris Blvd.
- Parking Complaints:
 - Ormond Towne Square
 - Wal-Mart
 - Lowe's
- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases Initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 2 Cases initiated

(In order to meet the reporting deadline, the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)

 - 11 tree removal permit requests
 - Administrative staff assisted with two (2) walk-in lobby and seventy three (73) telephonic inquiries.

NOTE: The numbers listed include the numbers that would have been included if a report was provided last week.

Public Works

- Engineering
 - Hardened Data Center- Confirm FPL meter to be a Y
 - Division Avenue Roadway Construction & Watermain Extension- Construction is substantially complete, contractor will be installing an additional catch basin near Beach St to correct a ponding problem.
 - Wells 7A & 18 A, Division Ave- Construction is substantially complete. One check valve needs to be replaced- will have meeting with manufacturer to explain malfunction.
 - US1 Forcemain Extension Phase II- Final tie-ins of forcemain are being completed.
 - Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Contractor has completed six utility offsets.
 - I-95 & SR40 Bridge Landscaping – The project is complete and the City and FDOT have accepted the work.
 - Casements Renovation – The landscape contractor completed the irrigation modification necessary to accommodate the new plantings. A majority of the new plantings were installed before the Thanksgiving break. Substantial completion of the project is expected by December 11th.
 - CDBG Decorative Pavers – A pre-construction meeting is scheduled for December 2nd with an anticipated start date of December 7th.
 - Downtown Improvements – The new furnishings are scheduled to arrive in January 2010. Staff will be installing the new furnishings and removing the decorative planters along the entire downtown streetscape.
 - 2009 Roadway Resurfacing- All resurfacing completed including CO work.
 - OBSC Replacement Netting – The replacement net has been ordered and should arrive in January. The net will be installed on February 14th.
- Design Projects:
 - Rima Ridge Wells 54, 55 & 56- Staff determined that VFDs on the new wells will be preferred for pumping based on expected future system operation. Plans are being modified to include design change.

- Water Treatment Plant Distribution System, Phase II- Staff met with consultant at WTP to discuss plant tie-in complications. Design will need to be modified to accommodate new plant tie-in concept.
- Alcazar-Buena Vista Drainage Area Improvements- Design 20%. Consultant is considering design restrictions based on limited budget.
- Airport Rd Forcemain Extension- Design is 75%.
- SR 40 Sdwk/Trail Phase I – Received Bids
- SR40 Sdwk/Trail Phase II- Responded to FDOT comments and submitted new plans
- South Halifax Drive Sidewalk – Gather available data for plans and specs
- OBSC Boundless Playground – Staff is reviewing a preliminary concept from the selected equipment manufacture.
- LED Lighting Conversion- Staff is working with the manufacture of the fixtures and poles to receive factory direct (wholesale) equipment cost estimates.
- Tymber Creek Widening Phase I- Plans are 80% completed.
- Tymber Creek Widening Phase II- Plans are 50% completed.
- Rima Ridge Rd at SR40 Entrance- Design completed. Coordinated with Forestry Department to obtain permission to act as their representative for obtaining ROW permits from FDOT.
- Tomoka State Park- Received notice of submittal for board approval on easement
- Hand Avenue- Reviewed the consultant's response to SJRWMD RAI.
- Stormwater Study – meeting with the consultant next week to review their model
- Wastewater Treatment Plant Expansion and Rehabilitation – Pre-qualifications proposals have been advertised and are due December 8th.

- Administration:
 - Petroleum Cleanup and Monitoring- Work authorization given to consultant to proceed with required testing and reporting at PD parking lot. Discussed transfer station tank removal testing requirements with Volusia County and negotiated a scope of work to perform minimum limited sight assessment report for minor contaminant detected.
 - 242 Military Blvd- Investigated progress of removing illicit backfill. Owner is approximately 80% complete with site corrections.

