

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: November 20, 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

- Attended:
 - Rotary meeting
 - Held meeting with Human Resources Director to discuss HR issues.
 - Review FPL agreement with staff.
 - Held meeting with staff to gather a team for the Bubba Building Block event.
 - Attended Business Expo at the Ocean Center.
 - Attended Volusia Managers Association meeting.
 - Webinar conference on Succeeding with CRAs in a Difficult Economy.
 - Prepare for presentation to Citizens Police Academy group.
 - Attended Citizens Police Academy Dinner and brief overview of Police Department's budget, the City's finances, and what interested me in the CM position at Ormond Beach.
 - Attended FLC conference in Orlando.

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 Workshop
 - City Commission Regular Meeting
 - Historic Landmark Preservation Board

Community Development

- Planning
 - The Planning Board recommended to the City Commission approval of the EAR based amendments. The amendments will come to the City Commission for a transmittal public hearing to DCA on 12.15.09.
 - Interviews for the vacant Senior Planner position have started. Four have been interviewed as of this reporting period with another two next week.
 - Laureen Kornel is in Edmonton, Canada taking care of family matters. These matters may take more time than the 4 weeks of personal time earned. FMLA has been granted. The planning and development function of the Planning Department now has only two people (includes the Director). Reaction time to issues will take longer than previously experienced.
 - A second draft of the downtown form based code has been completed. Soon it will be unveiled to Main Street. It has been sent to Billy Hattaway based upon his contacts with FDOT. He indicated that FDOT would like to know what the long terms plans for the downtown area are be acting on the City's request to relocate the bike facilities. It

was stressed to Mr. Hattaway that the FBC is a draft and to date has no public comment and therefore action on it was not predicted.

- A presentation to the Main Street Board on Riverwalk was made. This was the fifth presentation. Main Street board members (particular business and restaurateurs) were highly critical of the project. No recommendation was taken since it seemed difficult to give a recommendation without being able to have answers to the questions posed.
- Building Inspections, Permitting & Licensing
 - 49 permits issued with a valuation of \$11,674,819.00
 - 199 inspections performed.
 - 8 business tax receipts issued.
- Development Services
 - Significant progress has been made with Oasis Fellowship Church. Pastor Powell has indicated that the dry hydrant line is completed and all housekeeping items related to its maintenance has been completed. They are currently working on reconnecting the potable water to the building and restoring and stabilizing the disturbed areas outside of the wetlands.
 - Clean-up items and corrective action inspections continue on the Dollar General Store on US 1 North. This project has been an extremely "high maintenance" effort required by the city field inspector and in-house development review engineer and landscape architect. The store owner appears to be focused on "opening" rather than building what was approved by the city.

Economic Development

- Ormond Crossings
 - Additional traffic analysis is underway 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.
 - 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 is working with Tomoka Holdings and County staff to craft a draft CRA delegation resolution and TIF program for funding a portion of Crossings Boulevard. Due to a deadline to have a final agreement approved by January 4, 2010, staff is expected to present the resolution and CRA plans to the City Commission on December 15 and County Council on December 17.
 - The need to complete 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. Following Commission approval, 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 December 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.
 - **The Ormond Beach Chamber of Commerce is Fall Carnevale event from November 27-29 at Destination Daytona.**
 - 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 is following up with a number of potential new businesses to locate in Ormond Beach.

- 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 four requests 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.

- 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 eighth draft report was presented to the Executive Committee this week, which resulted in the recommendation for the BDP to arrange a countywide public meeting on November 23 at 6:30 PM at Stetson University in Deland.**

 - Volusia County has proposed amendments to the CRA delegation powers. The changes are to allow the county to have greater oversight of local CRA budgets, plans, expenditures, as well receive greater public awareness of their financial participation in CRA projects. The proposed countywide CRA legislative changes will impact existing and proposed new CRAs throughout the county. The county has distributed revised resolutions for the cities to review and make comment. **Staff is scheduled to meet with their counterparts from the other cities to discuss the resolutions prior to the County Council meeting scheduled for December 10.**

- Airport Operation and Development
 - Staff completed a draft of the “After Action Report,” a companion document to the “Report on Findings and Recommendations” of the Aircraft Noise Abatement Task Force.
 - Staff submitted documentation to place 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.
- A contract between the City and H.L. Pruitt Corporation for the Airfield Electrical Improvements project was approved this week at the November 17th City Commission meeting, along with the associated JPA from FDOT to provide State funding for this project. The first pre-construction meeting for this project is expected to take place early next month. Sufficient funding has been made available by FAA and FDOT to complete concurrently all four FY2009 AIP projects comprising the Airfield Electrical Improvements project (bid request 2009-13). Construction is expected to commence in early January.
 - Staff attended the quarterly meeting of the Central Florida Flight Training Group this week. Representatives from area control towers, flight schools, and airports were present. Staff presented an overview of aircraft noise abatement procedures, and conducted an advisory briefing on projects soon to be underway at the Ormond Beach Municipal Airport.
 - Staff prepared and submitted the monthly FDOT Active Aviation Grants Status Report.
 - Staff participated in a site plan review meeting with representatives from the Planning and Engineering Departments, BETNR Construction, and the engineering firm McKim & Creed regarding splitting parcel 3 of the southeast quad of the airport to accommodate an aviation related manufacturer, hangars, and office space.
 - Staff participated in a meeting called by the City Manager to discuss ongoing ground lease negotiations with Riverbend Investment Group.
 - 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 lease agreement for Parcel #1 at the southeast quad at 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 37 Journal Entry Batches (# 482 – 607).
 - Approved 24 Purchase Requisitions totaling \$205,794.84.
 - Issued 27 Purchase Orders totaling \$238,469.79.
 - Held opening of RFP No. 2010-01, Performing Arts Center Marquee Design & Install, on 11/17/2009.
 - Held pre-qualification for bidding of RFQ No. 2010-06, City of Ormond Beach Wastewater Treatment Plant Expansion Project, on 11/18/2009.
 - Posted/emailed Addendum No. 1 for Bid No. 2009-22, SR40 Multi-Use Trail (Phase I) Tymber Creek to Breakaway Trails, on 11/19/2009.
 - Advertised Bid No. 2010-04, South Ormond Neighborhood Center Field Lighting Upgrade, on 11/20/2009.
 - Prepared 336 Accounts Payable checks totaling \$859,965.10 and 49 Accounts Payable EFT payments totaling \$337,142.95.
 - Transferred IRS 941 payment of \$176,042.99.
 - Transferred FL Sales Tax payment of \$1,542.70.
 - Processed 4,806 cash receipts totaling \$774,726.37.

