

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: November 13, 2009

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Discussion on wear and tear of grounds by Farmer's Market with staff.
- Selected Employee of the Year and Employee of the Quarter with staff
- Attended meeting called by staff to discuss Residential Development Lots on Hammock Lane.

Meetings/Attended:

- Attended Rotary meeting
- Held meeting with Maggie Sack and City staff to discuss issues/impact of Farmers Market utilization of Rockefeller gardens. Alternative plans were developed and agreed to by Main Street.
- Held Meet the Manager meeting with citizens.
- Local Legislative Delegation Meeting in Deland.
- Attend Veterans Day Tribute at Ormond Art Museum
- Voted on memorial art work for the gardens.
- Attended/Participated Careers in Local Government at UCF.
- Attended D.A.R.E Graduation at Pathways Elementary School.
- Attended luncheon to honor accomplishments of SCORE.

### **City Clerks Office**

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

- Prepared packets for City Commission meeting.
- Began preparation of 2010 candidate election packets.
- Attended "Applied Ethics in Local Government" Webinar.
- City Website Update Team review initial design with the vendor.

### **Community Development**

- Planning
  - The Department made presentations on Riverwalk to the Quality of Life Board, Design Subcommittee of Main Street, the Economic Prosperity Subcommittee of the Chamber, and the Leisure Services Board. While all boards as a body and many members of the boards expressed the thought that there was merit in the concept, many questions and concerns were expressed that could not be answered. All boards recommended that if the City Commission decided to pursue this concept beyond just the concept, a feasibility study had to be conducted. Staff plans to bring this item forward as a discussion item the first meeting in January.

- Staff has received notice from Consolidated Tomoka that they have been unable to address DCA's "needs objection" in time to proceed in the 09-02 cycle. This has necessitated that CTLC modify and scale back their plans and resubmit in the first cycle of 2010 (10-02).
- A draft scope of work was put together for development of a Downtown Stormwater Master Plan. The goal of the study is to consider regional retention rather than site specific retention on each lot. The elimination of drainage on each lot would permit a greater density/intensity to occur which would support mix use development. The objective of the Downtown Stormwater Master Plan is to identify either a regional stormwater management system or other alternatives capable of meeting the stormwater requirements for new CRA development or redevelopment, with the following goals:
  - Provide flood attenuation and improve water quality;
  - Provide an alternative for stormwater management;
  - Identify different techniques that could be utilized to manage the stormwater that is generated from additional developments or redevelopments;
  - Determine the feasibility of implementing in the study area the identified techniques;
  - Review applicable City' rules and regulations, and identify those that need to be amended recommending the appropriate changes;
  - Review other applicable City policies and stormwater requirements that require compliance or modification.
- Building Inspections, Permitting & Licensing
  - 57 permits issued with a valuation of \$451,817.00
  - 189 inspections performed.
  - 14 business tax receipts issued.
- Development Services
  - An enormous amount of Engineering, Building, and Planning time has been spent on the Dollar General Store on US 1 North. *Issues regarding physical changes made in the field without submitted revisions and "punch" list items too numerous to list need correcting before a CO can be issued.*

### Economic Development

- Ormond Crossings
  - Staff met with Tomoka Holdings to discuss the remaining issues to the Ormond Crossings project in relation to the SB 360 growth management legislation. 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.
  - As a result of 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.
- Staff is jointly sharing a booth at the Business to Business Expo being held at the Ocean Center in Daytona Beach on November 18. Admission passes are available for the Commissioners and staff that would like to attend the day long business event.

#### 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.

#### Special Economic Development Projects

- 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. The County Council is scheduled to review the resolutions on December 10. Staff will prepare a summary for the Commission review.

#### Airport Operation and Development

- Staff completed the final revisions of the "Report on Findings and Recommendations" of the Aircraft Noise Abatement Task Force, based upon the results of the final meeting of the ANATF on November 6th. A discussion item will be prepared for the December 15 City Commission meeting.
- The final meeting for 2009 of the Aviation Advisory Board was held on November 9th at 6:30 PM, in the HR Training Room at City Hall. Staff prepared and reviewed documentation for this meeting. Documentation presented included the final draft of the report and recommendations of the Aircraft Noise Abatement Task Force.
- 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. Approval from the City Commission will be required in order to award a contract for phase two, and staff is

- working to place a request for such approval on an upcoming agenda. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
- Staff participated in the quarterly inspection of the Automated Weather Observation Station (AWOS) at the airport this week. Routine maintenance was also performed, and staff consulted with our vendor, Wolen, LLC, about a request from the ATC tower to provide access from our non-Federal AWOS into the FAA weather advisory system. Gaining access into the old FAA National Airspace Data Interchange Network (NADIN) to disseminate weather information has not been possible until recently, as the FAA has been in the process of transitioning to a new system. The new system is now online, and it provides for the proliferation of non-Federal AWOS stations like ours by assigning each State one portal into the new FAA network, in order to allow each State's non-Federal AWOS stations access into the system.
  - The first pre-construction meeting for the Airfield Electrical Improvements 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). Staff is in receipt of the "recommendation to award" documentation for the construction phase of the project. The low bid of \$308,236.90 was made by H.L. Pruitt Corporation. The contract between the City and H.L. Pruitt Corporation has been placed on the November 17th City Commission agenda, along with the associated JPA from FDOT to provide funding from the State for this project.
  - 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 continues to work closely with prospective businesses to lease the remainder of the southeast quad properties.

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

- On-going Projects
  - Compile information for continuation of audit by IRS.
  - Preparation of year-end audit.
- Completed Projects
  - Processed 34 Journal Entry Batches (# 5516 & 392 – 472).
  - Approved 13 Purchase Requisitions totaling \$96,032.22.
  - Issued 18 Purchase Orders totaling \$112,023.50.
  - Prepared 9 Accounts Payable checks totaling \$31,437.59 and 1 Accounts Payable EFT payments totaling \$750.00.
  - Prepared 62 Payroll checks totaling \$74,931.36 and 325 Direct Deposits totaling \$413,775.76.
  - Processed 4,121 cash receipts totaling \$924,435.03.
  - Processed 651 utility bill payments through ACH totaling \$48,654.87.
  - Processed and issued 4,201 utility bills with billed consumption of water of 28,974K.
  - Issued 453 past due notices on utility accounts.
- Public Information
  - Press Releases
    - Meeting with the Manager
    - Media Contacts – Hurricane Ida; Riverwalk
    - Citizen Contacts – Watering Restrictions

- Grants
  - Grant files maintenance, monthly/quarterly reporting, grant reimbursements.
  - Attended Webinar on the Energy Efficiency and Conservation Block Grant (EECBG).