- Meetings:
 - Met with Consultant on Downtown Stormwater plan.
 - Mckim & Creed office to go thru plans changes SR 40 Trail Phase 2.

- Customer Service:
 - Responded to 132 Beach Street grading and dock permit.

- Other:
 - 38 construction projects were inspected.
 - Research and Create drawing for the S. Halifax Sidewalk Project.
 - Complete North A1A Fm Map showing tie locations Coordinate with GIS.
 - Start Drawing WTP – VFD Change Order 2

Environmental Systems

- **Street Maintenance**
Asphalt / Concrete
 - Water Department utility cuts (asphalt) at US1 & Hernandez and 202 Royal Dunes
 - Repair asphalt at Pineland Trail and Harmony
 - Pour concrete to stabilize fire hydrant at 254 Country Club
 - Replace concrete sidewalk for Water Department across from 1305 N. Beach Street

- Asphalt Wastewater utility cut at Royal Dunes Boulevard
- Repair sidewalks at Hunter Ridge – Cambridge Trace
- Repair potholes city wide

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Remove tree debris from Nova Recreation
- Stump removal at 2 Wildwood
- Stump grinding at Nova Recreation
- Put up flags on Granada Bridge and then remove for holiday
- Put out barricades for Gaslight Parade
- Remove (4) trees at Nova Recreation
- Trimming at 19 Riverbridge, 40 Oakmont, 596 Pinewood, Santa Fe, Washington Pl. and S. Ridgewood/Ellsworth
- Maintenance on vehicles

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge
- Weed control beneath Granada Bridge
- Weed control at DOT locations
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Park III & Division Avenue
- Maintenance of various vehicles
- Pick up pile at Memorial Gardens
- Assist asphalt crew at Hernandez
- City wide trimming
- Pick up barricades from Thanksgiving parade
- Install HAPPY HOLIDAYS banners on Streetscape

Sign Shop

- Continue fabrication of HIP street names for the intersections along N. Yonge St. & N. US1
- Completed installation of HIP street names at intersections along N. Yonge St. & N US1 – 9 intersections
- Thermoplastic – double yellow line remarked on S. Halifax @ Fluhart Dr., yellow RPM's also installed (The work was completed by Southeast Pavement Marking, Inc.)
- Begin fabrication of HIP street names for N & S Nova Road
- Repair damaged or old signs at the following locations:
 - Seton Trl. s/of E. Granada Blvd., reinstall No Parking sign hit by vehicle
 - Replace vandalized 3-way sign at the SW corner of Sanchez Ave. & N. Yonge St.
 - NW Roble Ln. & Hammock Ln., reinstall stop sign post knocked down by a vehicle
 - Rockefeller Dr. & Riverside Dr., replace street names that fell off the post

- **Stormwater Maintenance**

Maintenance Crew

- Locates citywide
- Carp Gates inspected and cleaned
- Basin cleaning - citywide
- Assist Wastewater Department on Melrose sewer line break w/6" pump

- Pump Station pumping at Bennett Lane – 4 days
- Preparation for storm - pumps, trucks, equipment
- Vacon – line cleaning – Tomoka Oaks, North Forty
- Found and replaced stolen grates in Hunters Ridge
- Cleaned Casements pond
- Sinkhole investigation – 119 Northbrook Lane
- **Street Sweeping - Streetsweeper**
 - Cleaned 123.6 miles of roads
 - 24.0 cubic yards of debris removed

Fleet Operations

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
8	31

Road Calls for the week:

1

Accidents for the week:

Total: 1

#416 Parks and Grounds Maintenance.

The below fuel inventory report will continue on the weekly report.

Fuel on hand (central fueling station at fleet operations):

<u>Diesel</u>	<u>Gas</u>
9198 gallons	13573 gallons

Comments:

All PM services are currently on schedule and up to date.

The railroad track lift station on Nova Road had an updated switch installed over the week.