- Processed 1,410 utility bill payments through ACH totaling \$86,769.96.
- Processed and issued 6,857 utility bills with billed consumption of water of 47,136K.
- Issued 1,051 past due notices on utility accounts.

- Public Information
 - Press Releases
 - Thanksgiving Holiday Garbage Pick-Up Schedule
 - Seasonal Flu Vaccine Available at Fire Station 91

 - Media Contacts
 - Employee Newsletter for December

- Grants
 - Grant files maintenance, monthly/quarterly reporting, grant reimbursements.
 - Attended Audio/Webinar on “Energy Efficiency: Existing Green Buildings, Cut Costs, Realize Savings” with other staff members.

Fire Department

- Operations
 - The Fire department responded to three fire incidents; two were structure fires in county jurisdiction, and one was a brush fire. The estimated value lost to fire was \$320,000 with an estimated property value saved from fire was \$1,646,000.
 - Continued the Flu Shot Program at Station 91. Administered 77 vaccines this week with an overall total of 2,002.
 - Fall fire hydrant maintenance program continued, to include painting, flowing and inspecting condition of 235 hydrants.
 - Discussed fire station location issues with Sam Merrill of Hunter's Ridge Development.
 - Met with Engineering to discuss the Waste Water Treatment Plant expansion project.
 - Attended Volusia County Fire Chief's Association meeting.
 - Training Battalion Commander instructed “Multi Jurisdictional Training Officer Development” for the northeast region.
 - Held bi-weekly administrative staff meeting.

Weekly Statistics

3	Fires
1	Fire Alarms
1	Hazardous
50	EMS
6	Motor Vehicle Accidents
18	Public Assists
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79	TOTAL CALLS

Training Hours

2	Aerial Operations
4	CPR Recertification
6	Fire Critique
22	Leadership
40	RIT & 2 In /2 Out
19	Safety
18	Technical Rescue
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111	TOTAL STAFF HOURS

- Activities
 - Updated 29 pre-fire plans
 - Conducted station tour for Pathways Elementary -100 children
 - Attended Career Week at Calvary Christian Academy - 300 children in attendance
 - Held weekly Fire Explorers meeting at Station 92
- Significant Incidents
 - On Thursday November 12th at 5:58 PM we were dispatched as “automatic aid” to a commercial fire at Boot Hill Saloon, 1081 N US 1. Ormond Beach Rescue Engine 93 and Volusia County Engine13 reported a heavy column of smoke could be seen as both units turned onto US 1. Upon arrival the building had heavy fire and smoke coming from the rear third of the building. Two attack lines were used to fight the fire and US1 was shut down to gain a water supply. The fire was contained to the back half of the building. The State Fire Marshal conducted an investigation due to the fire’s suspicious nature. Ormond units were cleared and returned to service at 9:42 PM.

On scene units included:

- Ormond Beach Fire Department: Battalion 90, Rescue Engine 93, Engine 94, Tanker 94, Quint 91
- Volusia County Fire Service: Battalion 10, Engine 13, Squad12, Engine16
- Daytona Beach Fire Department: Battalion 1, Tower 5, Fire Marshal 6
- On Saturday November 14th at 8:39 PM we were dispatched as “automatic aid” to a commercial fire located in the county at Boot Hill Saloon. This was the second fire at this location within the week. Volusia County Engine 13 arrived first and gave a scene report of flames showing on the roof with a column of smoke. Ormond Beach Battalion 90 and Rescue Engine 93 arrived to find flames showing approximately 10 feet over the front parapet. The Captain of Rescue Engine 93 and Volusia County Engine 13 made an initial interior attack while the remaining crew of Rescue Engine 93 established a water supply. Ormond Beach Tanker 94 was available as a secondary water supply. Ormond Beach Engine 94 provided manpower for ventilation and made entry through the front door. Ormond Beach Quint 92 and Engine 94 crews assisted with clean-up and breaking down the water supply. Ormond units were cleared and returned to service at 10:33 PM.

The State Fire Marshall was called to investigate; they deployed an arson canine to assist. An off duty Deputy stated he observed a person leave the building, cross US 1 and get into an older model white sedan and leave the scene. Shortly thereafter flames and smoke were seen. Initial interior crews also reported seeing a gas can and medical gloves by the door as they entered the building and fire on the floor where there was no fuel load.

Human Resources

Staffing Update

- Job Requisitions
 - Senior Planner
 - OA II (Neighborhood Imp)
 - Police Officer
 - PT Office Asst I Registration
 - PT Custodian - Casements
 - Community Service Officer
 - Recreation Leader PT (Sports)
 - Trt. Plant Operator ~ WW