- SAFER

This week, the Guidance Documents were released for the Staffing for Adequate Fire and Emergency Response (SAFER) Grants. Below is a summary of the Guidance Documents.

SAFER grants provide financial assistance to help fire departments increase their frontline trained firefighters or to rehire firefighters that have been laid off. The goal is to assist departments with staffing and deployment capabilities in response to emergencies as they occur and assuring the community's protection from fire and fire-related hazards. It is hoped that with the enhanced or restored staffing, a SAFER grantee's response time should be sufficiently reduced with an appropriate number of trained personnel at the incident scene; and, that the enhanced or restored staffing levels should provide improved safety for firefighters by ensuring all frontline/first-due apparatus of SAFER grantees have a minimum of four qualified personnel to meet NFPA standards. Further, SAFER is part of the national coordinated effort to strengthen homeland security preparedness. The FY 2009 appropriated funds of \$210 million are available for award until September 30, 2010.

Under ARRA, the following requirements are being waived for the FY09 SAFER program to facilitate the hiring of firefighters in order to increase incident scene safety:

- Salary limits – there are no annual salary limits
- Cost-share – there is no prescribed cost-share
- Retention commitment – grantees that are rehiring laid off firefighters do not have to commit to retaining the SAFER-funded firefighters
- Period of performance – reduced for hiring grants from four years to two years

SAFER provides for two fundable activities: 1) Hiring of Firefighters (new or rehiring laid off firefighters); and, 2) Recruitment and Retention of Volunteers Firefighters. The hiring activity allows for two types of hiring under this solicitation, as identified below. Applicants requesting to rehire firefighters are not eligible to request funding for new firefighters.

**Hiring new firefighters:**

- 2 year period of performance
- Requires grantees to commit to retaining the SAFER-funded firefighters for one full year after the end of the period of performance.

**Rehiring laid off firefighters:**

- 2 year period of performance
- There is no requirement to retain the firefighters beyond the period of performance.
- In order for a position to be eligible for funding under the rehiring initiative, the position must have been the object of a layoff action that was effected between January 1, 2008, and October 31, 2009.
- There is no maximum award amount for rehiring; however, applications for rehiring are limited to a maximum of funding equivalent to the number of firefighters lost between January 1, 2008, and October 31, 2009.

**Common for both hiring activities:**

- Federal funds may be used to pay for 100% of the actual salary and benefit costs of these newly hired firefighters with no requirement for a local cost-share (exclusive of overtime).
- These firefighters cannot be hired prior to an award date.
- Grantees must maintain their staffing level at the level that existed at the time of application.
- Grantees cannot lay off any firefighters during the two year period of performance.
- If a grantee loses any firefighters for any reason (i.e., attrition, termination) during the two year period of performance, they must fill the positions or lose funding for the positions until the vacancies are filled. Failure by the grantee to adjust payment requests to reflect such vacancies or staffing adjustments would be considered a default and the grantee may be required to repay all the federal funds received.
- Extensions of the two year period of performance are not allowed.
- A recruitment period of 90 days, which begins when the application is approved for award, is provided for all grantees.
- The two year performance period starts after the 90 day recruitment period regardless of whether the grantee has been able to hire the requested firefighters.

Priorities for hiring remain mostly unchanged from last year in that they continue to focus on staffing standards established by the National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration (OSHA). For SAFER 2009, the intent is to address ineffective compliance with NFPA standards due to insufficient staffing levels. The highest priority under the hiring activity is to provide funding to departments not in compliance, or who have fallen out of compliance, with national standards issued by the NFPA and OSHA and adopted by the Department of Homeland Security (DHS) who can be brought into compliance with the standards in the most economical manner. Applications which result in the largest percentage increase in compliance with the relevant NFPA standards will receive greater consideration than applications which result in a smaller percentage of increase in compliance.

For the 2009 SAFER grants, the highest consideration will be given to departments that have the largest staffing shortages. Also, for SAFER 2009, a firefighting position that was lost to attrition and not subsequently refilled as a result of the economy is considered equivalent to a laid off firefighter and eligible under a rehire request.

The original intent of SAFER was to increase the number of firefighters in departments to create safer and more effective responses. In maintaining this intent, the Department of Homeland Security will reserve no less than 15% of the \$210 million, or \$31.5 million, for the hiring of new firefighters. Applications to hire new firefighters will receive high consideration.

DHS recommends, for the purpose of the SAFER Grants, a safe and efficient initial attack requires a minimum of four firefighters. Therefore, applicants who come into compliance with the minimum of four firefighter standard for the first arriving engine by requesting the fewest number of additional personnel will receive higher consideration than applicants requesting a higher number of additional personnel.

All SAFER grants must be submitted by 5:00 p.m. on December 18, 2009. DHS expects to receive approximately 5,000 applications with an anticipated \$6 billion in requests. DHS expects that approximately 200 grants will be awarded through this solicitation. Applications will be reviewed within 90 days after the close of the application period. Award decisions will be made on a rolling basis over the entire period the funding is available and not in any specified order. The majority of the awards will be made within six months of panel review. Final awards will be made prior to September 30, 2010.