• **Utilities Division**

- Staff awaiting receipt of information request by District staff concerning their review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. District staff confirms receipt of report and has scheduled facility visit and overview with staff on December 16.
- Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): Received amended draft CCC Plan and Ordinance for review by staff. HDI well into actual management of program and database records.
- Wilmette Ave. Forcemain Replacement Project - The project is substantially complete. Minor activities remain for completion to include installation of the inside manhole drop sleeve, thermoplastic striping and curb ramp detectors. Receipt of record drawings pending.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Centrifuge #1 was installed. The polymer feed system and grinder pumps need to be connected to the alarm circuit to shut off automatically when centrifuge problems occur. The centrifuge is operational and liquid sludge hauling has ceased. Staff to prepare Change Order upon final understanding and receipt of additional contract time request and justification. The high efficiency motor will be shipped separately. Forwarded CDM engineering inspection fee proposal to contractor, CenState, and requested a response concerning cost participation of this expense related to extending the contract time. The contractor is

- willing to pay the cost for engineering inspection and administrative services. The proposal will be modified to be actual cost with an estimate for 120 days of time. Reviewed Field Order No. 005. This field order adds a solenoid valve to provide water for the sludge pump seals and a timer to the control panel. Reviewed Field Order No. 006. This field order will allow the conveyor, sludge feed pumps, polymer feed systems and in-line grinder pumps to be operated from the centrifuge control panels. This item was requested by operations staff and will be a change order to the contract. Influent pumps arrived on site and are being installed on temporary pads. HVAC ductwork is being installed in the influent pump station. Spare parts for the VFDs were selected.
- North Beach Street Water Valve Replacement near intersection of Hernandez –Water crews are scheduling work next week.
 - Division Ave. Well 7A and 18A Rehabilitation. Minor electrical work also remains for completion prior to final acceptance.
 - Water Treatment Plant High Service Pump Station VFD Conversion –Excavations were performed at the site to determine how the existing water mains connect near the filters. The best alternative seems to be connecting to the filter backwash line at filters 1 thru 4. A sketch was received from the drafting department for review. A meeting is scheduled with the contractor to review the sketch. The drawings show an above ground 12-inch main to connect to filters five and six., removal of an aged and defective 16-inch valve and replacing it with a sleeve, relocating a fire hydrant, adding a gate valve to the water line that connects to the meter vault and regrading the area around the valve vault to reduce ponding in the area during heavy rainfall events.
 - Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) –The design engineer was asked to include variable frequency drives in this project.
 - Pump Station Repair and Replacement – McDonalds lift station –A lift station startup was delayed for this station due to service voltage motor compatibility concerns. The pump manufacturer will provide a cost estimate for modifying the motors and panel. The pump manufacturer's costs are \$1864. The pumps were sent back to the manufacturer to be rewired. Irrigation contractor indicated that the irrigation well does not work. The electrical connections were checked and are functioning. Told the contractor that we thought the well pump was bad. We did not work on the pump so I told him that the replacement is not our responsibility. Continuing work and bypass pumping considerations at LS 6M. Shadow Lakes lift station A punch list for items requiring corrections was prepared and distributed. The valve vault, pumps and piping are being installed at the Laurel Oaks Lift Station. The wetwell was coated and a pad poured for the odor control system. Plans for the Ormond Mall lift station were reviewed and comments forwarded to the engineer for resolution. Electrical conduit is being installed at Shadow Crossings Lift Station.
 - State Road 5 at State Road 40 (US1 & Granada) – FDOT forwarded tentative schedule for utility relocation work to begin in February. The necessary utility relocation project will be designed in-house. Base maps are being requested from SRD Engineers (FDOT consultant) for assisting the design. Lane widening necessitated by the turn lane additions requires FPL pole relocation and City water main relocation for entire length of project on westerly side of roadway. FDOT encouraging utility relocation work to be completed prior to award of the roadway construction contract.
 - State Road No. 40 from the West End of the Granada Bridge to SR A1A – Reviewed plans of the proposed FDOT work to be performed. Staff performed a field check of the utility locations. A decision needs to be made on what manholes and valve boxes will require adjustments.
 - Airport Road Widening Project (Utility Relocation JPA) –Water and sewer force main relocations are being performed by the contractor.
 - Tymer Creek Roadway Widening from SR 40 to Peruvian Lane - Reviewed plans. Returned the marked up plans to the drafting department to prepare final construction plans.