- Approved/Active Recruitment
 - Senior Planner – Internally, Website, Florida Planning Assc. website
 - Community Service Officer (In-House)
 - PT Office Asst I Registration
 - PT Custodian Casements
- Screening/Interviews Scheduled
 - PT Rec Leader Sports (selection made, waiting for memo to hire)
 - Interviews completed ~Treatment Plant Operator Wastewater
 - Interviews scheduled for Senior Planner
 - Police Officer (applications forwarded to D.C. for review)
- Background/Reference Checks
 - OA II-Neighborhood Imp
 - Treatment Plant Opr. WW
- Job Offers
 - PT Rec Leader
- Terminations/Resignations
 - Maintenance Worker II, Wastewater Col/Reuse – retiring effective 11-20-09
 - Police Sgt. – retiring effective 12-18-09
- Promotions
 - Police Sergeant Annual Promotional Selection Process scheduled for November 16th & 19th, 2009. Written examination conducted on November 16th.
- Demotions
- Transfers
- Leave Status & Restrictions Update
 - WC – Fire Fighter, from 10-05-09 to 11-30-09. with light duty restrictions
 - FMLA - Fleet Services, from 09-16-2009 to 12-16-09 (expected return to work date)
 - FMLA - Police Officer from 09-09-09 to 12-09-09 (follow up appt. 11-20)
 - WC - Police Officer – modified duty 10-28 anticipated rtw at next doctor appt. 11-20.
 - WC - Police Officer – modified duty 11-3 anticipated rtw at next doctor appt 11-17.
 - FMLA - Capt. Fire – request made 11-4-09. Approved, must recertify every 30 days.
 - FMLA –Public Works – request made 11-11-09 – expected rtw 11-30-09.
 - FMLA –Senior Planner – request made 11-11-09. Approval pending receipt of completed paperwork – Duration unknown
 - FMLA – Neighborhood Improvement, - effective 12-07-09 – approval pending receipt of completed paperwork – Duration unknown
 - WC – Building, notified HR 11/16/09; follow up w/WC doctor 11/18/09
- Union Issues
 - PBA wage reopener – evaluating union’s proposed options to present recommendations to CM week of 11-30-09; tentative meeting to be scheduled with PBA week of 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 - FF disciplinary issue resolved; Captain grievance withdrawn
 - GEA Grievances – n/a
 - PBA – Doubleday arbitration – settlement discussions underway
- 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 - FF – Last & Final Warning and suspension of certain privileges through 04-12-10
 - FD - Captain – Suspension of certain privileges through 04-26-10
 - FD - FF – TBD, pending legal proceedings – currently restricted from driving City vehicles
 - PD – PO – TBD, pending meeting between CM and Chief Longfellow
- Wage & Salary Surveys
 - Completed 2009 – 2009 wage survey of local governments
 - Submitted survey data to IMCA wage survey
- Employee Benefit Program Update
 - EAP monthly newsletter distributed electronically
 - FHC notice regarding H1N1 vaccine electronically submitted
- Risk Management
 - WC- Karie French, Firefighter; notice of injury reported 11/18/09

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - HVAC - Contractor has begun work, outside units being installed
 - Electrical – Contractor has begun work, transformers and switch gear being installed
 - 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	48,426	Net Inbound E-Mails	34,017
Inbound Bad E-Mail	14,255	Percentage bad mail	29.8%
Virus Messages Blocked	154	← Back to Normal	
- Notable Events: IT Staff at Training for Active Directory and Group Policy management. This training will allow staff to be more proactive and efficient in securing and managing the computers within the network domain.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 4 Corrections: 1
 - Map/Information Requests: 5

- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 1
- Notable Events: None

Leisure Services

- Administrative Services
 - Administrative Services highlights
 - Casements Progress Meeting
 - Ormond Garage conceptual plan meeting
 - Public Works Staff meeting
 - City Manager's Staff meeting
 - City Commission meeting
 - Supervisory Staff meeting
 - Facilities Maintenance Supervisor meeting
 - Recreation Manager meeting
 - Cobb Memorial meeting
- Athletics
 - The City Coed Adult Softball League had their final playoff games this week for both the "A" & "B" Division.
 - The City Men's Softball Fall League also had their final playoff game at the Dale Buttlerman Softball Quad.
 - The City's Youth Flag Football Program had their championship games in all three age divisions.
 - The Ormond Beach Soccer Club finished its recreational games this Saturday. The competitive program will continue for a few more weeks.
 - Seabreeze Girl's and Boy's Soccer continued their practices and games this week on Soccer Fields 6, 7, and 8 at the Sports Complex.
 - Girl's basketball practices started this week at the Nova Gymnasium for the three age groups, Tuesday through Friday. Currently, 14 teams are in the program.
 - Calvary Christian Football had their final football "bowl" game Thursday night at 7:00 p.m. at the Sports Complex on Field 7.
 - OBYBA Boy's Basketball, along with the City's Girl's Program, began practices last week at Nova, as well as the South Ormond Neighborhood Center. The game season is set to begin on December 7th.
 - The City's Basketball Training League, designed for beginners aged 6-8, is getting off to a great start. The week of Thanksgiving will not have any classes. The program is there to teach the fundamentals skills of basketball, ranging from dribbling to team/game play.
 - The 2009 National Youth Football Championships will be held at the Sports Complex, Championship Field 7, on November 26-28. Games will begin at 9:00 a.m. daily, with a total of 13 playing in the 3 days. We were 1 of 5 locations hosting this tournament, which will play a total of 74 games.
- South Ormond Neighborhood Center
 - After-school tutoring Monday - Thursday 3:00 p.m. until 5:00 p.m.
 - Open gym 1:00 p.m. until 5:00 p.m. daily
 - Open weight room 1:00 p.m. - 9:00 p.m. weekdays and 1:00 p.m. until 5:00 p.m. weekends
 - Splash pad hours 10:00 a.m. until dusk daily (closed November 29th - March 13th)
 - Neighborhood Park hours sunrise until 11:00 p.m. daily
 - Riverbend Academy basketball team practice begins Thursday and Friday from 3:30 p.m. until 5:30 p.m. and on Saturday from 11:00 a.m. until 1:00 p.m.

- Athletic Field Maintenance
 - Mowed infields and 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
 - South Ormond: cleaned tennis and basketball courts, mowed and prepped softball field
 - Osceola Elementary: prepped softball fields, cleaned tennis, basketball and handball courts
 - Nova Park: mowed infields and outfields, cleaned skateboard park, tennis and handball courts, prepped fields 1 - 5 for practice
 - Prepared fields 1 - 5 for OBYBSA games
 - Sprayed baseball fields 1-4 with herbicide for over-seeding prep
 - Fixed soccer goals and nets, replaced sandbags
 - Painted and prepped football field for CCA varsity game
 - Replaced irrigation valves on soccer fields 1 - 3. Went from hydraulic valves to electric; dug 1500' trench to run wires and install new controller.
 - Placed player benches and garbage cans for all soccer fields
 - Prepped, painted foul lines, dragged and marked softball field 7 for coed
 - Prepped softball fields 1 - 2 for nightly games
 - Prepped soccer fields 1 - 10 for games
 - Worked eight fields for Lady Renegades two-day softball tournament held at Nova, OBSC and SONC.
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Picked up Tri-King mower #512 from dealership in Lakeland and dropped off #513 for estimate.
 - Cleaned up fields that were used over the weekend and during the week
 - Sprayed fence lines at South Ormond Park, Osceola and Nova Park.
 - Repainted flag football fields on softball fields 3 - 4.
 - Continued project of removing and clearing brush from canal near soccer fields, spread rye seed and pine need mulch.
 - Cleaned restroom, offices and lunch area of Maintenance Building.
 - Changed blades and greased mowers #591 and #E583.
- 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 PAC spent the week preparing for the upcoming recovery Comedy Concert scheduled for Friday, November 20th. This is the second time the group has utilized the PAC. Their first show was near a sellout, and the outpouring of support was so great the group decided to return for an encore performance.
 - 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 Performing Arts Center is preparing to host the following events:
 - November 20th ♦ Recovery Comedy Tour - \$10 - 8:00pm
 - November 21st ♦ 24k Gold Music Shows - \$18 - \$37 - 7:30pm
 - November 22nd ♦ Daytona Community Church Services 9:30am
 - November 29th ♦ Daytona Community Church Services 9:30am