**Fire Department**

- Continued the Flu Shot Program at Station 91. Administered 150 vaccines this week with an overall total of 1,925.
- Fall fire hydrant maintenance program continued, to include painting, flowing and inspecting condition of 59 hydrants.
- Fire Chief met with the organizers of Riverfest to address Fire Department issues for the event. The Fire Department will provide personnel for EMS coverage on both days as well as display a truck for "Touch a Truck".
- Researched the new Uniform Fire Key rule in the State of Florida and how it relates to building owners. This rule requires one single key to provide emergency access to elevators in buildings six or more stories in height. Nine out of nineteen buildings in the City of Ormond Beach are already compliant with the new rule.
- Worked on grievance resolutions for two grievances related to discipline.
- Training Battalion Commander instructed "Multi Jurisdictional Training Officer Development" for the northeast region.
- Held contract negotiations between IAFF Local 3499 and the City of Ormond Beach.
- Continued updating and converting business preplan data for implementation of new preplan software.

- **Weekly Statistics**

2	Fires
3	Fire Alarms
3	Hazardous
72	EMS
11	Motor Vehicle Accidents
20	Public Assists
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<b>111</b>	<b>TOTAL CALLS</b>

- **Training Hours**

9	Aerial Operations
15	BLS Recertification
39	CPR Recertification
8	Driving
7	EMS Stat Pack
78	Leadership
6	RIT & 2 In /2 Out
4	Technical Rescue
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<b>166</b>	<b>TOTAL STAFF HOURS</b>

- **Activities**

- Updated 12 pre-fire plans
- Held weekly Fire Explorers meeting at Station 92
- Provided monthly Health Care Provider CPR Class – 18 students

**Significant Incidents**

- On Saturday, November 7th, at 12:58 PM the Fire Department responded as "automatic aid" to a rapidly moving brush fire located in the county at 1517 San Marco Drive. A column of smoke was visible from Williamson Blvd. The fire was traveling west and spreading through brush and climbing up the trees with a home across the street in danger. Two brush attack trucks (BA94 & BA92) and Engine 94 were utilized to contain and extinguish the fire which

was located on the north side of San Marco Apartments, off of Williamson Blvd. No other agencies were present. After approximately 1 1/2 hours the incident was mitigated.

- On Tuesday, November 10th, at 12:18 PM the Fire Department responded to a boat/marine emergency in the Halifax River off of Cassen Park on S. Beach Street. Ormond Beach Marine Unit 93 and 2 engines were utilized along with assistance from a Volusia County Sheriff's Office Marine Unit. A boater experienced trouble while returning to the boat ramp dock. The small 15' boat capsized and the operator drifted to the fishing piers. The operator was wearing a personal floatation device when retrieved from the water and refused medical treatment. No passengers were on board. The Volusia County Sheriff's Office Marine Unit handled the retrieval of the vessel.

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Senior Planner
  - OA II (Neighborhood Imp)
  - Police Officer (
  - PT Office Asst I Registration
  - Community Service Officer
  - Recreation Leader PT (Sports)
  - Trt. Plant Operator ~ WW
- Approved/Active Recruitment
  - Senior Planner – Internally, Website, Florida Planning Assoc. website
  - Operator, WWT – Internally, Website,
  - Community Service Officer (In-House)
- Screening/Interviews Scheduled
  - PT Rec Leader Sports (selection made, waiting for memo to hire)
  - Interviews completed for OA II/Neighborhood Improvement
  - Interviews scheduled ~Treatment Plant Operator Wastewater
  - Police Officer (applications forwarded to D.C. for review)
- Background/Reference Checks
  - Troy King, PT Rec Leader (Nova Community Center)
- Job Offers
- Terminations/Resignations
  - Laura Allender, PT Rec Leader effective 11-7-09
  - Bill Netterville (Sgt. Police) effective 12-18-09
  - Keith Smithingell, W.W. Treatment Plant Operator, effective 11/11/09
  - Ronald Watkins, WW Collections/Reuse, effective 11/20/09
- Promotions
  - Police Sergeant Annual Promotional Selection Process scheduled for November 16<sup>th</sup> & 19<sup>th</sup>, 2009.
- Demotions
- Transfers
  - Bruce Waldron from PT Custodian (Casements) to Engineering Inspector, effective 11/30/09

### **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)
- FMLA – Fire Fighter from 10-21-09. She returned to work 11/2/09.
- WC – Police Officer, modified duty 10-28 anticipated rtw at next doctor appt. 11-13.
- WC – Police Officer – modified duty 11-3 anticipated rtw at next doctor appt 11-17.
- FMLA – Fire Captain – intermittent leave request made 11-4-09. Requesting more information from physician.
- FMLA – Public Works – request made 11-11-09 – expected rtw 11-30-09.

#### **Union Issues**

- PBA wage reopener –evaluating union’s proposed options to present recommendations to CM week of 11-16-09
- IAFF negotiations – proposed final contract to be submitted by 11-13-09 (Awaiting feedback from labor attorney)
- GEA – no news

#### **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 – consider ban to extend to City vehicles

#### **Disciplinary Issues & Status**

- Planning/Building – Verbal warning – inappropriate response to citizen.

#### **Risk Management**

- Incident report: child may have pulled a muscle during a youth football league game.
- Incident report: female hurt her knee while playing football at the Hull Road Sports Complex.
- Received Statement of Claim for replacement of tire destroyed (\$83) when she reports driving over sharp cement near road construction (Wilmette/Nova Rds). Investigating claim.
- Waiver of Insurance for contracts. Who should write the request...details forthcoming.

#### **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: - 62 New work - 57 completed - 50 in progress
- Virus Protection – Email

- E-mail spam and virus prevention via MX-Logic service.
  - For the week:

Total inbound E-Mails	47,858	Net Inbound E-Mails	34,161
Inbound Bad E-Mail	12,990	Percentage bad mail	28.6%
Virus Messages Blocked	707	← Very High Amount	

Notable Events: IT Manager attended a 4 day VMware class (online) to gain knowledge of virtualization techniques and best practices. Server virtualization is being implemented to reduce the number of physical servers and improve system redundancy and reliability.

### **Geographical Information Systems (GIS)**

- Addressing Additions: 4 Changes: 24 Corrections: 7
- Map/Information Requests: 10
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Addressing - after processing the results from the land management "hard match" report, there are 250 remaining errors (less than 1%). Huge Progress!!!