- Tymber Creek Roadway Widening from Peruvian Lane to Airport Road – Performed a field check with the engineering department to verify accuracy of the plans and marked up the plans to include items found in the field. Comments were returned to the drafting department for preparation of a draft construction plan set.
- Water Main Extension from the Water Treatment Plant to US Highway 1 – Reviewed the 90% plans and returned comments to engineering.
- Water Storage Tank Rehabilitation – Received a revised proposal from CECS to repair the Standish Avenue Water Storage Tank. The rehabilitation cost remained at \$18,950.
- SPRC – Reviewed the conceptual plan for Prince of Peace Social Services Building. Sewer service from Daytona Beach is readily available. Based on the agreement between Daytona Beach and Ormond Beach concerning the service areas, the site would be served by Daytona Beach since sewer service is located on the site. Obtained revised plans from Racetrac Service Station at I-95. Met with developer for Maria Bonita Restaurant.
- Significant Meetings: Site visit Alcazar – Buena Vista Drainage Project with Engineering and Consultant. Airport Rd Force Main – Reuse Main to Breakaway Trails – met with consultant onsite to discuss plan details and operations aspects of future improvements. Met with Hunter's Ridge Consultant and Planning Dept. for discussing additional information request from SJRWMD for developers ADA for Land Use Amendment in Flagler Co. Discussed sewer aspects of development of two residential lots on Hammock Lane.
- Roberta Road and John Anderson Drive – Water Distribution crews coordinating utility relocation to support Volusia County drainage improvement activities. Prepared drawings for the utility relocation and sent them to engineering for processing for requesting contractor assistance with major piping relocation section.
- Water Distribution
 - Repaired or replaced 11 residential, and replaced 7 water services, installed 1 meter and service
 - repaired 6 service leaks, flushed 5 dirty/cloudy water complaints, replaced 5 boxes/lids, responded to 4 low pressure complaints, tested 5 city owned backflow preventers
 - researched location and depth of 10 fire hydrants to be replaced as part of the fire hydrant replacement program, cut and cleared brush from 21 fire hydrants located on US1 Hwy
 - cut up and raised valve box at Concord/ John Anderson
 - Leak Detection- removed all loggers from the map A-3 area
 - Flushed Lake and S. Beach Streets
 - Installed 2- 2" valves on Roberta Rd and John Anderson to facilitate the Volusia County storm drain project
 - Replaced and reset the timer for Oleander Ave flushing device
 - repaired a 6" water main break at Hernandez Ave/ US1
 - Performed a final inspection for Deer Creek phase 4-C
 - All vehicles were cleaned and re-stocked.
- Water Treatment
 - Delivered to the City 34.205 million gallons for the week ending November 29, 2009
 - New delivered to city flow = Finish water flow meter (35.08 mgd) minus backwater (.740 mgd) minus HVAC flow(.108 mgd) minus chlorine production(.027 mgd).
 - Backwashed filters 16 times for a total of 740,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Cedar Clear Poly/ orthophosphate corrosion inhibitor at a dose of 3.2 mg/l
 - Test rack for continued Lead and Copper Study, First samples taken 11/17. Samples to be taken 2 times per week.
 - Establisher new S.O.P. for sampling for new Ground Water Rule starting Dec. 1st.