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| December 4 th | ◆ | FCC Southern Gospel Concert - \$10 – 7pm |
| December 6 th | ◆ | Jerry Honigman's Book Seminar FREE - 7pm |
| December 12 th | ◆ | Miss Florida High School Teen Pageant |
| December 13 th | ◆ | KEDA Holiday Dance Show 2:30pm - \$8 |
| December 19 th | ◆ | South Beach Dance Holiday Show -\$15- 7pm |
| December 20 th | ◆ | Central Florida Lyric Opera – 3pm - \$20 |
- Community Events
 - Walk with the Manager: Next walk is scheduled for December 12th.
 - Holiday Events: Parade Committee meeting held, continued tracking sponsorship received, tracking parade applications received, prepping mailboxes for placement at the Casements and Nova Community Center for Letters to Santa Program, refreshing bridge and Casements signs to reflect correct information for upcoming holiday events, continuing to organize for Holiday Concert featuring the Moonlighters Orchestra, updating forms for Santa Calling, Santa's Breakfast, and Santa on the Go, preparing for Breakfast with Santa.
 - Miscellaneous: Working with Parent Magazine on Camp Expo and placed ad in upcoming issue listing holiday events for coming weeks.
 - Gymnastics
 - The meet in New Port Ritchey went extremely well with all our girls qualifying for the State Meet in Tampa scheduled for December 12-13.
 - The gym will be closed November 23-November 27 for Thanksgiving break.
 - The Ormond Beach Flames cheer team will be starting up when we return from Thanksgiving break. Several students have already signed up, and we received a verbal commitment from many others.
 - Movie Night is scheduled for December 18th from 6:00 p.m. 10:00 p.m.
 - Nova Community Center and Special Populations
 - The Phonics Game, 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 off the pounds sensibly" (TOPS) and Yoga.
 - Athletics met for basketball training league on Monday and Wednesday from 4:00-5:00 p.m.
 - Athletics met for girl's basketball practice on Saturday from 9:00 a.m. until 2:00 p.m.
 - 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.
 - Challenger Basketball for special needs met at Nova for their third practice on Tuesday. Girl Scouts troop volunteers assisted with the drills and the game.
 - Girl Scouts Troop 195 met in the small classroom on Wednesday evening.
 - Open play took place on 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
 - The Casements Guild met for their monthly meeting on Wednesday from 9:00am to noon at Bailey Riverbridge.
 - The Casements Gala committee met on Wednesday afternoon from 1:30pm to 3:30pm.
 - The Casement Guild Crafters met this week on Thursday at Bailey Riverbridge to continue working on craft items for the Gala.

- Casement staff assisted with set up and strike of the Farmers Market on Thursday.
- Casements Staff assisted with set up of Riverfest, and the set up for The Casement Guild's exhibit for the weekend event.
- The Coordinator met with Nancy Partridge from The Pilgrims Rest Church and Cemetery to arrange a historical display that accounts for the history of Bailey Riverbridge. The historical photographs and matted historical captions will be on permanent display in the main meeting room.
- Planning continues for the 21st annual Native American Festival scheduled for January 22-24.
- Planning continues for the Multi Cultural Event "Unity in our Community" slated for early February.
- The Casements Coordinator attended this area's Boy Scout Round Table meeting on Monday night to address the group's participation in the 100th Anniversary of Boy Scouting event planned for February 2010. The event was well received and may become a possible Eagle Scout project for an area student.
- Facilities Maintenance
 - Repaired ice machine at Fire Station #92
 - Secured toilet tank lids at Osceola Elementary to prevent vandalism
 - Performed monthly A/C services city-wide
 - Installed weather stripping on outside restroom doors at SONC
 - Installed shelving at Senior Center for special events
 - Repaired lights in Building Maintenance bay
 - Prepared approximately 175 snowflakes for Christmas decorations
 - Repaired broken main gate at the Water Plant
 - Installed emergency light at Fleet Maintenance
 - Replaced observation light on tower at Ormond Beach Municipal Airport
- Parks and Irrigation
 - Repaired ladies room sink at Central Park II
 - Repaired wooden deck and railing at Central Park III
 - Repaired lock on men's room door at Central Park II
 - Replaced trash cans at Central Park IV
 - Repaired toilet at Cassen Park bait house
 - Installed wires, valves and timer at Airports Sports – three days.
 - Repaired main line break at SONC; repaired broken backflow – two days
 - Flag valves at Fire Station #91 for benches and tables
 - Check Rockefeller Gardens wet spot on grass area

Police Department

- Administrative Services
 - Attended Department Directors' meeting with City Manager.
 - Met with representatives of Riverfest and Fire Department; planning for event.
 - Orientation training for new hire police officer.
 - Review of Workers' Compensation procedures with Human Resources.
- Community Outreach
 - OBPAL has started our Basketball program. Currently teams for 10U, 12U and 14U boys and girls are practicing at the South Ormond Neighborhood Center. The Regional PAL Season will begin January 11th and continue until the Regional PAL Tournament to be held in New Smyrna Beach February 20th. Each year over 70 youth participate in the OBPAL Regional Basketball program. Last year two of our boys teams qualified for the State of Florida Association of Police Athletic Leagues Tournament. We look forward to another successful season for our youth teams.