### **Leisure Services**

- Administrative Services
  - Administrative Services highlights
    - Farmers Market meeting with Main Street
    - Supervisory Staff meeting
    - Public Works Staff meeting
    - City Manager's Staff meeting
    - City Commission meeting
    - Leisure Services Advisory Board meeting
    - Casements meeting
    - Park visits with Facilities Maint. Supervisor
- Athletics
  - Luis Camacho Adult Men's Soccer Leagues, 11 vs. 11 and 6-a-side finished up their session this week. This program will start again in January.
  - The City Coed Adult Softball League continued their second half games, which are divided into an "A" and "B" Division. Playoffs begin this week.
  - The City Men's Softball Fall League continued games this week at the Dale Buttleman Softball Quad. Playoffs begin this week also.
  - The City Youth Flag Football Program continued games this week, Monday through Friday. Four to games are held nightly. Playoffs beginning this week.
  - The Ormond Beach Soccer Club once again played its recreational games this Saturday and also continued competitive games. The season will end November 21st.
  - Seabreeze Girl's and Boy's Soccer continued their practices this week on Soccer Fields 6 and 8 at the Sports Complex. The girls played their first games last Friday, with the boy's team playing their first home game on Monday night.
  - 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 last football game of the season Friday night at 7:00 p.m. at the Sports Complex on Field 7.
  - Lady Renegades held their annual Fall Tournament this past weekend, November 7 - 8. Forty-two teams competed in four age groups.
  - OBYBA Boy's Basketball tryouts were held this past Saturday, November 7<sup>th</sup>, at the Nova Gym from 9:00 a.m. until 2 p.m. Practices will begin next week at Nova as well as the South Ormond Neighborhood Center.
- South Ormond Neighborhood Center

- Splash pad operational hours are 10:00 a.m. until 7:30 p.m.
- Open gym and weight room as per operational hours 1:00 p.m. until close.
- Neighborhood Park opens from sunrise until 11.00 p.m.
- Adult basketball league play is held Tuesday and Thursday evenings.
- 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
  - Troubleshoot irrigation on baseball field 1
  - 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
  - Prepped eight fields for Lady Renegades two-day softball tournament
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Tuned reels on John Deere mower
  - Cleaned up fields that were used over the weekend and during the week
  - Prepped and marked fields at Osceola for tee-ball games
  - Repainted flag football fields on softball fields 3 – 4
  - Continued project of removing and clearing brush from canal near soccer fields
  
- 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 Senior Center hosted the Winding Woods Homeowners annual meeting in the Art Room this week.
  - The Kopy Kats Club spent all week on stage this week preparing for their weekend shows. The Kopy Kats are one of the PAC's internal show groups with proceeds from their shows going directly to benefit the PAC.
  - The PAC hosted the Thousand Oaks annual homeowners meeting in the Conference Room and Lobby on Wednesday evening.
  - 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:

November 4 <sup>th</sup>	◆	American Medical Systems Seminar
November 7 <sup>th</sup>	◆	Jonathan Brady in Concert (rental)
November 13 <sup>th</sup>	◆	Kopy Kats Show (rental)
November 14 <sup>th</sup>	◆	Kopy Kats Show (rental)
November 15 <sup>th</sup>	◆	Kopy Kats Show (rental)
November 20 <sup>th</sup>	◆	Recovery Comedy Tour (rental)
November 21 <sup>st</sup>	◆	24k Gold Music Shows (rental)

- Community Events

- Walk with the Manager: Assisted with walk, supplied cooler and water for participants
- Veterans Day: Picked up programs, banners, table linens. Banners and bunting were hung, tables dressed, ballroom decorated, tables set and dressed with linens and centerpieces. Dinner held on Sunday, November 8<sup>th</sup>. Strike and cleaning of all items used for dinner; items returned to storage.
- Holiday Parade: Parade Committee meeting held, continued tracking sponsorship received, tracking parade applications received, retrieved mailboxes and prepped for placement at the Casements and Nova Community Center.
- Holiday Concert: Continue to organize for Holiday Concert featuring the Moonlighters Orchestra.
- Senior Games: Final meeting was held Tuesday, November 10<sup>th</sup> to go over game results and resolve any outstanding issues.
- Miscellaneous: Meeting regarding Camp Expo, updated bulletin board with current information on upcoming events.

- Gymnastics

- Team girls are getting ready for their next meet this weekend in New Port Ritchey, FL. The next meet will be the State meet in Tampa.
- We are working on putting together a “pre-team” class for those who want to work at becoming a team member in the future.
- All the coaches are working together for new ideas to bring more students and more revenue into the gym. The head coach is working with local high schools see about bringing their cheer programs to the Gymnastics Center for training.
- The Ormond Beach Flames will be starting up their session in the next few weeks.

- 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.
- The Jazzercise class for children and adults met for the last week on Thursday.
- 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 boy’s basketball try outs on Saturday from 9:00 a.m. until 2:30 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 second practice on Tuesday. Girl Scouts troop volunteers assisted with the drills and the game.
- The Veterans Day Holiday Day Camp was on Wednesday for both Special Populations and Nova participants.
- 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 board meeting on Monday from 9:00 a.m. to noon at Bailey Riverbridge.
  - The Casements Gala committee met on Monday afternoon from 1:00 p.m. to 3:30 p.m.
  - 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.
  - The Casements hosted a free Veterans Day Concert in Rockefeller Garden on Thursday evening at 7:00 p.m. featuring "The Moonlighters".
  - The Coordinator met with Ormond Mainstreet to discuss logistics, lighting and parking for the upcoming Riverfest event on Monday afternoon from 3:00 p.m. to 4:00 p.m.
  - Planning continues for The 21<sup>st</sup> annual Native American Festival scheduled for January 22-24.
  - Planning continues for the Multi Cultural Event "Unity in our Community" slated for early February.
  - Initial planning for the 100<sup>th</sup> Anniversary of Boy Scouting in America event scheduled for February.
  