- Well 21SR Repairs – Calvary Church. Electrical panel installations and vault modifications nearing completion. Well pump replacement and bacteriological testing scheduled in upcoming weeks.
- Waste Water Collection - Reuse
 - Crews Responded to eight trouble calls.
 - Assisting contractor at WWTP with Influent Pumping Station associated with Project.
 - Continuing flushing reuse mains on beach side due to snails in system.
 - One sewer laterals was repaired and One reuse service repaired this week.
 - Continuing pumping main sewer on Melrose Ave. due to broken main.
 - Crews checking all trouble spots for weekend.
 - Rehab one pep tanks this week. Total of 15 so far.
 - Read all irrigation system meters at Hunter's Ridge and BAT Plant daily.
 - Cleaned buildings and fueled all equipment for weekend.
- Waste Water Treatment
 - Estimated Domestic and Industrial Wastewater flow 27.79 Million Gallons
 - Produced 12.70 Million Gallons of Reuse
 - Produced 15.09 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 3.79 MGD, plant capacity @ 6 MGD
 - Hauled 372,000 gallons of liquid sludge (1.0%-1.5% Solids).
 - One Centrifuge was installed (temporary) and is projected to be fully operational December 2, 2009, eliminating the need to haul liquid sludge.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
 - The cleaning of the chlorine contact tanks and equalization basins was completed and reuse service was not interrupted.
- Utilities Maintenance Division
WATER PLANT - WELL FIELDS - BOOSTER STATIONS
 - Installed new AUMA actuator on sand filter #2.
 - Tested HSP #1 for operations group.
 - Replaced Tube on Slaker pump #1.
 - Repaired Leaking underground Sodium Hypochlorite line to splitter box.
 - Met with Flow meter representative to evaluate our well meters for repair and upgrade to include remote read capabilities at water plant.
 - Replaced Lime softening scrubber pump #1 and rebuilt pump that was pulled and placed into spare inventory.
 - Performed PM's to Rima Ridge and Division Ave. wells.
 - Performed PM's to LPRO and Lime Softening plant equipment.
 - Performed PM's to SR40 wells and Hudson wells.
 - Performed PM's to Booster pumping equipment.
 - Brought generator and pump to fleet for service.
 - Returned 3- 80KVA generators to fleet for winter storage.
 - Cleaned shop and put away spare parts.
 - Held weekly staff meeting with Water plant and Wastewater plant utility maintenance foremen to go over upcoming jobs.(weekly event)
WASTEWATER PLANT – LIFT STATIONS – REUSE SYSTEM
 - Repaired overload lead for Shadow Crossings liftstation pump.
 - Pulled pond filter at BAT reuse pump station and brought to shop. Immersed filter in muriatic solution to clean rust that was accumulated on filter that restricting flow, placed back in service and we are evaluating the length of service we receive.
 - Adjusted level chart for Chief operator.

- Disassembled electrical components from centrifuge #1 and placed on shelf as spare parts inventory.
- Checked voltage at OM liftstation to confirm for contractor(208 service)
- Performed rewiring to irrigation controller at McDonalds liftstation, found well pump is bad, informed project manager.
- Reinstalled 4th submersible aerator blower received back from repair facility and wired up and placed back in service.
- Attended soft training on operation of new Centrifuge.
- Repaired broken underground water line at Clarifier #3.
- Deragged both pumps at liquid pumping station.
- Refilled all gas cans for operations use during liquid pumping activities(daily)
- Disassemble RAS #4 pump for rebuild in house.
- Replaced broken float on 13M liftstation.
- Installed new water manifold on Influent room drywell.
- Hooked up polymer pump and flow meter for new Centrifuge.
- Performed PM's to all plant equipment.
- Installed new impeller protection screens on both inboard submersible aerators to try to stop rag build up in pumps.
- Cleaned shop and put away spare parts
- Performed monthly PM's to 16 liftstations(cleaned and deodorized)
- Performed annual PM's to 7 liftstations(pull pumps, resleeve impellers, etc)