- On Wednesday, November 18, Forty-one youth and coaches attended the Orlando Magic Basketball game. Tickets for the game were given to OBPAL by the Vince Carter Foundation to offer a positive drug free experience to at-risk youth in OBPAL programs. The youth enjoyed a wonderful evening at the game.



- Community Services & Animal Control
 - 33 Animal calls responded to.
 - 1 Animal Bite
 - 2 Animals to FHS
 - 2 Dogs reclaimed (\$20.00 ea)
 - 8 Animal Reports
 - 2 Solicitor Permits
 - Criminal Investigations
 - Cases Assigned: 20
 - Cases Cleared by Arrest/Complaint Affidavit: 12
 - Cases Exceptionally Cleared: 2
 - Inactive: 4
 - Fraud: 1
 - Burglary Business: 1
 - Burglary Residential: 1
 - Larceny Car break: 9
 - Grand Theft: 1
 - Auto Theft: 1
 - Missing Persons: 2
 - Sex Offense/Rape: 3
 - Robbery: 1
- Narcotics:
- Five Buy Walks
 - One Search Warrant
 - Several Depositions

Comments:

- Investigators have prepared and forwarded 31 affidavits to the State Attorney's office on three subjects for car burglaries on the west side of the city.
- Investigators have identified one subject that committed a burglary in Ormond Town Square (jewelry store) where approximately \$80,000.00 worth of jewelry was stolen. The subject was identified from blood evidence recovered at the crime scene. Charges and further investigation to follow.
- Three black males were arrested for Loitering & Prowling on Fred Gable Way after they were observed in the back yard of a residence. The subjects fled the area and ran from police officers. Investigators linked one of the subjects to a residential burglary after his fingerprints were found inside a residence burglarized a few days earlier.
- Two subjects were arrested by patrol for an occupied burglary where the resident chased the subjects from inside his residence. Investigators interviewed the subjects and linked them to several car burglaries in the area. Property recovered and turned over to the rightful owners. Note: One of the subjects had just bonded out of jail for a burglary that he had committed at Tomoka State Park a week earlier.
- Records
 - Walk-Ins / Windows - 275
 - Phone Calls - 349
 - Arrests / NTA's - 12
 - Citations Issued - 185
 - Citations Entered - 237
 - Reports Generated - 111
 - Reports Entered - 92
 - Mail / Faxes / Records Request's - 119
- Operations
 - 11/11/09 – Fraud – S. Beach Street – elderly female resident met an individual via the Internet (never a personal meeting); she has sent him over \$7,000; after discussing with family and friends she reported the incident; investigation continuing.
 - 11/12/09 – Burglary Car break – N. Orchard St. – camera stolen from unlocked vehicle.
 - 11/12/09 – Burglary Residence – Setting Sun Trail – entry via unlocked door; cash and check books taken.
 - 11/12/09 – Armed Robbery – Dustin's BBQ – suspect ambushed employee exiting rear of business; took cash and employee's cell phone; officers on scene within 30 seconds of receiving call but suspect had fled.
 - 11/13/09 – Auto Theft – S. Yonge St. – suspect entered victim's vehicle at car wash while vehicle was waiting to be vacuumed (keys in vehicle). Vehicle later observed by officers and attempted to strike the officer; suspects were identified and charges will be filed.
 - 11/13/09 – Burglary Car break – River Ridge Trail – window broken out, alarm sounded; purse and contents taken.
 - 11/13/09 – Burglary Car break – Circle Oaks – GPS and I-Pod taken.
 - 11/14/09 – Burglary Car break – W. Granada Blvd. – wallets and make up equipment taken.
 - 11/15/09 – Sex Offense Exposure – Ocean Shore Blvd. – male exposed himself to pedestrians then fled area in vehicle.
 - 11/16/09 – Burglary Car break – N. Yonge Street – window broken out of work van and tools taken.
 - 11/16/09 – Burglary Business Attempt – Airport Road – window broken out of office; entry not gained.
 - 11/17/09 – Burglary/Auto Theft – Candlewood Circle – elderly resident awoke on the floor of his home; victim's TV, automobile and live-in caretaker were gone; investigation continuing.

11/17/09 – Crash – Hand Avenue – unlicensed juvenile crashed vehicle through fence and into RV; mother had given permission to one juvenile (unlicensed) to take vehicle; this juvenile gave the vehicle to another unlicensed juvenile who crashed; charges filed.

11/18/09 – Auto Theft – Shadow Lakes Blvd. – locked motorcycle taken from parking lot.

11/18/09 – Traffic Crash Fatality – Fluhart / Riverside – motorcycle failed to make turn onto Fluhart; passenger died at scene; driver being tested for alcohol levels.

- Traffic Unit

- 09-11-00212: Agg. Assault LEO - Attempted Traffic Stop with Stolen Vehicle in the 600 block of Division Avenue: Ofc. Borzner was operating stationary radar and attempted to stop a vehicle at 43 MPH in a 25 MPH zone. The vehicle attempted to run him down, but he was able to escape. Ofc. Borzner then recognized the vehicle the same one that was stolen from Sparkle and Shine Car Wash last week. He also recognized the driver as identified on a BOLO for that vehicle. Units were unable to locate the vehicle after that. Charges are pending and sent to SAO via affidavit.

- 09-11-00259: Crash w/Injuries and Carrying Concealed Firearm - Hand Avenue / Fred Gamble Way: A reckless car operated by an unlicensed 15-year-old drove through a wooden fence and crashed into a 35-foot RV parked in a yard. The passenger fled, but was located. The driver pulled a suspicious object out of his pocket when Sgt. Smith arrived on scene. Sgt. Smith grabbed the object from the driver and it turned out to be a .22 caliber Derringer-style handgun. The driver complained of injuries and was taken to OBMH. Further investigation revealed that the driver obtained the vehicle from another unlicensed 15-year-old, who was given permission to borrow the car from his mother. After his mother was located, she was charged with allowing an unlicensed minor to operate a vehicle. The driver was charged with several traffic charges, including driving without a license, and was also charged with carrying a concealed firearm and possession of a firearm under 18 YOA.

- 09-11-0267: Traffic Stop/Open Warrant - US 1 / Hand Avenue: Ofc. Borzner stopped a vehicle for speeding and discovered that the driver had an open warrant for desertion from the United States Marine Corps. He was arrested and transported to VCBJ for disposition.