- Facilities Maintenance
  - Repaired ceiling light on 2<sup>nd</sup> floor of City Hall
  - Replaced thermostat covers in Finance Department
  - Repaired wooden sidewalk on Orchard Street
  - Repaired bay lights at Fleet Maintenance
  - Installed seven new toilet paper dispensers at the Police Department
  - Realigned threshold light on Runway 8 at Ormond Beach Municipal Airport
  - Repaired J Box at batting cage at Nova Rec
  - Replaced two timers for the fountain at the PAC
  
- Parks and Irrigation
  - Reset timers for seasonal time change
  - Installed new batteries in T.B.O.S. timers at City hall and replaced three damaged spray heads
  - Ran all zones at Forrest Hills medians, installed new batteries, replaced damaged spray heads, and reset timers.
  - Adjusted rotor heads on southeast bridge approach.
  - Removed old zone valve and installed new valve, repaired two line breaks, installed new rotors. Installed new value box, tested run, and adjusted rotors at Casements for new sidewalk project.
  - Installed new T.B.O.S. timer on Granada median.
  - Repaired line break at Melrose Park and add two rotors.

- Pressure tested zone line at Casements.
- Ran all systems on Williamson Blvd. medians. Replaced batteries in timers, replaced damaged rotors.
- Replaced ladies room light switch at Ames Park restrooms
- Replaced missing parking lot post at Sanchez Park
- Repaired crack in base of "The Cloud" fountain at Fortunato Park
- Cleaned exterior walls of restrooms at Fortunato Park
- Installed two park benches at Milton Pepper Park
- Repaired broken picnic table at Riverbend Park
- Repaired broken dock at Sanchez Park

### **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 hosted the annual Golfing for Youth Tournament at Pelican Bay on Saturday, November 7th. Forty-Eight community members participated in the tournament and tried to win the Hole in One prize sponsored by Bruce Rossmeyer's Daytona Harley Davidson. Community businesses supported the tournament's success through donations of advertising, food and beverages, door prizes and items for the players goodie bags. The hole sponsors for our tournament were: Gold sponsors: Commissioner Bill Partington, Halifax Ob/Gyn, Associates, Microflex, Inc., Mr. Greg Smith and Weather Guard, Inc. Silver Sponsors: Bight House Networks, CDM, Daytona International Speedway, Mercedes-Benz of Daytona Beach, and Metra Electronics Corporation. PAL Sponsors: Atlantic Center for Comprehensive Dentistry Drs. Kraski, Costello and Drake, Biz Card Express, Boehm, Brown, Fischer, Harwood, Kelly and Scheihing, P.A., Cranshaw Brown, Drs. Brown and Chmielarski, Halifax Paving, Hall Construction Co. Inc., Fox Mattress Makers, Kalin Home Furnishing, Love's/Arby's, Michael Lambert, P.A., Regions Bank # 356, Total Comfort, and The Daytona News Journal. Through the dedication of the community to youth programs, the tournament raised over \$5000 to support educational, athletic and recreational programs for at-risk youth in OBPAL programs.
- **Community Services & Animal Control**
  - 39 Animal Calls (Responded to)
  - 4 Animal Reports
  - 1 Animal Bite
  - 2 Animals to FHS
  - Assisted in the set up for the PAL Golf Tournament
- **Criminal Investigations**
  - Cases Assigned: 19
  - Cases Cleared by Arrest/Complaint Affidavit: 10
  - Cases Exceptionally Cleared: 12
  - Inactive: 4
  - Fraud: 3
  - Burglary Business: 0
  - Burglary Residential: 4
  - Larceny Car break: 5

- Grand Theft: 2
- Auto Theft: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1

Comments:

- Five subjects have been identified as committing car burglaries in the city. Two subjects have been arrested and three subjects have charges filed against them. One of the subjects was arrested by our agency a week ago for a burglary at Tomoka State Park and was out on bond.
- Three black males (two from Palm Coast and one from Ormond Beach) were arrested after they were found casing a residence for a burglary on Fred Gamble Way. After the arrest further investigation identified that one of the subjects recently burglarized a residence on Mound Ave. (fingerprint found inside the residence).

- Records

- Walk-Ins / Windows - 245
- Phone Calls - 339
- Arrests / NTA's - 26
- Citations Issued - 126
- Citations Entered - 182
- Reports Generated - 119
- Reports Entered - 100
- Mail / Faxes / Records Requests - 118

- Operations

- 11/05/09 – Burglary Business – State Park – Officer on patrol observed 2 suspects exiting closed business with property; suspects fled via boat on River; followed by Air 1 to Warwick Avenue where they fled on foot; suspects apprehended and charged.
- 11/05/09 – Aggravated Battery – suspect intentionally rammed victim's vehicle; suspect vehicle recovered, charges pending.
- 11/07/09 – Stolen Vehicle – South Atlantic Avenue – two individuals entered a fitness business, found the keys to victim's vehicle and took vehicle; suspects were observed throwing victim's personal items from vehicle in Daytona Beach.
- 11/07/09 – Burglary Residence – Division Avenue – known suspect entered residence and stole approximately 40 checks.
- 11/08/09 – Grand Larceny – Calle Grande – truck camper shell taken from front yard.
- 11/08/09 – Suspicious Incident – Saddler's Run – a severed pig's head and other items placed on doorstep of home; victim has no idea why; investigation continuing.
- 11/08/09 – Stolen Vehicle – River Ridge Trail – vehicle taken from garage; no suspects.
- 11/08/09 – Burglary Carbreak – North Yonge Street – vehicle entered, items taken.
- 11/08/09 – Burglary Carbreaks – Lakeview Park/Laurel Oaks – three individuals contacted by officers; on scene investigation revealed these subjects had committed several carbreaks within the area; charges filed; property recovered.
- 11/10/09 – Loitering & Prowling – Fred Gamble Way – resident observed three suspects acting suspiciously in the area of a vacant residence; suspects fled from officers but were apprehended and charged.
- 11/10/09 – Burglary Carbreak – W. Granada – window broken; purse taken; credit card later used at a convenience store; investigation continuing.
- 11/11/09 – Burglary Residence – Northside Drive – victim observed individuals entering his vehicle within the garage; arrests made.

- 11/11/09 – Burglary Carbreak – Northside Drive – vehicle entered, items taken; suspects arrested property recovered.
- 11/11/09 – Burglary Carbreak – Overbrook Drive – vehicle entered, items taken; suspects arrested property recovered.
- 11/11/09 – Burglary Carbreak – Putnam Drive – vehicle entered, items taken; suspects arrested, property recovered.

- Traffic Unit

- 09-11-00060 Crash / Hit & Run - 1 S. Old Kings Road (Club Boom): A heated dispute between boyfriend and girlfriend resulted in one backing into another with their vehicle. The suspect fled the area but was later located and charged leaving the scene of a crash.
- Traffic Unit deployed the Stealth Stat system at the 400 BLK of Harbor Lights Drive in reference to a speed complaint. Average speed of 22 MPH recorded. Complaint unfounded.
- The Traffic Unit is conducting a Community Policing Project at the intersection of Melrose Avenue and North Ridgewood Avenue. With the help of the Streets Department, new signs have been installed to remind traffic on Melrose that cross traffic does not stop. Radar enforcement continues for this area. We also conducted a Stealth Stat survey and determined the average speed to be 29 MPH. Radar enforcement has been conducted and will continue.
- Met with the Legal Department in reference to their concerns about vehicles parking after hours at the Ames Property. After reviewing the area, I contacted the Streets Department, who will install better signage so we can enforce park hours. Legal also wanted a small section of the park blockaded to prevent vehicular parking. I referred Legal to the Parks Division to seek a solution. The Streets Department has installed appropriate signage to enforce park closure.
- Sgt. Smith, Ofc. Pavelka, and Ofc. Borzner successfully completed the police motorcycle skills challenge training hosted by DBPD at Destination Daytona, Thursday thru Saturday.
- Sgt. Smith, Cpl. Bandell, Ofc. Pavelka, and Ofc. Borzner participated in a multi-jurisdictional charity escort on Friday night.
- Sgt. Smith and Ofc. Pavelka conducted police bicycle certifications for 7 officers on Wednesday.
- Traffic Citations 58
- Parking Citations 1
- Crash - No Injury 7
- Crash - Injury 2
- Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Total Citations Issued on S.T.E.P.: 24
  - Self-Initiated Enforcement Locations:
    - US 1 / SR 40
    - 2000 BLK SR 40
    - N. Ridgewood Avenue
    - OBMS School Zone
    - US 1 / Hand Avenue
    - Tymber Creek Subdivision
    - SR 5A / Sterthaus Drive
    - SR A1A
    - Granada Bridge
  - Enforced Complaints:
    - 100 Block Clyde Morris Blvd. (Crossings)
  - Parking Complaints:
    - Ormond Towne Square

- Neighborhood Improvement
  - Weekly inspection statistics by Commissioner Zones
  - Zone 1: 5 Cases Initiated
  - Zone 2: 2 Cases initiated
  - Zone 3: 2 Cases initiated
  - Zone 4: 3 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 sixty (60) telephonic requests.

## **Public Works**

### **Engineering -Operations**

- Construction Projects:
  - Hardened Data Center- All electrical conduit at the pad has been poured, AC contractor to set outside units
  - Division Avenue Roadway Construction & Watermain Extension- Contractor is completing final punch list items. Watermain break occurred at US1, but not related to work performed by the contractor. City repaired watermain and reopened roadway.
  - Wells 7A & 18 A, Division Ave- Construction completed. Some final SCADA system adjustments must be made, but wells are functional.
  - 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- No utility offsets this week- to resume following week.
  - I-95 & SR40 Bridge Landscaping – Contractor completed planting and mulching the Southwest slope. The Contractor is scheduled to install sod and clean up site next week.
  - US1 Forcemain Extension Phase II- Final tie-ins of forcemain are being completed.
  - Ann-Rustin Underdrain- Construction is nearly complete. Restoration is in progress.
  - Avenue La Vista Stormdrain Repair- Construction is complete.
  - Casements Architectural Improvements – Contractor is 90% complete and anticipates completing project ahead of schedule in order to have the casements open by Thanksgiving.
- Design Projects:
  - Beach Ramp Beautification Grant – Finalizing both designs to complete the application.
  - Rima Ridge Wells 54, 55 & 56- Performed final review on design plans and specifications. Consultant to resubmit 100% plans. Permits are being processed by VCHD.
  - Water Treatment Plant Distribution System, Phase II- Extension plans from US1/ Division Ave to WTP are completed.
  - Alcazar-Buena Vista Drainage Area Improvements- Performed field walkthrough to determine preliminary design considerations.
  - Airport Rd Forcemain Extension- Design is approximately 80% complete.
  - 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 on 11/17.
  - 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.
- 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 – Resubmitted plans and spec, prepare ad, received NTP.
  - SR40 Sdwk/Trail Phase II-Submitted plans, specs, ROW certification, FHWA check list.
  - Tomoka State Park –Contacted Tallahassee and forward additional survey
  - Halifax Drive Resurfacing – Completed bid package and estimate.
  - OBSC Boundless Playground – Staff reviewed two proposed concepts and provided comments for design resubmittal.
  - 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.
  - South Ormond Rec Center Lighting- Prepared ad and supporting documents to bid.
  - 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.
  - Cassen Park Ramp Extension – Contacted DEP on permit requirements
  - Casements Renovation- A landscape plan has been prepared and proposals have been received, reviewed and forwarded to Hall Construction.
  - Tymber Creek Widening- Completed field verification of Phase 1 utility relocates.
  - Hull Road & US1- Compiling cost estimate to submit to FDOT.
  - Mast Arm Rehab- Preparing contract documents
- Development Review:
    - Responded to two house layout on wetland for Hammock Lane
    - Met with owner and buyers for two lots on Hammock Lane
  - Administration:
    - Sent transmittal of Kiwanis Field C2C survey to FAA
    - Processed project invoices/pay requests totaling \$80,512
    - Prepared Requisitions/PO's totaling \$1,825
  - Meetings:
    - Met FDOT on SR 40 and Halifax regarding parking spaces
    - Met FDOT on Nova and US 1 regarding median removal justification
    - Met with Volusia County LMS and received tier 1 priority rating for the City's HMGP project for funding under the federal authorized appropriation grant. The City's project was the second rated project.
    - Attended depositions with legal for two projects under potential litigation with the firm of Wiring Technologies, Inc. that did work for the City back in 2004.
  - Customer Service:
    - 312 Beach street illegal fill answer Mr. Grant's questions
    - Issue four ATT permit and one TECO
    - Inspected lot on Amsted for fill violation
    - Easement Research for 444 N Halifax
    - Tymber Creek Plaza As-Built plans request to Charles Wayne Properties
    - Citywide Zoning Map to Surveyor request
    - Fortunato Park Site Plan Request for Chamber of Commerce
  - Other:
    - 242 Military Blvd- Investigated progress of removing illicit backfill. FDEP to assess fines.