The Traffic Unit continues to rigorously enforce ongoing complaints of speeders on Division Avenue and Hand Avenue through the Central Park area.

- Sgt. Smith, Cpl. Bandell, and Ofc. Pavelka, conducted department-wide rifle qualifications on Wednesday.

- Ofc. Sanders and Ofc. Borzner participated in a multi-jurisdictional funeral escort on Friday night for a former OBPD reserve officer.

- Traffic Citations 107

- Parking Citations 1

- Crash - No Injury 7

- Crash - Injury 3

- Crash - Fatal 0

- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations

Total Citations Issued on S.T.E.P.: 83

Self-Initiated Enforcement Locations:

1200 BLK N. US 1

2000 BLK SR 40

500 BLK Division Avenue

600 BLK Hand Avenue

N. Ridgewood Avenue

OBMS School Zone

Tymber Creek Subdivision

SR 5A / Sterthaus Drive

SR A1A
Granada Bridge

Enforced Complaints:
200-500 Block Clyde Morris Blvd.
Parking Complaints:
Ormond Towne Square
Wal-Mart

- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 0 Cases Initiated
 - Zone 2: 10 Cases initiated
 - Zone 3: 4 Cases initiated
 - Zone 4: 4 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.)
 - 8 tree removal permit requests
 - Administrative staff assisted with forty-six (46) telephonic and two (2) walk-in lobby inquiries.

Public Works

- Engineering
 - Hardened Data Center- AC units installed
 - Division Avenue Roadway Construction & Watermain Extension- Construction is substantially completed, contractor is completing punch-list items.
 - Wells 7A & 18 A, Division Ave- Staff met with BFA and Masci Corp to discuss remaining punch-list items and to determine reason for check valve malfunction.
 - US1 Forcemain Extension Phase II- Final tie-ins of forcemain are being completed.
 - 2009 Roadway Resurfacing- Resurfacing is substantially complete. Final paving on Pineland Trail was performed.
 - Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Four utility offsets this week. Contractor has submitted first pay request for approval.
 - I-95 & SR40 Bridge Landscaping – All four (4) bridge slopes have been completed. A preliminary inspection noted a few minor punch list items that the contractor will complete after the formal final inspection is conducted with the FDOT.
 - Ann-Rustin Underdrain- Construction is approximately complete. Restoration is in progress.
- 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- Extension plans from US1/ Division Ave to WTP are completed.
 - Alcazar-Buena Vista Drainage Area Improvements- Site survey completed, design 15%.
 - Airport Rd Forcemain Extension- Staff met with QLH to discuss design of reuse service to Hunters Ridge and Breakaway Trails.
 - CDBG Decorative Pavers – Staff is waiting for County approval to move surplus funds from other completed projects. The project is schedule for City Commission award to Hall Construction Company, Inc., on 11/17.

- Wastewater Treatment Plant Expansion and Rehabilitation –
- Downtown Improvements – The purchase of new benches and trash receptacles is scheduled for City Commission award on 11/17.
- SR 40 Sdwk/Trail Phase I – Project was advertised distributed Bid Docs and Plans.
- SR40 Sdwk/Trail Phase II- Responded to FDOT comments
- Halifax Drive Resurfacing – Addressed comments on plans and specs
- OBSC Boundless Playground – Staff is reviewing a preliminary concept from the selected equipment manufacture.
- OBSC Replacement Netting- Staff is preparing a Purchase Order to acquire the net and cable system to be installed by staff.
- LED Lighting Conversion- Staff is working with the manufacture of the fixtures and poles to receive factory direct (wholesale) equipment cost estimates.
- Stormwater Study –
- South Ormond Rec Center Lighting- Bid to be advertised
- Hand Avenue-
- Cassen Park Ramp Extension – Submitted for DEP permit
- Casements Renovation- Staff met with the proposed landscape contractor to review the proposed landscape plan.
- Tymber Creek Widening Phase I- Plans are 75% completed.
- Tymber Creek Widening Phase II- Staff field checked proposed utility offsets with field conditions and will revise plans accordingly.
- 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.
- Mast Arm Rehab- Preparing contract documents
- Vining Court- Review 60% plans and send comments
- Hand Avenue- Consultant is finalizing response to SJRWMD permit RAI. Consultant is also looking at cost for options with regards to the lake interconnect culvert/bridge crossing as requested by the Mayor.
- Stormwater Study – Consultant is finalizing study and will present findings to staff for final review prior to staff presenting the study to the City Commission in January.
- Wastewater Treatment Plant Expansion and Rehabilitation – Advertised for Contractor Prequalification. This will provide quality assurance with regards to the contractors that are allowed to bid on this very important CIP project. Anticipate bidding the project in Dec/Jan.

- Development Review:
 - Prepare response to two house layouts on wetland for Hammock Lane.

- Administration:
 - 242 Military Blvd- Investigated progress of removing illicit backfill. FDEP to assess fines.
 - Sunrise Aviation/ COB Municipal Airport- Runways, taxiways, fuel farm, etc. was inspected by staff.
 - Transmittal of Kiwanis Field C2C survey to FAA
 - Staff met with the proposed landscape contractor to review the proposed landscape plan.
 - Processed project invoices/pay requests totaling \$26,317
 - Prepared a work authorization totaling \$4,881

- Meetings:
 - Regional Utilities Coordination- Staff met with franchise and other utility providers to discuss current and future projects.
 - Met on SR 40 utilities issues.

- Met on SR 40 and US 1 regarding beautification project.
- Customer Service:
 - Responded to Terry 6311268 regarding A1A and Rockefeller ped crossing
 - Issue three ATT permit
 - May Flood Event Info Request / Nova Canal Basin Information for CDM and Volusia County
 - Responded to Charles Humphrey concerns on ATT boxes
- Other:
 - Complete N Yonge St Right of Way Line Stakeout for Wastewater Dept.
 - Elevation Shots & Design Drawing @ Division and South Beach for Sidewalk Drain Placement.
 - Lift Station 6M Site Plan Copies for Utilities Division
 - Stake Out R/W behind Northbrook Subdivision.