- 132 N. Beach St. Dock Permit
- Update Whispering Oaks Entrance Easement (s) and Sketch for Legal Dept.
- N Yonge St Right of Way Line Stakeout for Wastewater Dept.
- Sight Triangle Stakeout @ S. Halifax and Willis Dr.
- Airport Security Fence Corner(s) Re-Stake for Contractor

### **Environmental Systems**

#### Asphalt / Concrete

- Remove concrete sidewalk/pour concrete sidewalk for Irrigation crew to run pipes at Airport Sports
- Form up (4) bench pads and (2) table pads on playground at Fire Station #91
- Asphalt Water Department utility cut at 1167 Oceanshore Blvd.
- Asphalt utility patch for water main break at Division and US1
- Form boards/tools at the Public Works Yard
- Dig out area for pads with track hoe at Fire Station #91
- Build (6) forms for Fire Station #91

#### Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Pick up tree debris at Memorial Gardens, Nova Recreation and Nova from Bosarvey to Wye Dr.
- Remove palm trees at South Ormond Recreation
- Trimming at Melrose & Sanchez Parks
- Trim trees on N. Beach St. at Wimbledon Ct.
- Trimming at 6 Aaron Circle, 500 block Collins and Division & Nova

#### 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 ramp at Fortunato Park.
- Maintenance of various vehicles
- Change out bridge banners on SR40
- Fill washout with broken concrete at Bailey's Riverbridge
- Trimming city wide

#### Sign Shop

- Request 3 price quotes for a variety of traffic signs (stop signs, speed limit signs, right turn only & large 1 & 2 direction signs)
- Continue fabrication of HIP street names for intersections along S. & N. Yonge Street (completed)
- Assist Water Department with lane closures at Division Ave. & S. Yonge St. for water main break
- Assist Wastewater Department with a lane closure on W. Granada Blvd. at Tomoka Ave. for emergency repair at a manhole
- Fluhart Dr. & S. Halifax, install stop bar on Fluhart & stop bar & crosswalk on S. Halifax on S/side of intersection
- Repair damaged signs at the following locations:
  - Pineland Tr. & Ormond Green, replace missing post, stop sign & street name

- 300 Grove St., reinstall 25 mph sign hit by a vehicle
- 930 N. Halifax Dr., replace 35 mph sign & post hit by a vehicle

Stormwater Maintenance – Maintenance Crew TORMWATER MAINTENANCE

- Locates citywide
- Carp Gates inspected and cleaned
- Inlets & basins inspected and cleaned for storm preparation – 2 days
- Sinkhole investigation
- Ditch inspection
- Met with fountain installers
- Pumped down Bennett Lane – for storm
- Repaired basin in Ormond Lakes
- Vacon line cleaning in Ormond Lakes subdivision

Street Sweeping - Streetsweeper

- Cleaned 56.0 miles of roads
- 15.0 cu yards of debris removed

**Fleet Operations**

Final testing on the mobilization of a 375kw generator has been completed. This unit was containerized by fleet personnel as time was available. The unit can supply power to City Hall, P.D., The Utility Division, PAC, and to be considered a back up to all existing units.

Pm Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
13	28

Road Calls for the week:

2

Accidents for the week:

Total: 0

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

<u>Diesel</u>	<u>Gas</u>
10,489 gallons	12,749 gallons

**Comments:**

All PM services are currently on schedule and up to date.  
Fire engine 094 received the following repairs this week:  
Replace of the inboard mechanical seal on the pump.  
Rebuild the valve for front steamer line due to being frozen.

**Utilities Division**

- Staff approved final edits received from Barnes Ferland and Associates, consultant, for Consumptive Use Permit (CUP) Compliance Report. Application signed and forwarded with report to SJRWMD.
- 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,

completion of final pavement patch activities, and cleaning stains from dewatering operations from curb and paving. Wilmette Avenue was reopened to traffic on Monday November 09.

- Ormond Beach Wastewater Treatment Plant Rehabilitation Project –The centrifuges are being installed. Portions of the additional electrical work authorized were completed by Cinchor Electric. These items include the lighting in the influent pump station, interception of the signal wiring from the reuse storage tank to send the signal to the operations building and the installation of PLC-2 into the alum/polymer building The sludge transfer pump was installed and seal water added meeting the requirements of Field Order No. 5. Staff to prepare Change Order upon final understanding and receipt of additional contract time request and justification. Additional information was received on the centrifuge shop drawings to determine how the framework will be resolved. 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.
- North Beach Street Water Valve Replacement near intersection of Hernandez – Sent the response letter and revised plans for the Volusia County Right of Way Permit to the County for processing
- Division Ave. Well 7A and 18A Rehabilitation – Final walkthrough is scheduled for 11/13/09.
- 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 one through four and installing an above ground 12-inch main to connect to filters five and six. A sketch is being prepared for the contractor to determine what additional costs may be needed to perform this connection. Other decisions that were made include removing an aged and defective 16-inch valve and replacing it with a sleeve for providing continuous water flow conduit during filter backwash cycles. Processed the first pay request from Masci Construction.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) – Final plans and specifications were reviewed and comments given to the Engineering Department.
- Pump Station Repair and Replacement –McDonalds lift station –The main disconnect is installed and the electrical work at the pump station was inspected by Volusia County. Continuing work and bypass pumping considerations at LS 6M. Shadow Lakes lift station SCADA system is not counting pump starts for Pump #2 and is transmitting false high level alarm signals. The contractor was contacted concerning this problem The contractor contacted the instrumentation sub contract concerning this item. A punch list for items requiring corrections was prepared and distributed. Bypass pumping commenced at the Laurel Oaks 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.