Environmental Systems

- **Street Maintenance**

Asphalt / Concrete

- Set pads for (4) benches and (2) tables, dig out with trackhoe & remove 20' of sidewalk at Fire Station #91
- Pour (4) bench pads and (2) tables and 16' of sidewalk at Fire Station #91
- Pour concrete gutter that was removed by Stormwater on S. Perrott
- Asphalt Stormwater utility cut on S. Perrott
- Asphalt Wastewater utility cut at 608 N. Halifax
- Level road with asphalt at 207 Dix
- Repair asphalt at Coolidge and Hand
- Asphalt repair on Pineland Trail
- Repair potholes citywide

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Stumps at 45 Harvard and 2 Wildwood
- Remove tree debris at Nova Recreation
- Trim ROW at Coolidge & Division, 428 Arroyo Parkway and Hand Avenue
- Trim tree on ROW at S. Washington
- Trimming over sidewalk and ROW on Hand Avenue

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
- Replace bridge banners on SR40
- Assist concrete crew with gutter repair on N. Perrott Drive
- Haul broken concrete to Chips
- Hand Ave. trimming – assist tree crew w/traffic control
- Trimming at Central Park I
- Check sidewalk washout at 500 Cherrywood, pack w/recycled concrete and riprap bags

Sign Shop

- Completed installation of HIP street names along west side of S. Yonge Street
- Begin fabrication of HIP street names for the intersections on the E & W sides of N. Yonge Street & N. US1
- Assist Wastewater with lane closure on Melrose Ave. for pipe repair
- Begin installation of HIP street names along N. Yonge St. & N. US1
- Sent fax to FDOT requesting repairs to their signs:
 - W. Granada @ Seminole Dr., FDOT hit by vehicle in the median
 - S. Nova Rd. @ Moreland Blvd., missing FDOT sign in median
 - W. Granada Blvd. just w/o Nova Rd., one-way sign hit by a vehicle
- Repair damaged or worn out signs at the following locations:
 - W/side N. Orchard St. S/O Lincoln Ave., replaced old 30" "Lane Use" sign
 - Dix Ave. E/O US1, replace 25 mph sign hit by a vehicle
 - Neptune Ave. & N. Halifax Dr., upgrade signs to new HIP

• **Stormwater Maintenance**

Maintenance Crew

- Locates citywide
- Carp Gates inspected and cleaned
- Basin repairs
- Sinkhole investigation
- Casements Pond – cleaned and treated w/organisms
- Christmas Decorations - Gradall
- Vacon line cleaning in Ormond Lakes subdivision
- Chemical Room cleanup
- Outfalls inspected
- Chemical ditch spraying
- Lift Station maintenance – Heritage Condos
- Kent & Loyola – located buried manhole
- Water new trees on Plaza Grande with Vacon
- All mowers are still in the shop

• **Street Sweeping - Streetsweeper**

- Cleaned 156.3 miles of roads
- 32.0 cu yards of debris removed

• **Fleet Operations**

Emergency—Vehicles and Equipment

5

Non-Emergency Vehicles and Equipment

25

Road Calls for the week:

2

Accidents for the week:

Total: 0

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

Diesel

10325 gallons

Gas

9564 gallons

Comments:

All PM services are currently on schedule and up to date.
No unusual activity occurred at fleet this week.

- **Utilities Division**

- Staff approved final edits received from Barnes Ferland and Associates, consultant, for Consumptive Use Permit (CUP) Compliance Report. District staff confirms receipt of report and has scheduled facility visit and overview with staff in mid December.
- 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 –Centrifuges received and one is installed with start up activities occurring at present. Influent pumps were also delivered to the site this week and are being installed. Staff to prepare Change Order upon final understanding and receipt of additional contract time request, justification and disposition of additional costs.
- North Beach Street Water Valve Replacement near intersection of Hernandez – The Volusia County Right of Use Permit was received and Water crews are scheduling work next week.
- Division Ave. Well 7A and 18A Rehabilitation – Final walkthrough was performed on 11/13/09. The check valve was faulty and is to be replaced. 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 prepared and submitted to the drafting department for preparation. A meeting will be set up with the contractor to review the sketch. The drawings are being prepared for the contractor to install an above ground 12-inch main to connect to filters five and six., remove an aged and defective 16-inch valve and replacing it with a sleeve, relocate a fire hydrant, add a gate valve to the water line that connects to the meter vault and regrade 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 –The electrical work was approved by Volusia County and FPL installed meter. 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. Continuing work and bypass pumping considerations at LS 6M. Shadow Lakes lift station SCADA system was transmitting improperly and contractor resolved. A punch list for items requiring corrections was prepared and distributed. Bypass pumping commenced at the Laurel Oaks Lift Station. The valve vault and piping is being installed. Plans for the Ormond Mall lift station were reviewed and comments forwarded to the engineer for resolution. Electrical work has begun at Shadow Crossings Lift Station. Prepared and submitted a status report to the bonding company.
- 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.
 - Tymber Creek Roadway Widening from SR 40 to Peruvian Lane - Reviewed plans. 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. 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.
 - SPRC – Reviewed the conceptual plan for Prince of Peace Social Services Building. Sewer and water service from Daytona Beach system appears readily available. Water service is available from Ormond Beach with sewer being less convenient to connect to. A determination will be determined by economic factors by developer whether the church will be served by Ormond Beach or Daytona Beach.
 - 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.
- Water Distribution
 - Repaired or replaced 33 residential/ 2 commercial water meters, and replaced 3 water services
 - performed a shutdown to replace a broken fire hydrant at Country Club Dr and Fairway Dr, 5 residences were effected, there was extensive irrigation around fire hydrant that has been replaced because of pipes and wire being in our way.
 - repaired 8 service leaks, flushed 3 dirty/cloudy water complaints, replaced 14 boxes/lids, responded to 1 low pressure complaints
 - start to research and document fire hydrants that will be replaced as part of the fire hydrant replacement program
 - Rescinded the precautionary boil water notice on Belle wood Circle due to a water main break repair activities.
 - Continued locating and marking valves in Breakaway trails, 17 valves located.
 - Leak Detection- received locates for 3 leaks found with the leak detection system. Belle wood Cir WM was rerouted around the storm drain structure in traversed through.
 - Flushed Lake Park Cir, Anchor Dr, Belle wood Cir, Pinewood Dr, River Beach Drive.
 - All vehicles were cleaned and re-stocked.
 - Water Treatment
 - Delivered to the City 34.165 million gallons for the week ending November 15th , 2009
 - New delivered to city flow = Finish water flow meter(35.070 mgd) minus backwater(.770 mgd) minus HVAC flow(.108 mgd) minus chlorine production(.027 mgd).
 - Backwashed filters 16 times for a total of 770,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Began feeding Cedar Clear Poly/ orthophosphate corrosion inhibitor on Nov. 10th at a dose of 2.5 mg/l.
 - Restarted test rack for continued Lead and Copper Study with new corrosion control product

- Completed Final Walk Through of Division Ave Well 7A & 18A on 11-13-09, developed short punch list.
- Well 21SR Repairs – Calvary Church. Electrical panel installations and vault modifications nearing completion. Well pump replacement and bacteriological testing scheduled in upcoming weeks.
- The newly selected ortho-polyphosphate blend product was input at our water treatment plant at a dose concentration of 2.5 mg/l. The Volusia County Health Department has been kept current on the product selection and implementation schedule.
- Waste Water Collection - Reuse
 - Crews Responded to ten trouble calls.
 - Assisting contractor at WWTP Rehabilitation Project with Influent Pumping Station improvement coordination activities.
 - Utilities Service Inc. crew completed a visual inspection of our 300,000 & 900,000 ground storage tanks on Tuesday at Breakaway Trails.
 - Crews attempted repair of 8” sewer main and 4” lateral at Melrose Ave. & Andrews St. Repair was unable to be completed due to adjacent drainage system tidal inflows. Excavation was backfilled to return roadway to safe use condition. Work to be rescheduled with storm water crew assistance at later date when tides are determined less severe.
 - Continuing flushing reuse mains on beach side due to snails in system.
 - Televised 1,760’ of sewer main and cleaned 1,275’.
 - One sewer laterals was televised this week. Four sewer laterals cleaned and three laterals were root controlled.
 - 1M system - I & I inspection completed.
 - Rehab two PEPSystem tanks this week with FY total @ 14.
 - 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 26.34 Million Gallons
 - Produced 18.73 Million Gallons of Reuse
 - Produced 9.81 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 3.72 MGD, plant designed for 6 MGD
 - Hauled 42,000 gallons of liquid Sludge (1.0%-1.5% Solids).
 - One Centrifuge was installed (temporary) and is projected to be operational the end of the week of November 15, 2009. Current start up activities Thursday making consistent cake product and equipment functioning properly. Continue operation and assessment thru weeks end.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
 - No Reuse production is planned for Monday November 23, 2009, and part of Tuesday November 24, 2009, due to the cleaning of the chlorine contact tanks and equalization basins. The reuse storage tanks will be filled on Sunday November 22, 2009 and no disruption of service to customers is anticipated.
- Utilities Maintenance Division
WATER PLANT - WELL FIELDS - BOOSTER STATIONS
 - Replaced 3” valve on Discharge line at lime sludge thickener and checked for debris in discflo pumps and lines – none found.
 - Rebuilt spare chemical metering pump and placed on shelf for later use.
 - Installed new motor mount on Discflo pump #1.

- Attended new Division Ave wells final inspection. Punch list is still not completed Check valves needing replacement due to bleed by and no well depth indicator was installed; also exhaust fan motors not replaced.
- Contractor installed fencing around well 21SR, received new flow meter. Lid is formed but still not poured; all materials are here to repair well. As soon as lid is in place we will replace pump, motor and flow meter.
- Performed PM's to LPRO and Lime Softening plant equipment.
- Performed PM's to SR40, Rima Ridge, Hudson, & Division Avenue Wells.
- Performed PM's to Booster pumping equipment.

WASTEWATER PLANT – LIFT STATIONS – REUSE SYSTEM

- Assisted WWP contractor on site with Rehab activities.
- Installed rebuilt 50HP pump in Shadow Crossings Reuse pumping station. Tested system all ok. Be advised fire pump will need to be pulled and rebuilt after tank cleaning activities at Breakaway Trails pumping station are completed due to excessive leaking at seal face and packing gland. Pump was installed in 1990 and has seen limited use due to its back up status in the control pumping scheme. Will assess new operating scheme upon pump rehabilitation and installation.
- Installed new 16" reuse meter at Melrose Ave. River crossing, tested good, reported status to appropriate parties.
- Tested Shadow Lakes Liftstation RTU for no communication after contractor startup, found antenna misaligned and wiring plugged into wrong port on PLC - Restored.
- Replaced bad time delay relay on Shadow crossings fire pump controller.
- Repaired vacuum pump valve on 1P liftstation.
- Installed new Batteries on RTU at 2P liftstation.
- Installed Pressure switch for Hull Road ball field irrigation controller.
- Called to Transfer station for power outage at liftstation and main scale building. Waste delivery truck had backed up and hit the guide wire to main service pole and pulled the primary feed to the station loose. Secured area provided temporary power to scales and contacted Economy Electric for repair. Repair was completed by 4:30 pm the same day. Incident report generated and submitted to Risk Manager.
- Adjusted floats at Pine Trail Liftstation and evaluated for a control system upgrade. Float system is giving problems with multiple starts due to the installation of a mix flush valve on the pump. The mix flush valves were removed some time ago by previous personnel due to the need for constant maintenance. The mix flush valves are a vital tool in keeping the wetwell stirred up and not allowing grease to build up. Current program calls for reinstallation on all stations and a preventative maintenance program implemented.
- Deragg 3 submersible aerators.
- Assist with liquid hauling activities at plant. Relamp maintenance shop lighting.
- Install mix flush valve at Cypress Place liftstation.
- Bled pressure and air from SR40 forcemain due to increased run times at all SR40 liftstations.
- Met Vactra crew and assisted at scum stations clean out.
- Replaced motor bearing on vacuum pump used to clean final tanks by operations.
- Called to 13M lifstation due to scada runtime issue, need was recognized for pump base and guide rail replacement on this station due to excessive corrosion and bleed by.
- Performed monthly PM's to 21 liftstations (cleaned and deodorized)
- Performed annual PM's to 7 liftstations(pull pumps, resleeve impellers)
- Utilities Maintenance performed 109 work orders for week of which 79 were preventative maintenance and 30 were repair work orders, as reported in MP2 system.