- 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.
- 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.
- SPRC – Reviewed the conceptual plan for Prince of Peace Social Services Building. Sewer service from Daytona Beach is readily available. Water service is more readily available from Ormond Beach. Need to determine whether the church will be required to obtain both water and sewer service from Ormond Beach. Met to discuss some changes to the Racetrac site plan. Utilities were not adversely affected. Received approved plans for the Walmart Building facade revision. Received approved construction plans for Madison Glen.6
- 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 14 residential/ 1 commercial water meters and installed 2 new water meters w/ services, replaced 8 water services,
  - Tested a 10” meter serving Crowne Apts, and 2-3/4” meters at the customers request due to a high water bill. All meters tested within the AWWA guidelines.
  - repaired 13 leaks, flushed 4 dirty/cloudy water complaints, replaced 15 boxes/lids, responded to 1 low pressure complaints
  - Maintained/ repaired 13 fire hydrants, continued maintenance on the Ormond Beach Peninsula, performed maintenance on 5 county fire hydrants that were overlooked during the county FH maintenance.
  - Completed phase 1 flushing program
  - Rescinded the boil water alert on Division Ave due to a water main break
  - Continued locating and marking valves in Breakaway trails, 23 valves located.
  - Leak Detection- completed set-up of Map page A3 noise loggers, patrolled 62 loggers, 10 loggers were in leak mode, correlated 4 possible leaks, 1 leak was found on Bellwood Cir, a 2” WM is leaking from a repair sleeve in a storm drain inlet, WM will be removed from drain and rerouted around structure. Locates have been called on the other leaks for repair.
  - All vehicles were cleaned and re-stocked.
- Water Treatment
  - Delivered to the City 34.466 million gallons for the week ending November 8th , 2009
  - New delivered to city flow = Finish water flow meter (35.371 mgd) minus backwater(.770 mgd) minus HVAC flow(.108 mgd) minus chlorine production(.027 mgd).
  - Backwashed filters 17 times for a total of 770,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Ran diesel generators for a test of FPL Power Share Program
  - Completed cleaning and testing of #2 sodium hypochlorite generator.
  - Drained and clean north backwash water pit.
  - Division Ave Well 7A & 18A Final Walk Through scheduled 11-13-09
  - Well 21SR Repairs – Calvary Church. Electrical panel installations and vault modifications nearing completion. Well pump replacement and bacteriological testing scheduled in upcoming weeks.

- An ortho-polyphosphate blend product was selected for addition at our water treatment plant and began this week. Selection was based on cost and performance specifications meeting minimum 0.5 mg/L ortho-phosphate residual required by the Volusia County Health Department for lead & copper corrosion control. Replacement product sequesters the iron corrosion products in the distribution system and is shown to reduce red water conditions. The Volusia County Health Department has been kept current on the product selection and implementation schedule.
- Waste Water Collection - Reuse
  - Crews Responded to three trouble calls.
  - Assisting contractor at WWTP with Influent Pumping Station associated with Project.
  - Contractor still working on cleaning work site on Wilmette Ave. this week. 99% done.
  - Crews repaired reuse lateral at 605 H. Halifax Dr.
  - Continuing flushing reuse mains on beach side due to snails in system.
  - Televised 2,370' of sewer main.
  - Five sewer laterals were televised this week.
  - Crew repaired leaking manhole at Castle Manor and Sauls St.
  - 1M system - performing I & I inspection.
  - Rehab two PEPSystem tanks this week - Total FY 12 to date.
  - 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 26.05 Million Gallons
  - Produced 16.89 Million Gallons of Reuse
  - Produced 11.11 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 3.72 MGD, plant designed for 6 MGD
  - Hauled 372,000 gallons of liquid Sludge (1.0%-1.5% Solids).
  - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
- Water Plant – Well Fields Booster Stations
  - Well 33H main control wire was cut by contractor clearing activities for Flagler County Huntingdon projects, repaired/ marked wiring junction box.
  - Removed - cleaned sight glass on lime softening scrubber water feed to achieve more accurate finished water usage readings.
  - Repaired oil leak Sodium Hypochlorite pump #7.
  - Plumb test ports on Lime Softener scrubber for operations.
  - Replaced leaking valve and repaired leak on pressure transducer at Standish Booster station. Removed out of service wall mounted equip.
  - Delivered generator and pump to Fleet for PM service.
  - Checked and tested Granada Booster station for operations.
  - Attended Water Specialties and McCrometer meter repair seminar.
  - Changed Batteries at Riverview Booster station RTU, also checked operation of station, pump #2 is being commanded to start from the operations computer, ICS will have to look at.
  - 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.
  - Cleaned shop and put away spare parts.
- Wastewater Plant Lift Stations Reuse System
  - Assisted WWP contractor on site with Rehab activities.
    - Performed Start up to Shadow lakes liftstation. Developed punchlist.

- Replaced light at Wastewater plant scum station.
- Swap out bad tank level meter Decant tank.
- Installed chart recorder for Decant tank.
- Continued with work on Centrifuge back drive, still not functioning.
- Checked all gas cans and pumps and refueled as needed.
- Reset clocks on automatic washdown system at clarifiers.
- Deragg 3 submersible aerators.
- Repaired reuse valve at Clarifier #3.
- Repaired shop air compressor.
- Replaced power unit on pressure washer.
- Assist Fleet mechanics with installation of Fire truck radiator.
- Replaced hinges on wetwell door at 3M liftstation.
- Replaced drive belt Digester blower #3.
- Repaired water jet system at post anoxic mixer.
- Cleaned up debris from Centrifuge room.
- Repaired flush water line at RAS/WAS room.
- Performed PM's to all plant equipment.
- Cleaned shop and put away spare parts
- Performed monthly PM's to 17 liftstations(cleaned and deodorized)
- Performed annual PM's to 6 liftstations( pull pumps, resleeve impellers)
- Utilities Maintenance performed 102 work orders for week of which 75 were preventative maintenance and 27 were repair work orders, as reported in MP2 system.